

Minutes of the Meeting of Thornham Parish Council held on Wednesday 9 October 2019 at 7.00pm at the Village Hall, Thornham.

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

Also present: Clerk, Cty Cllr Jamieson & 6 Members of the Public.

1. To receive and consider apologies for absence:

Everyone present.

2 To receive Declarations of Interest

Cllr Needham gave a personal interest in anything concerning Thornham United Charities and the PCC. Cllr Gulliver gave a personal interest in anything concerning the Neighbourhood Plan, Cllr Greef gave a personal interest in anything concerning the Neighbourhood Plan and the PCC. Cllr E Bett has a personal interest in anything concerning Thornham Lyng Farms & Thornham Village Hall and Playing Field Ltd. Cllr I Barrett for Thornham United Charities.

3. Adjournment of Meeting to allow for public questions.

Accounts.

A Parishioner asked why the accounts had not been attached to the last sets of minutes on the website. The Clerk apologised and advised that the council are running the accounts differently and the approval list is sent round to all councillors with a copy of the invoice. The approval list is produced in a pdf format and cannot easily be added into a word document. The Clerk advised that she would add the accounts as a separate document on the website and see if she could incorporate going forward.

100 Club Results

A Parishioner asked why the 100 club results are not been advertised in the Link anymore. Cllr Venes advised that this is a Thornham Village Hall & Playing Field activity and not the responsibility of the Parish Council. Cllr Venes advised that the numbers are computer generated, and the winners are advertised on the TVH&PF newsletter and on their website.

4. To Receive Councillor Reports

4.1 County Councillor – Cllr Jamieson. Cllr Jamieson advised the council regarding the setting of the NCC Budget. Cllr Jamieson advised about the 2% that central government have agreed can be added to cope with the demands of Adult Care. A further 2% will be added to general running costs. Cllr Jamieson then advised that currently Norfolk are paying an allowance of £189.00 per week minimum income threshold but is this going to be decreased to £151.00 per week in line with neighbouring counties.

Cllr Jamieson then went on to say that he has been working on the Business Transformance Programme. This has been looking at the way

Signed:..... Chair Date:

the County Council deals with paperwork etc and how the use of better technology has improved services and saved money. Cllr Jamieson then went on to explain about Parishioners reporting a highway issue like a pot hole going on line putting the details on the website, this information then is sent to the responsible Highway Engineers tablet so that they can assess and if necessary action work to be undertaken. They update the system and the Parishioner is registered will get an email update.

Cllr Jamieson then advised about the greater use of libraries, and how they would be used for meetings etc. This put people at ease as they are use to the library etc. Libraries are still going to be available for books, internet etc. Cllr Jamieson then advised that in Hunstanton Library will be re-furbished as the County have put the Bus Station which the Library shares has been put up for re-development. Cllr Jamieson urged people to go and see Attleborough Library if they can as this has had the necessary changes and is a great role model. Cllr Jamieson advised that Searles are now going to be running vocational training in Catering and Hospitality which will save the need for Parishioners to travel into King's Lynn.

Cllr Venes asked Cllr Jamieson who was to be congratulated for the Goldsmiths Project was it down to Norwich City or NCC. Cllr Jamieson advised that what usually happens if NCC pays and Norwich City get the credit. Cllr Jamieson advised that Norwich were much more advanced in developing living spaces.

Cllr Venes then asked if it was true that NCC Highways was going to be run by Norse. Cllr Jamieson said that Ms Bettinson will still be in post and very much in charge still but instead of NCC Employees undertaking road repairs etc it will be Norse undertaking.

Cllr Venes thanked Cllr Jamieson for his report.

- 4.2 Borough Councillors – Cllr Lawton. Cllr Venes advised that Cllr Lawton had sent his apologies but he was at a meeting in Brancaster with Freebridge.

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

- 5. Minutes of Parish Council Meeting held on 11 September 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 proper meeting with Cllr Barrett not proper conversation.**
- 5.2 Matters arising from the minutes
- 5.2.1. To receive update and consider any action on Bus Shelter. The Clerk advised that she had given the payment details to the insurance

Signed:..... Chair Date:

company but nothing has been received as yet. **It was resolved for the Clerk to chase.**

5.2.2 To receive update and consider any action on Planters. Cllr Venes advised that unfortunately he has not had the time to undertake but would try and undertake before the next meeting. **It was resolved for Cllr Venes to undertake.**

5.2.3. To consider any action regarding general Parking issues. The Clerk advised that she had sent an email round regarding the camper vans parking on the Harbour, she had received responses but nothing with anyone taking any action or offering any action. She had today received an email from the Norfolk Wildlife Trust and they were going to look further into the situation. Cllr Venes advised that he had not receive any response regarding the article in Link no one had come forward with any suggestions or offers of land etc. Cllr Venes advised that he had sent a letter to the Lifeboat and The Checkers regarding the possible use of their carparks but had not received a reply as yet. Cllr Venes then reported that Thornham Village Hall Trustees had put in the application for the new entrance onto the Village Hall site. This would mean the loss of three spaces in the current carpark but the production of eight new spaces so a total gain of five. The new spaces would be using grass matting.

Cllr Venes then opened the meeting to allow Cllr Jamieson to update. Cllr Jamieson asked what were the Council thinking of with regards to parking etc. Cllr Venes advised that during the recent buildings works on the High Street and the great Bank Holiday weekend the village has been problematic from before the Orange Tree to Hall Lane bend has been particularly dangerous. Cllr Jamieson advised that County have always been against putting in double yellow lines but had been persuaded to undertake in Burnham Market and Brancaster. Cllr Jamieson asked if it was something that Thornham would like. Cllr Venes advised that if the cars were not allowed in these areas they would be parking elsewhere causing as much trouble but in a different area. Cllr Venes advised that The Borough taking on board the Council's wish for all building works to have a Traffic Management Plan would go some way to help. Cllr Jamieson advised that he had spoken with the Borough Council and had agreed that these need to be taken seriously and enforced and that extra funds should be made available for any disturbance to the running of the village.

The meeting then returned to closed session.

6. Neighbourhood Plan

To receive update and consider any action necessary on Neighbourhood Plan. Cllr Gulliver explained that there was an open day event on this Saturday at the Village Hall between 10-2 and urged all Parishioners to come and see all the information available.

Signed:..... Chair Date:

7. Village Matters

7.1 To receive update and consider any action on Shore Road. Cllr Venes read out the following report:

On Monday 7th October Cllrs Barrett, Needham and Venes attended a briefing meeting re the Shore Road dispute with the barrister representing TPC and our solicitors from Hayes & Storr. Also in attendance were the Cattlegate Holders Trustees who are a party to the action and the solicitor who advises the principal trustee. The meeting was held at the H&S office in King's Lynn.

It was a lengthy meeting with the barrister rehearsing the key elements of the dispute and the process followed so far, all known to council. There were no decisions required from TPC and so no need for any decisions at our meeting on 9th. We have asked our solicitors to forward to the opposing party's solicitors our response to the letter from Kenneth Bush which we sent in August but seems to have slipped through their net.

In terms of the future the certain facts are:

The opposing party's barrister must respond to Judge Cook's pro tem judgement on the jurisdiction issue by 24th October. TPC's barrister has until 7th November to reply to Judge Cook's pro tem judgement and the opposing barrister's reply. Judge Cook has until 21st November to decide how the matter should progress.

Our barrister thinks that realistically we should know by Christmas what is likely to happen and this will allow our solicitors to make a rough estimate of any potential future costs. Until then we continue to wait.

7.2 To receive update and consider any action on Defibrillator. **It was resolved for this item to be removed.**

7.3 To receive quotes and vote on Streetlight Energy. The Clerk advised that the figures were now out of date but would use with the bill from the current supplier and would work out if there would be a saving and report back.

7.4 To consider and vote on any necessary action re village trees. The Clerk advised that she had asked for quotes for three trees in the village but had not received a reply. Cllr Barrett asked if the previous person had been asked. The Clerk advised that she had not but would now. This item to go to the F & S Working Meeting.

7.5 To consider and vote on any necessary action re Village Asset Report. Cllr Barrett advised that the meeting that was due to happen today did not take place but obtaining advice elsewhere and Cllr Needham to obtain information tomorrow they should be able to give a more accurate account of the replacement costs of the Millenium Bus Shelter and the Village Sign. The Clerk advised that she had replacement figures in place and was currently working on the costs she knew about eg the last 13 years. This item to go to F & S Working Meeting.

Signed:..... Chair Date:

- 8. Finance: (see reports attached)**
To review and consider any action necessary
- 8.1 Monthly Accounts for Payment. The Clerk had send round the report with the invoices which mainly had been received after issuing the agenda and that she had two invoices that had arrived today. Cllr Barrett not happy that agreed protocol had not been achieved. Cllr Barrett was not happy regarding the Clerk's overtime. Cllr Venes advised that this has happened historically and a method of signing off would be put in place. He was not happy to pass the Cartridge Save. The Clerk advised that it is within her budget and if Council required copies of agenda, minutes and receipts etc then it was necessary to have ink for the printer. **It was resolved for all payments to be made apart from Cartridge Save which would need prior approval. It was also resolved for the Clerk to undertake a VAT return so that the Solicitors VAT Costs could be claimed sooner.**
- 8.2 Money Received. Nothing received.
- 8.3 Bank Reconciliation September 19. These were just for information a quarterly bank check would take place by the F & S Working meeting and report be made available for the November Meeting.
- 8.4 Bank Mandate. The form has now been completed and sent off.
- 8.5 Cyber Insurance. The Clerk advised that this involves purchasing commercial grade virus protection and firewall to be able to undertake. There may be an offer of going in with her other two councils and sharing the cost of the actual insurance. This item to be looked at by F & S Working Meeting.
- 8.6 Internal Auditor. Last year's Internal Auditor had agreed to continue for 2019/20, the Clerk also has chased her invoice.
- 8.7 External Auditor. The report has been received back and is on the website. F & S Working meeting to look if any action necessary.
- 9. Governance:**
To review and consider any action necessary
- 9.1 Training. Cllr Venes advised that he had attended a Planning Seminar lead by the Borough Council with Cllr Gulliver and the Clerk. Cllr Venes has sent round a precis of the meeting and the official presentation had now been received and the Clerk has forwarded to everyone. Cllr Venes reported that paper copies would never been returning. The Clerk had asked in her session if amendments to planning application could be highlighted but was informed that the Borough Council could not insist that the Developer undertakes but Planners can always be asked. The Clerk advised that she has asked Planners on several occasions but never received a response. Cllr Venes also advised that he had attended a Chair's networking session which he had found very interesting.
- 9.2 Policies. Cllr Venes advised that the Clerk had send around model policies, which he had read and had the following comments which Council agreed they would accept. Grant Application Form just needs the footer changing. Grant Awarding Policy this needs to take into account all forms of equality, and paragraphs 8 needs grounds maintenance and needs to be dated. Code of Conduct Policy just needs

Signed:..... Chair Date:

updating with Council's details. The Clerk advised that she still had not received Cllr Gulliver's signed copy. **It was resolved for the Clerk to send a new form.** Lone Working Policy this again needs making personal to Thornham. GDPR change of title, signed and dated. DPO to be added to the Clerk's Job Description. **It was resolved for all these amendments to be undertaken then the policies signed and approved and the Clerk to work out a review system.**

9.3 Annual Risk Assessments **It was resolved for these to be deferred to the next meeting after being looked at by F & S Working meeting.**

9.4 To receive quotes and vote on Health & Safety Assessment. **It was resolved for these to be deferred to the next meeting after being looked at by F & S Working meeting.**

10. Outside Agencies

10.1 To receive report from TVH&PF Ltd. Unfortunately Sam Staveley is unable to attend this evening. Cllr Jamieson advised that there was a Trustees Meeting in tomorrow so there would be nothing to report until after that meeting.

10.2 To receive report from Thornham United Charities. Cllr Barrett had emailed a reported from the Charity. Where it has explained about the West Bottom Field etc. Cllr Gulliver advised that one of the Neighbourhood Planning Team had advised that he might be able to help get the Wild Flower idea viable by talking to his contacts. Cllr Barrett advised that the Chair of the group had agreed to contact. Cllr Barrett advised that the Chair was very keen to speak with Cllr Needham regarding his concerns and ideas. Cllr Barrett advised that the Charity has very little income of around £2,500 per year and had agreed to help the Village Hall with their new play equipment this year. Cllr Barrett advised that the TUC were very willing to meet with the other organisations who had a vested interest in the welfare and wellbeing of the village and would be attending the Big Tent Meeting at the end of the month.

Cllr Chesterman felt that the piece Cllr Barrett had sent round re the History was very interesting and could it be published somewhere. Cllr Venes said that it could be blown up and laminated and placed on the noticeboard for a couple of months. The Clerk advised that she could undertake. **It was resolved for Cllr Barrett to ask the group if they were in favour of this.**

11. Planning Applications and Determinations:

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. Cllr Venes advised the Council that there had been an objection from a Parishioner on this item and he had scanned and sent round to everyone. Cllr Chesterman went round the Councillors for comments.

Signed:..... Chair Date:

The Comments were that there was no change in height, there was the change of a double garage but then the Stable Block had been removed. There was no change to mass or scale. The affordable house had more bedrooms but everything was sympathetic to the surroundings. **It was resolved to recommend approval and a request for swift boxes to go with the bat boxes already agreed.**

19/01520/A Application for Advertisement application for 1 x non-illuminated hanging sign Manor Cottage, High Street, Thornham. Cllr Chesterman advised that planning permission was deemed not necessary for this application.

Determinations:

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

19/01128/F. Application for Extensions and alterations to dwelling at Thornley's Barn High Street Thornham Hunstanton **Refused**

12 Highways

12.1 To receive update and consider any action on NCC Ranger Works. **It was resolved for the Clerk to report Church Street street clean. Could bollards be given to Cllr Barrett to put out the night before with notices for no parking for 24 hours to allow the street cleansing to take place because it is getting in a bad state. The Clerk also to chase up the drains in this area.**

Cllr Greef had listed all the properties that the hedges/trees encroached the pavement. **It was resolved for the Clerk to write to all households to ask them to undertake.**

12.2 To take recommendations for Parish Partnership Scheme 2020/21. **It was resolved for this item to be removed. No monies available and nothing that needs undertaking presently.**

13. Operation London Bridge (see Clerk Report)

13.1 To review paper received and consider any action necessary. **The Clerk advised that she was in contact with the Civic Officers from the Borough Council regarding this but it was down to the village what if any parts they undertake. It was resolved for Cllr Greef and the Clerk to undertake the conference where is this being discussed and to come back with a paper of recommendations for the Council to look at.**

14. Correspondence:

To review and consider any action necessary

14.1 Clerks and Council's Direct

14.2 Countryside Voice - CPRE

Signed:..... Chair Date:

15. Items For Next Agenda

- 15.1 To consider items that need to go on the next agenda. **It was resolved for F & S Working Report, Budget Review, Payment Protocol and for future agenda next year 2020 local plan review.** Cllr Venes asked everyone to let the Clerk have any future requests.

16. Date, and Place of next meeting.

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

Cllr Venes then read out the amended exclusion and means going back to the older version more for Parish Councils. Cllr Venes explained that the exclusion was to deal with a personnel matter and that this action had been confirmed as correct by our professional advisers.

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. **It was resolved to exclude press and public**

17. Employment

- 17.1. Council to agree Clerk's Revised Contract of Employment. The Clerk brought up that no cover is available for holidays so she had to undertake missed work on her return. Cllr Bett advised that the Clerk is entitled to holiday pay. **The Clerk signed the revised contract on the understanding that Holiday pay would be addressed.**
- 17.2 Council to agree Clerk's Revised Job Description. **This was agreed with the addition of DPO role.**

With no further business the meeting closed at 9.15pm

Signed:..... Chair Date:

Thornham Parish Council

Expenditure transactions - payments approval list Start of year 01/04/19

| Tn no Cheque | Gross | Vat | Net Invoice Date | Details |
|---------------------|------------|-----------|--------------------------|--------------------------------------|
| 31 D/P 30.09.19- 31 | £625.08 | £0.00 | £625.08 01/09/19 | BHIB Insurance Brokers - Insurance |
| 38 d/p 09.10.19- 38 | £45.98 | £0.00 | £45.98 11/-9/19 | KLWNBC - Neighbourhood Plan Printing |
| 33 D/P 09.10.19- 33 | £200.00 | £0.00 | £200.00 23/09/19 | Stephen Martyn - Website |
| 34 b/t 09.10.19- 34 | £240.00 | £40.00 | £200.00 26/09/19 | PKF Littlejohn LLP - External Audit |
| 30 D/P 09.10.19-30 | £575.00 | £0.00 | £575.00 01/10/19 | High Associates - Neighbourhood Plan |
| 32 D/P 09.10.19- 32 | £10,147.38 | £1,691.23 | £8456.15 01/10/19 | Hayes & Storr Solicitors |
| 35 Cheque | £560.20 | £0.00 | £560.20 05/10/19 | Sarah Bristow - Wages July to Sept |
| 36 D/P 09.10.19- 36 | £140.00 | £0.00 | £140.00 05/10/19 | HMRC - PAYE - July to September |
| | | | | |
| | | | | |
| Total | £12,533.64 | £1,731.23 | £10,802.41 | |

Action List

Cllr Barrett

- Speak with TUC re History.

Cllr Venes

- Planters/License

Clerk

- Update Website re Accounts
- Work on quotes for Streetlight Energy
- Chase Settlement re Bus Shelter
- Chase quotes for Trees
- Make amendments to Policies
- Drain and Cleasing Church Street.
- Write to overgrown hedge households.
- Sign Up Cllr Greef and Clerk on Conference
- Code of Conduct Form to Cllr Gulliver
- Comment on Planning Application
- Make Payments
- Make sure items for the next agenda go on agenda

Signed:..... Chair Date:

These minutes are unconfirmed until approved by full Council and signed by the Chairman