

Minutes of the Annual Parish Council Meeting of Thornham Parish Council held on Wednesday 13 May 2020 at 7.00pm Via Zoom.

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

Also present: Clerk, Cty Cllr Jamieson, Cllr Lawton & 2 Members of the Public.

The Chair went through the rules regarding running a virtual meeting and everyone to stay muted until asked to speak, If you wish to speak please raise your hand. Members of the public only allowed to speak during Parishioners time. The meeting would be more formal than usual so that the business can be achieved as effectively as possible.

**1. To Elect a Chair for the coming year.**

Cllr Chesterman nominated Cllr Venes to be Chair for the current year. This was seconded by Cllr Needham and was voted unanimously. **It was resolved for Cllr Venes to be Chair for the next year.**

**2. To Elect a Vice Chair for the coming year.**

Cllr Venes nominated Cllr Chesterman to be Vice Chair for the current year. This was seconded by Cllr Gulliver and was voted unanimously. **It was resolved for Cllr Chesterman to be Vice Chair for the next year.**

**3. To receive signed Declaration of Office from Chair and Vice Chair – To be Completed Electronically after the meeting. It was resolved for the Clerk to get the paperwork to Cllr Venes and Cllr Chesterman for them to sign either print and scan or print and return via post.**

**4. To elect members to sit on the Finance & Staffing Committee.**

Cllr Venes advised that he wished to defer this until the June meeting with item 11. Cllr Barrett had checked the accounts and were found to be correct on a receipts and payment basis and had completed the audit. Cllr Barrett asked Cllr Chesterman and Cllr Bett if they wished for the folder to be sent to them or would they be happy for them to be sent to the Internal Auditor once all the figures had been sent to all members. Cllr Chesterman and Cllr Bett were happy under the circumstances for Cllr Barrett to undertake the last quarters audit. Cllr Barrett advised that he was happy for the Committee to have the same membership.

**5. To receive and consider apologies for absence:**

Everyone Present

**6 To receive Declarations of Interest**

Cllr Needham gave a personal interest in anything concerning Thornham United Charities and PCC. Cllr Barrett gave a personal interest in anything concerning Thornham United Charities. Cllr Greef gave a personal interest in anything concerning the Neighbourhood Plan and the PCC. Cllr Gulliver concerning Neighbourhood Plan and Planning item 20/00611/F on

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the ground that it backs his property & Cllr Bett gave a personal interest in anything concerning TVH&PF Ltd and Thornham Farms.

**7. Appointment of Parish Council representatives to serve on the following Committees/Organisations:**

Church Committee – Mrs J Needham  
RSPB – Cllr R Gulliver & Cllr S Greef  
Cattlegate Holders – Cllr A Needham & Cllr I Barrett  
Village Hall & Playing Field Ltd – Sam Staveley

All currently representatives are prepared to continue. **It was resolved for the representatives to continue in their appointments.**

**8 To receive reports from: Written reports to be circulated prior to the meeting.**

a. Church Committee – Mrs J Needham.

The following report was presented:

Report from All Saints' Church.

Since the last report we now have a new Rector, Revd. Rachael Dines, who was inducted in November last year and the Saxon Shore Benefice have now joined with Ringstead and Hunstanton to make an eight parish benefice. We are hoping to appoint a full time Vicar in the near future to assist Rachael in the benefice.

Progress is being made with regard to the bats and with the help of the “Bats in Churches” project, we have agreed to have an indoor bat box installed. We are hoping to encourage the bats to roost in these boxes and not in the church roof.

The investigation work has been carried out with regard to the work on the tower etc. and we have various quotes for this work. These estimates are approximately £100,00.00. As the church is now locked indefinitely, we have no services hence no income. Our Parish Share and insurance amount to £800.00 per month. Until the P.C.C. can meet to discuss this., we can proceed no further with grants.

We are still looking for a willing person to take over the position of Secretary from Megan, who is still doing this together with the role of Treasurer.

b. The Chairman – Cllr C Venes

The following report was presented:

Chair’s Report to Annual Parish Council Meeting  
Wednesday 13<sup>th</sup> May 2020

**Introduction and Thanks**

After a contested election the seven parish councillors took office in May 2019 for a four- year term. Roles were decided and Council set to work. To borrow a standard euphemism, ‘It has been a challenging year for Council’. I believe however that Council has largely risen to the challenges and it has been in many ways a successful year. This is due to the hard work undertaken by all members of Council and our Clerk. My sincere thanks to the team, and their partners, as without their support we would

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not be able to do what we do, so real and grateful thanks to you all for your efforts. Let me continue the sycophantic stream by also wishing to say thank you to the various groups, bodies official and informal and individuals whose efforts have helped and supported not only the council but the wider and greater community of Thornham. This is particularly relevant as I write in the middle of the Covid 19 crisis. These include Neighbourhood Planning team, Speedwatch, BagLadies of Thornham, NALC, NPTS, PCC, TUC, TVHPF, our borough and county councillors and many of the staff at KLWNBC and NCC without whose help we would not have achieved much of what we have done. There are also many individual members of the community whose quiet work helps to sustain us all. To the grass cutters, prescription collectors, food makers and servers..... and all those who have helped neighbours informally and/or who have enlisted in the council's team of volunteers during the Covid-19 crisis. On behalf of the council and the community our grateful thanks. Stay safe and well. We do hope we will be able to share a grand social event for the community at the end of this.

### **The day to day work**

Some detail to illustrate the work noted above. All members of council have undertaken roles within the council to share the workload. Finance & Staffing has seen Ian, Ali and Emma working with Sarah, our Clerk and RFO, to excellent effect on budget planning and monitoring of expenditure, offering wise advice and keeping us to the mark with financial regulations. Ali, as vice Chair has also led on Planning applications (and CIL monitoring), really getting to grips with the new emphasis on pro-active engagement with architects and planning team. Bob has chaired the NP team through the various consultation phases to an agreed final draft Plan which was about to go to the final stages with KLWNBC and Examination when Covid hit and this has now been temporarily halted – the Referendum now unlikely before May 2021 unless the situation changes dramatically very soon. Steve and Attlee are the eyes and ears of council, monitoring and keeping check of the village infrastructure, streetlights, shelters, benches, bins and inevitably ditches, drains and reporting and advising on issues as they emerge. Policies have been reviewed, updated and developed to meet needs. There is not enough time or space to deal with all of this work which may appear to be routine but is essential to maintain the safe and attractive environment we enjoy in the village. Training has been a major element of our work this year. Attendance at Network meetings, seminars and training sessions with other local councils has helped in keeping us updated and informed.

### **New Developments**

The issue of the social sustainability of the village quickly emerged as one with which council wished to engage. Advice from the Clerk enabled us to quickly take on the General Power of Competence as we met the criteria and meet strategic housing team in KLWNBC. Parish Councils are the lowest tier of government and have a number of duties but very few powers. Council recognised that addressing social sustainability would require co-operation with other village bodies and began the process of meeting with groups who have the interests of the village at their centre; the PCC, TUC and TVHPF. These informal meetings were largely an

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exchange of information and ideas. From the TUC came the suggestion that it would be more effective and purposeful for all four groups to meet together so we moved to the Big Tent idea. This has met twice and interesting discussion and action has followed, examples are the PC element in TVHPF Newsletter and the joint leaflet with TUC. But again Covid means Big Tent is on hold at present. A parallel development was the suggestion from Holme PC that the Saxon Shore Parishes should meet to discuss issues of common concern. This has met twice, once in Holme Village Hall and once virtually. Another meeting is planned for later in the year. Both developments and the pro-active stance re planning/development represent a shift in national thinking that co-operation not competition between related groups is the way forward. This inspired in part by Localism Act and NPPF.

Physically we have seen new village gates giving a better entrance to the village; planters both restricting parking at the top of Church Street and adding a welcome splash of colour and the bus shelter at east end of village has been successfully renovated/repared. Eventually, with the support of Cllr Lawton we succeeded in having the asbestos garages on Castle Cottages removed by KLWNBC.

### **Shore Road**

This has continued to be a strain on council's time and resources but necessary for council to protect its assets for the future benefit of the village. At the time of writing the process is on-going.

### **Looking Forward**

Council has identified a number of targets for future action: Revamp the web-site improving access for all and ease of use; another defibrillator in the disused phone box at east end of village; research re possible bus shelter on south side of road at Castle Cottages; continuing to develop working relationships within and outside of the village for the benefit of the community; sustainable energy was noted as a topic for the annual parish meeting. Covid looks likely to impact our work for some time yet. We receive advice and will need to develop our strategy as we wait to see what the 'new normal' becomes.

The one certain thing is that Council will continue to work hard and collectively for the benefit of our community.

Colin Venes, Chair Thornham Parish Council. 6<sup>th</sup> May 2020.

## **9. To Review Standing Orders**

a) To Adopt the revised Standing Order re Coronavirus 2020 Act.

Cllr Venes went through the need to change to allow for virtual meetings and advised that they had been change to incorporate the changes etc Quorum being 4 as our Standard Standing Orders. **It was resolved for the revised Standing Orders to be adopted.**

## **10. To Review Financial Regulations**

The Clerk advised that there were currently no changes necessary for the Financial Regulations.

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**11. Thornham Parish Council Annual Accounts 20019/20.**  
**It was resolved for these to be distributed and discussion deferred until the June Meeting.**

**12. Date, Time, Place of next Annual General Meeting.**  
**Wednesday 12 May 2021 at 7.00pm in Thornham Village Hall.**

**13. Adjournment of Meeting to allow for public questions. (15 mins max 5 mins per Speaker.)**  
No questions were asked. Cllr Barrett advised that one Parishioner explained that she was unable to join the meeting.

**14. To Receive Councillor Reports**

14.1 County Councillor – Cllr Jamieson  
Cllr Jamieson advised that the majority of his work has been around being Cabinet Chair for Finance for NCC but wanted to assure everyone that he was always available for Parishioners to contact him over any concerns they might have. Cllr Jamieson advised that he was very impressed with the way the NCC had risen to the Challenge and the Norfolk Recovery Forum are dealing very well over this situation. Cllr Jamieson advised that the forum has achieved something that the County Council have been trying to get set up for some time and that is getting the CCG, Police, NHS and other enterprise partnerships all working together in the fight of this virus. Hopefully these partnerships will continue when this horrid situation is over.

Cllr Jamieson advised that there were around 30/40% of hospital places being used out of all of the three hospitals in Norfolk. Cllr Jamieson advised that currently NCC have spent £62,000,000 which has been offset with a Government Grant of £43,000,000 which has left a deficit of £19,000,000 but it is hoped that more Government Grants will be available. Cllr Jamieson advised that he was very pleased to be able to provide a balanced budget for this year which has helped tremendously with this shortfall which might have been more. Cllr Jamieson advised that going forward no authority cannot and should not run hand to mouth as they currently do. Cllr Jamieson wants to be able to work as a team as currently going forward, working as one big team with also save on costs.

Cllr Jamieson then went on to explain that the main concern locally is that people are allowed to travel now and this will mean coming to visit this area. This is worrying for Parishioners who are mainly of a more vulnerable age. Cllr Jamieson advised that Norfolk Trails are to start work in Brancaster and start working toward Thornham fixing the broadwalk etc. Cllr Jamieson advised that if anyone has any concerns or problems they wish to speak with him about please do not hesitate to contact him. Cllr Gulliver was concerned that motorhomes would be camped out on the harbour. This is still not allowed, the advice is if you can travel but must be home at the end

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of the day. Cllr Jamieson advised that Caravan Parks would not be allowed to open currently. Cllr Jamieson said that he could ask NCC Highways to see if the Harbour Road could be closed but would not be popular. Cllr Venes advised that this would just move them to the lifeboat car park. Cllr Jamieson advised that he was buying sign for several villages saying no parking. **It was resolved for Cllr Jamieson to purchase some signs for Thornham.**

Cllr Greef advised that he was concerned about second home owners. Cllr Venes advised that he was concerned that second home owners could be made to feel unwelcome which would not be good if these people decided not to live in the village and he believed that many second home owners that feel that Thornham is their primary residence. He was more concerned by casual day visitors. Cllr Jamieson advised that he was more concerned about air B&B's.

Cllr Venes thanked Cllr Jamieson for his report.

14.2 Borough Councillors – Cllr Lawton.

Cllr Lawton advised that he undertaken a Borough Council Covid update via Teams this morning where there was a lot of data given. Cllr Lawton advised the Borough Council have reported losing around £800,000.00 with the loss of Carparks, Leisure and business rates.

Cllr Lawton also advised that the death rate in West Norfolk was very high compared to other areas of Norfolk. Cllr Lawton advised that more testing was necessary. Cllr Lawton advised that testing was being undertaken for anyone with a drop in testing at Fakenham on Thursdays.

Cllr Lawton advised that he had been a Councillor for a year now and felt pleased with what he had been able to achieve and hoped to be able to achieve as much if not more in the coming year.

Cllr Venes thanked Cllr Lawton for his report.

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

**15. Minutes of Parish Council Meeting held on 11 March 2020**

15.1 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 when physically possible.**

15.2 Matters arising from the minutes. Nothing to report.

15.3 (7.5). To receive update on Dog Bin & Licence. The Clerk reported that NCC Highways, and the Borough Council have agreed the position and a licence has been given. The Clerk advised that Cty Cllr Jamieson has purchased the bin and will put in place. As soon as the dog bin is in place then the Council will undertake to contract for emptying.

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**16. Neighbourhood Plan**

To receive update re submitted plan. Cllr Gulliver advised that the plan is ready for Regulation 16 but the Council has been advised to defer for the moment. Cllr Gulliver advised that any referendum would currently not happen until next year if the current situation continues. Cllr Venes advised that he had been approached regarding a pending planning application and had advised the parishioner to take the plan into consideration in framing their response.

**17. Finance:**

To review and consider any action necessary

17.1 Finance Chair’s Report. Cllr Barrett advised that the Asset Register has been updated by the Clerk taking everything into account and Cllr Barrett felt that the Council’s Asset have been reported correctly. The Clerk advised she is hoping to undertake photographs of all assets and place the details on to Parish-On-Line. Cllr Greef advised that he had many photographs of the assets that he can pass on.

17.2 Monthly Accounts for Payment.

**April**

K & M Lighting Services – New Streetlight	£420.00
E-on Energy – No bill received but around will confirm when received.	£ 50.21

**May**

Dolphin Graphics Leaflet – Grant	£ 54.00
Mr P R Dennis Leaflet distribution-Grant	£ 50.00

**It was resolved for these payments to be made.**

17.3 Money Received.

Cil Payments – The Pastures	£ 2,289.10
Precept & Support Grant	£35,100.00

17.4 Bank Reconciliation End of March 2020. Cllr Barrett advised that this would be dealt with in June with the end of year accounts.

17.5 Bank Mandate. The Clerk advised that nothing had currently been received.

17.6 Health & Safety Including Risk Assessments. Cllr Barrett advised that as soon as practically possible the risk assessments would be undertaken.

**18. Governance:**

To review and consider any action necessary

18.1 Training. Cllr Venes explained that he was undertaking virtual Chairs Meetings with NPT&S.

Signed:..... Chair Date: .....

## 19. Outside Agencies

19.1 To receive report from TVH&PF Ltd

The following report has been received:

- The Village Hall and Playing Field closed in mid-March and remains closed until further notice.
- Income is basically restricted to the 100 Club memberships and we are grateful for the support for this scheme, and, in particular, to those who have taken out extra membership in this time of crisis.
- We have cut back on expenditure wherever possible. All fridges and freezers have been emptied and turned off, light fuses removed and heating/air con turned off.
- Nevertheless we have large fixed payments which we have to meet on a monthly basis. These continue to be met.
- We have reduced the working hours of our paid team, and have refocused efforts on activities which need doing, and for which we have previously had no time. TVH will continue to support the small team of three who work for us.
- We continue to apply for grants to help us through these difficult times. We have successfully obtained a grant from Sports England which will pay our Groundsman's wages until the end of July.
- We have obtained a Government Grant of £10,000 to help with the disruption of our business. Goalposts move all the time, but our best estimate, based on very little resumption of activity before year end, is a loss in the region of £10,000. This would be a considerable achievement!
- We recognize the need for good communication and have been issuing weekly Newsletters to everyone on our emailing list. This project is being co-ordinated by Stephanie Mocatta. It has been very well received and is doing a great job. I would like to thank Stephanie for her hard work in this successful venture. If you know anyone who would like to go on the mailing list, please let any of the Trustees know.
- In line with the new guidance from the Government, the Tennis Court will be open to Members Only from today. Details on how to book the court will be in the next Newsletter. Perhaps this is the first step in the long road back!

John Warham

## 20. Planning Applications and Determinations:

Applications:

20/09546/F Application for Two Storey, Single Storey and Porch extensions, loft conversion and alterations at Thornleys Barns, High Street, Thornham. **Prior agreed to recommend approval with Traffic Management Plan.**

20/00508/F Application for removal or variation of Condition 2 of planning permission 19/02023/F: Demolition of an existing property and construction of replacement dwelling at Fulney Ploughmans Piece Thornham. **Prior agreed to recommend approval.**

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- 20/004873/F Application for Alterations to existing dwelling Tanglewood, High Street, Thornham. **Prior agreed to recommend approval with Traffic Management Plan.**
- 20/00188/F Application for Alterations and extensions to existing dwelling at Oldfield The Green Thornham **Prior agreed to recommend approval.**
- 20/00611/F Application for Construction of a single dwelling at Land To The Rear Twin Cottage High Street Thornham **It was resolved to recommend approval with Traffic Management Plan.**
- 20/00625/F Application for Variation of conditions 2, 4, 11, 12, 13, 14 and 15 and removal of conditions 7, 8, 9 and 10 of planning permission 20/00321/F: Variation of Conditions 2 and 16 of Planning Permission 19/01949/F: Alteration of existing dwelling and erection of three dwellings at Tanglewood High Street Thornham. There were several questions. **It was resolved for Cllr Chesterman to check with the architect and report back and the decision deferred.**

Determinations:

- 20/00075/F Application for Side and Rear Extensions to existing cottage at Coastguard Cottage, The Green, Thornham.- **Granted.**
- 20/00156/F Application for *Variation of conditions 1, 2, 8, 9 and 12 of Planning Permission 16/00387/F: New drawings to reflect altered positioning of garage (Amended scheme) at Land Adj Orange Tree Public House High Street Thornham -* **Granted .**

## 21 Highways

21.1 Cllr Needham asked if the Rangers were able to look at cleaning the area along the wall in Church Street. **It was resolved for the Clerk to check with the Highways Engineer to see if these can be achieved the Rangers.**

## 22. Correspondence: (see associated papers)

- a. Email from Parishioner re Dog Fouling. Cllr Venes advised that he had received an email from a Parishioner regarding dog fouling in the village. Cllr Venes had asked Cllr Greef that when he walks his dog can he look at the situation. Cllr Greef advised that he had looked and there were two main areas. The path by the Deli and the TUC field, and the Shore Road and Marsh

Signed:..... Chair Date: .....

House. **It was resolved for the Clerk to obtain a quote to replace the dog fouling sign.**

- b. Email from Parishioner re Visitors. Cllr Venes advised that he had received an email from a Parishioner regarding visitors to the village. Cllr Venes advised the parishioner of the Council's policy but noted that individual parishioners can and have informed the police. The police have responded to a number of calls in the village;
- c. Letter from Parishioner re Shore Road. Cllr Venes advised that he had received a letter from a Parishioner regarding Shore Road. After advice an acknowledgement letter had been drawn up. **It was resolved for the Clerk to send the letter.**

**23. Items For Next Agenda**

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

Safeguarding Policy

Co-Option Policy

Mapping of the Village

Accounts – End of the Year 19-20

Members of the Finance Committee

GDPR

**24. Date, and Place of next meeting.**

Parish Council Meeting Wednesday 10 June 2020 via Zoom at 7.00pm.

**It was resolved for the Clerk to contact all Parishioner who had asked to join the meeting to see if there was a problem and seek to investigate.** Cllr Gulliver asked that all Parishioners given a telephone number for them to contact if they have a problem connecting. Cllr Chesterman advised that Councillors should be ready to start the meeting at 6:45.

With no further business the meeting closed at 8.35pm

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.)

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**Action List**

**All Councillors**

- Decide re planning application 20/00625/F.

**Cllr Venes**

- Sign Declaration of Office Form

**Cllr Chesterman**

- Sign Declaration of Office Form
- Contact Architect re 20/00625/F and report.

**Clerk**

- Get Declaration of Office forms to Cllr Venes and Cllr Chesterman.
- Distribute Annual Accounts
- Ask Rangers to clear up wall side of Church Street.
- Obtain quote for Dog Fouling Sign
- Investigate Parishioners and Zoom Problems
- Put Comma on Privacy Policy and update to the Website.
- Planning Comments
- Make Payments
- Make sure items for the next agenda go on the agenda.

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