

THORNHAM PARISH COUNCIL  
CHURCH FARMHOUSE  
EAST WALTON ROAD  
GAYTON  
NORFOLK  
PE32 1PH



Tel: 01553 636499 Email: Thornhampc@gmail.com

Chair: Cllr Colin Venes Clerk: Mrs Sarah Bristow

SUMMONS TO ATTEND THE MEETING OF THE  
THORNHAM PARISH COUNCIL  
MEMBERS OF THE PUBLIC ARE WELCOME

2 October 2019

Dear Councillor

Notice is given that the Parish Council Meeting of Thornham Parish Council will be held on Wednesday 9 October 2019, at 7.00pm at The Village Hall, Thornham.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Sarah Bristow', written over a horizontal line.

Sarah Bristow (Mrs)  
Parish Clerk/RFO

**If any member of the Public present wishes to address an item on the Agenda please advise at agenda Item 3 public questions or by speaking with the Clerk prior to the start of the meeting. The item may be considered earlier.**

1. To Consider apologies for absence
2. **To receive Declarations of Interest and requests for Dispensations by Councillors in any of the Agenda Items listed.**  
Please indicate if there are any interests, which should be declared. A declaration of an interest should indicate the nature of the interest (if not already declared on the Register of Interests) and the agenda item to which it relates. If a disclosable pecuniary interest is declared, the member should withdraw from the room whilst the matter is discussed.
3. **Adjournment of Meeting to allow for public questions. (15 mins max 5 mins per Speaker.)**
4. **To Receive Councillor Reports**
  - 4.1 County Councillor – Cllr Jamieson
  - 4.2 Borough Councillors – Cllr Lawton

**5. Minutes of Parish Council Meeting held on 11 September 2019**

- 5.1 To consider and approve the minutes.
- 5.2 Matters arising from the minutes
  - 5.2.1. (12). To receive update on Bus Shelter
  - 5.2.2 (13). To receive update on Planters
  - 5.2.3. (8). To consider any action regarding general Parking issues.

**6. Neighbourhood Plan**

To receive update and consider any action necessary on Neighbourhood Plan.

**7. Village Matters**

- 7.1 To receive update and consider any action on Shore Road
- 7.2 To receive update and consider any action on Defibrillator.
- 7.3 To receive quotes and vote on Streetlight Energy.
- 7.4 To consider and vote on any necessary action re village trees.
- 7.5 To consider and vote on any necessary action re Village Asset Report.

**8. Finance: (see reports attached)**

To review and consider any action necessary

- 8.1 Monthly Accounts for Payment.
- 8.2 Money Received.
- 8.3 Bank Reconciliation September 19
- 8.4 Bank Mandate
- 8.5 Cyber Insurance
- 8.6 Internal Auditor
- 8.7 External Auditor

**9. Governance:**

To review and consider any action necessary

- 9.1 Training
- 9.2 Policies
- 9.3 Annual Risk Assessments
- 9.4 To receive quotes and vote on Health & Safety Assessment

**10. Outside Agencies**

- 10.1 To receive report from TVH&PF Ltd
- 10.2 To receive report from Thornham United Charities

**11. Planning Applications and Determinations:**

*In order to reduce the number of extra ordinary meetings called, any applications which have been received by the Parish Council since the publication of the agenda and the actual meeting, will be considered at said meeting, unless the Parish Council decide otherwise. All Applications will be listed with a decision on the minutes of the next meeting.*

Applications:

- 19/01542/F Application Variation of condition 2 of planning permission 19/00122/F to change layouts and elevations of units 1, 2, 4, 5, 6 and 7 at The Pastures 6 Choseley Road, Thornham.

19/01520/A Application for Advertisement application for 1 x non-illuminated hanging sign Manor Cottage, High Street, Thornham

Any others

Determinations:

19/01398/F Application for two storey extension to dwelling at 1 Lyng Farm Cottages, Ringstead Road, Thornham. **Granted**

Any others

## **12 Highways**

12.1 To receive update and consider any action on NCC Ranger Works

12.2 To take recommendations for Parish Partnership Scheme 2020/21.

## **13. Operation London Bridge (see associated paper)**

13.1 To review paper received and consider any action necessary.

## **14. Correspondence: (see associated papers)**

To review and consider any action necessary

*The following list of correspondence can be viewed by arrangement with the Clerk.*

14.1 Clerks and Council's Direct

14.2 Countryside Voice - CPRE

*Any correspondence that needs action which arrives after the published agenda will be added if cannot wait until the next meeting.*

## **15. Items For Next Agenda**

15.1 To consider items that need to go on the next agenda.

## **16. Date, and Place of next meeting.**

Parish Council Meeting Wednesday 13 November 2019 at The Village Hall at 7.00pm.

## **EXCLUSION OF THE PRESS AND PUBLIC**

To consider passing the following resolution: "That by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during discussion of the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

## **17. Employment**

17.1. Council to agree Clerk's Revised Contract of Employment.

17.2 Council to agree Clerk's Revised Job Description.

NB. Councillors & members of the public, please note that ANY item in consideration of the agenda MUST be with the Clerk 10 clear days prior to the meeting. (Saturdays & Sundays are included for ease of calculation, this timescale may change if Annual Leave is being taken, please check with the Clerk.)