Minutes of the Meeting of Thornham Parish Council held on Wednesday 15 January 2020 at 7.00pm at the Village Hall, Thornham.

Present:	Cllr C Venes (Chair)	Cllr A Chesterman (Vice)	Cllr A Needham
	Cllr S Greef	Cllr I Barrett	Cllr E Bett

Also present: Clerk, Cllr B Lawton & 7 Members of the Public.

The Chair asked if anyone was intending to record the meeting. None one volunteered any information.

1. To receive and consider apologies for absence:
It was resolved to accept apologies from Cllr B Gulliver.

2 To receive Declarations of Interest
Cllr Needham gave a personal interest in anything concerning Thornham United Charities and the PCC. Cllr Greef gave a personal interest in anything concerning the Neighbourhood Plan and the PCC. Cllr Barrett concerning Thornham United Charities & Cllr Bett gave a personal interest in anything concerning TVH&PF Ltd and Thornham Farms.

3. Adjournment of Meeting to allow for public questions.
Next Door.com Cllr Venes advised that he had a message passed to him allegedly from a Parishioner regarding promoting nextdoor.com. Cllr Venes advised that he did not know the Parishioner and no one else seemed to have heard of him. Cllr Venes advised that he had spoken to the Police Community Engagement Officer and he had confirmed that it was a useful programme to have running in the village. Cllr Venes advised that it covered scams, tide warnings etc. Cllr Venes advised that the Councillors were all working very hard and all had jobs and did not feel that he could ask any Councillor to undertake. Cllr Venes asked if there was a volunteer in the village willing to take on the task.

Cllr Greef advised that there was another scam where advertising leaflets are being put into letterboxes but only half way in, then coming back a few days later to see if the house is occupied or not.

4. To Receive Councillor Reports

4.1 County Councillor – Cllr Jamieson. Unfortunately, Cllr Jamieson is not able to be with us this evening and has sent his apologies.

4.2 Borough Councillors – Cllr Lawton. Cllr Lawton advised that there was no further details regarding tree planting. Cllr Venes thanked Cllr Lawton regarding taking up the situation of the garages at Castle Cottages and there has been progress as the garages have now been fenced off.

Cllr Venes also advised that there had been progress regarding the street cleaning of Church Street as they have agreed to inform us three

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days before they are due so that we are able to get notices out to stop cars from parking on the area to be cleaned.

It was resolved for the meeting to return to closed session.

5. Minutes of Parish Council Meeting held on 11 December 2019

5.1 To consider and approve the minutes. **It was resolved to approve the minutes and for the Chair to sign as a true and accurate record after the following amendment. 5.2.3 should read Saxon Shore Parish Forum.**

5.2 Matters arising from the minutes

5.2.1. (5.2). To receive update re Mapping Tool & Borough Council Training. The Clerk advised that she had arranged for Mr Lee Osler to attend before the February meeting to undertake training on the planning portal mapping measuring tool.

5.2.2 (7.5). To receive update on Dog Bin & Licence. The Clerk advised that she had got permission from NCC Highways and was just waiting for the Borough Council to advise that they could empty but was looking favourable. Cllr Jamieson had agreed to purchase the dog bin if the Parish took up the maintenance including the emptying. Cllr Jamieson has just gone back to the Highways and asked if the bin could be moved from the original position to around 100 ft further down the track. The Clerk advised that she had not heard anything regarding the new location so back to square one.

5.2.3. To receive update re hedge obscuring new sign at West End of the Village. Cllr Venes advised that Mr Siddle and Cllr Needham had advised that to cut the hedge which is on the Highway a Traffic Management Plan needed to be in place, which was too much for a Volunteer to undertake. Cllr Venes contacted the Highway Engineer who had advised that it was already programmed. Cllr Venes advised that it was programmed and was completed yesterday. **It was resolved for the Clerk to thank the Highway Way Engineer for her prompt undertaking.** Cllr Venes thanked Mr Siddle and Cllr Needham for their valuable advice.

6. Neighbourhood Plan

To receive update and consider any action necessary on Neighbourhood Plan. Cllr Gulliver and Mr Staveley had given their apologies. Cllr Venes advised that he had received a telephone call from Mr Staveley who advised that there would be a major presentation of the plan at the February PC meeting prior to going off to the Borough Council for the work prior to referendum. Cllr Venes advised that the Council have to agree the plan going to referendum.

7. Village Matters

7.1 To receive update and consider any action on Shore Road. Cllr Venes read out the following information received in an email from the Council's Solicitor: "Judge Cooke's decision has still not been received. I know that Andrew Gore was hopeful that it would be before Christmas however there is no update as yet. I do not think that it is sensible to

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chase the Judge for her decision but will continue to monitor matters and update you in due course.

I appreciate that you do need to liaise with the Council regarding your budget for the year. As the decision has not been made yet it is very difficult for me to give you a clear indication of costs at this stage as we simply do not know what the next steps will be. The future costs will depend on appeals and what steps each party takes and we cannot predict this at this stage. Do you need to know costings now or can we wait a couple of weeks to see whether we receive the decision and then have a better idea of what may happen next?"

Cllr Venes explained that the email was received over a week ago and no update has been received. Cllr Venes advised that when Cllr Barrett undertakes his report, he will advise why the Council have had to allow for all outcomes.

7.2 To receive quotes and vote on Streetlight Energy. The Cllr Barrett advised that Cllr Venes had been given details of an energy assessor who managed to save money on energy costs. The Clerk advised that she had sent the information off to the advisor but no information has been received yet. Cllr Lawton advised that Brancaster had just agreed 8p per light per day. Later in the meeting the Clerk advised that the Council were currently paying 5.5p per light per day. **It was resolved for this item to be deferred to the next meeting.**

7.3 To consider and vote on any necessary action re Village Asset Report. Cllr Venes thanked Cllr Greef for undertaking the check and sending round the report. Cllr Greef advised that three benches needed cleaning. Cllr Needham had previous advised Cllr Greef that they were advised not to paint/stain these benches. Cllr Greef advised that he would clean with some soapy water and see if they come clean. **It was resolved for Cllr Greef to undertake this cleaning.** The Clerk advised that there was discussion regarding how to record the assets on the Accounts Package or Mapping company. The Clerk advised that the Accounts people were in talks with the mapping company the Council currently uses for the Neighbourhood Plan. More details should be available for the next meeting.

7.4 To consider any action necessary to refurb telephone kiosk on the green by All Saints Church. Cllr Barrett advised that the kiosk needed re-painting and was last achieved when the Queen came to open the Village Hall. The Clerk advised that she had got confused and was thinking about the non-working kiosk at the Castle Cottages end. **It was resolved for the Clerk to ring British Telecom and advice that the kiosk needed attention.**

8. Finance: (see reports attached)
To review and consider any action necessary

8.1 Finance Chair's Report. Cllr Barrett talked through his report and explained the reason behind his budget decisions which had been agreed by the Staffing and Finance Committee. Cllr Venes agreed to open the meeting for public questions who had been given a hard copy

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of the report, budget & precept proposal. A Parishioner asked if the budget was covering the worst case scenario regarding the court case. Cllr Barrett advised that it covers if Judge Cook is unable to undertake the appeal and it goes to County Court when anything could happen as the judge is not use to handling planning law specifically.

8.2 Monthly Accounts for Payment. The Clerk had previously circulated. Cllr Venes advised that he had signed off the Clerk's timesheet. **It was resolved for these payments to be made.**

8.3 Money Received. The Clerk advised that £18.63 had been received from Barclays for interest for the last quarter.

8.4 Bank Reconciliation November 19 and December 19 had been received. The Finance and Staffing Committee are to undertake internal checks and report at the February meeting.

8.5 Bank Mandate. The first page needs to be signed. **It was resolved for the Clerk to get the paperwork to Cllr Chesterman and Cllr Bett.**

8.6 Health & Safety Including Risk Assessments. Cllr Barrett advised that the Clerk and himself were meeting with the advisor on Friday.

8.7 Budget Plan. Cllr Venes advised that this has been explained in Cllr Barrett's report. Cllr Barrett proposed that the budget be accepted as proposed, this was seconded by Cllr Chesterman. **It was unanimously resolved for the budget proposed be accepted.**

8.8 Setting the Precept. Cllr Barrett proposed that the precept is slightly increased due to not being able to plan regarding the court proceedings and asked for £35,000 to be agreed for the Precept for 2020/21. Cllr Venes advised that the had asked and received some details from the Borough Council regarding the figures and with a Precept of £35,000 a band D property would be charged £90.60. Cllr Venes advised that 57% of the village properties are band D or below. 43% are band E or above. 40 of the properties in the village are entitled to a 25% single occupancy discount. **It was unanimously resolved for the precept to be £35,000 for 2020/21 and for the Clerk to send off the necessary paperwork.**

9. Governance:

To review and consider any action necessary

9.1 Training. Cllr Venes advised that the he had attended a Chairman's Networking Session at Necton and had managed to come away with some useful advice and was able to give details of some of Thornham's Good Practice to help others. Cllr Venes advised that the Clerk would like to attend a two day conference and had circulated the details. **It was resolved for Thornham to pay for their share to allow the Clerk to attend.** Cllr Venes advised that there was a meeting of the Saxon Shore Parish Forum on January 23 between 2-4 at Holme Parish Council and the next Big Tent Meeting happening on January 25th.

9.2 Policies. Cllr Venes advised that the Clerk had previous circulated the following policies which he had read and made a few comments:

9.2.1 Code of Conduct. This was agreed at the last meeting. A three year review to be set and to go on the website.

9.2.2. Equality & Diversity. Cllr Venes explained the importance of the policies. **It was resolved to accept the policy with a three year review and to be placed on the website.**

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9.2.3. Freedom of Information Publication Scheme **It was resolved to accept the policy with a three year review and to be placed on the website.**

9.2.4. GDPR. This policy was agreed in October and is to go on the website with a three year review.

9.2.5. Grant Awarding and Grant Application Form. **It was resolved to accept the policy with a three year review and to be placed on the website.**

9.2.6. Planning Policy. Cllr Venes asked for the quorum to be changed to four and fourth paragraph to read help and inform. **It was resolved to accept the policy with the amendment, with a three year review and to be placed on the website.**

9.2.7. Records Management Policy & Appendix 1 and Appendix 2. **It was resolved to accept the policy with a three year review and to be placed on the website.**

9.2.8 Risk Management. Cllr Venes advised that this may be changed with regards to the Health and Safety Audit currently underway. **It was resolved to accept as an interim policy pending review on completion of Audit and to be placed on the website.**

9.2.9. Complaints Form. **It was resolved to accept the policy with a three year review and to be placed on the website.**

9.2.10 Privacy. Cllr Venes advised that this needs to be adapted to fit correctly with within Parish Council. **It was resolved for this policy to be amended by the Clerk and to be brought back for adoption at the February meeting.**

9.3 Annual Risk Assessments. Previously raised see minute 7.3

9.4 Privacy Statement. **It was resolved for this policy to be amended by the Clerk and to be brought back for adoption at the February meeting.**

10. Outside Agencies

It was resolved to open the meeting to allow Mrs Mocatta to report.

10.1 To receive report from TVH&PF Ltd. Mrs Mocatta reported that the Trustee had met in December but this was not a standard meeting but a brainstorming session on what the group wished to be achieved. Mrs Mocatta advised that the finances were showing that the hall should come in at the end of the Financial year breaking even or with a slight profit. Mrs Mocatta advised that there were updates regarding Health & Safety especially with the hall doors, which do not meet the current safety standards. It is hoped that these will be undertaken in the next few months. Mrs Mocatta reported that the website is to be revamped over the next few months. Mrs Cotton and Mrs Bett are working on the booking system. Golf nets have been agreed and Mrs Mocatta advised that she will now apply for grants. The Trustees are talking of having a regatta for the summer fund-raiser as long as the Health and Safety, RNLI are permitting. There has been a proposal for a Trim Trail around the outside of the playing field. One major project has been put on the cards for the next few years of updating/revamping the pravilion.

Cllr Venes thanked Mrs Mocatta for her report.

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11. Planning Applications and Determinations:

Applications:

Non received.

Determinations:

19/01771/F Variation of condition 1 of planning permission 16/00387/F: New drawings to reflect altered positioning of garage (Amended scheme). Land Adj ToThe Orange Tree High Street Thornham - **Refused**

19/01761/F Addition of 8 additional parking spaces with appropriate turning head, construction of additional access on to A149 to aid in the reduction of congestion around existing access used by Thornham Village Hall & Thornham Deli Thornham Village Hall, High Street **- Granted**

19/01879/F Application for Demolition of northern gable wall and garage block, with extensions to the western and northern elevations. Erection of a boathouse/garage with ancillary rooms above at Old Farm, High Street, Thornham. **– Granted.** Cllr Venes advised that it was whilst reading the condition on this application that he wished to put in place a Dark Sky Policy. Cllr Venes urged Councillors and Parishioners to take the time to read.

12 Highways

12.1 To receive update and consider any action on NCC Ranger Works. Cllr Barrett explained the Parishioners had cleared the leaves down Church Street but this still left lots of mud etc that has been washed down with the heavy rain. The Clerk advised that she would inform the Highway Engineer to see if anything could be achieved regard this debis. The Clerk advised that if NCC Highways could not pick up then people undertaking Community Service may be able to. **It was resolved for the Clerk to thank the Highway Engineer for the work in getting the drain clearer down Church.** Cllr Venes asked if the footpath by Malthouse Cottage could be added again. The north side of Ship Lane eg the field side needs cutting back. Cllr Needham advised that the grips in Green Lane needed attention. Cllr Greef advised that there was flooding because of the two new properties changing the run of the road. **It was resolved for the Clerk to add to the Rangers list.**

13. Correspondence:

To review and consider any action necessary.

None received.

14. Items For Next Agenda

14.1 To consider items that need to go on the next agenda. **It was resolved for the same agenda plus Dark Sky Policy and Neighbourhood Plan Report and deferred items.**

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15. Date, and Place of next meeting.

Parish Council Meeting Wednesday 12 February 2020 at The Village Hall at 7.00pm. Planning Training 6.00pm.

With no further business the meeting closed at 8.32pm

Action List

Cllr Greef

- Undertake the Cleaning of the Benches that need cleaning.

Clerk

- Thank the Highway Engineer for her help in getting the Hedge Cut and the helping with Church Street Clean.
- Update website with minutes and policies.
- Ring British Telecom re painting of the Telephone Box
- Get Mandate to Cllr Chesterman and Cllr Bett
- Get Precept form back to the Borough Council
- Put items on the Rangers List.
- Work with Cllr Barrett re quotes for Streetlight Energy
- Make Payments
- Make sure items for the next agenda go on agenda

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Signed:…… Chair Date: ……