

Minutes of the Meeting of Thornham Parish Council held on Wednesday 11 December 2019 at 7.00pm at the Village Hall, Thornham.

Present: Cllr C Venes (Chair) Cllr A Chesterman (Vice) Cllr A Needham  
Cllr S Greef

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

**1. To receive and consider apologies for absence;  
It was resolved to accept apologies from Cllr I Barrett, Cllr E Bett & 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.

**3. Adjournment of Meeting to allow for public questions.**

TVH&PF Ltd Mr Staveley asked as the Parish Council Representative if the Council had anything they wished him to raise at the Blue Sky Meeting in the morning. Cllr Greef advised that he is currently taking down poster around the village from events that have happened at the hall. Would it be possible for the Trustees to reinforce the need to remove posters after events.

Village Gates

A Parishioner advised that the new Village Gates still cannot be seen properly at Staithe Road even after the vegetation has been cut back. Cllr Venes advised that there is still more vegetation to cut back. The volunteer who is cutting it back only got so far, there is still more to be achieved. Cllr Needham volunteered to give the volunteer a hand if it would help. Cllr Venes also offered his services. Cllr Needham/Cllr Venes to ask next time they are seen.

**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 the Borough Council are taking on board NCC resolution regarding the planting of trees to help with the carbon footprint. Cllr Lawton advised that it is hoped to offset 2.4 tonnes of carbon. This should also assist the wildlife.

Cllr Venes advised that Thornham United Charities and Thornham Village Hall & Playing Field should be informed as they have land that could be used for tree planting.

Mr Staveley advised that he felt that the village Neighbourhood Plan should reflect this.

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

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

**5. Minutes of Parish Council Meeting held on 13 November 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.**

5.2 Matters arising from the minutes.

5.2.1. (12). To receive update on Bus Shelter. Cllr Venes explained that the council had discussed informally the situation regarding what to do regarding the bus shelter at the east end of the village. There are three options on the table, knock the current shelter down and replace with a new shelter which will cost around £9,000 without the base. Repair the shelter fully by taking the roof off and replace totally or knocking down totally and not replacing. Cllr Needham advised that he had wanted to go with a replacement and was hoping that CIL money could be used. Cllr Venes advised that there would not be enough CIL monies available within the next financial year and some of the money had already been earmarked within the draft budget for 20/21. Cllr Needham advised that he had been giving this a lot of thought and the bus shelter is totally safe as it is but is not water tight. Cllr Needham advised that he could put a sheet of ply underneath the roof and replace the tiles around 7 or 8 and replace one batten and give it a coat of white paint, which would cost around £200.00. Cllr Needham advised that it would last around 18 months and the Council will hopefully be in a more stable footing and the shelter could be totally replaced with a nice shelter like neighbouring villages. Cllr Venes advised that the shelter could be made to look better with a Corex copy of the Historical Map/Emergency Numbers etc. Cllr Venes advised that the Thornham BagLadies could be asked to sponsor the Corex Map. Cllr Needham advised that he felt that it might be better to wait and put this information in the new shelter once in place. The Clerk advised that new bus shelters can be purchased with the Parish Partnership Fund. After discussion **It was resolved for Cllr Needham to undertake the repair.**

5.2.2 (13). To receive update on Planters. Cllr Venes reported that the planters were in place and planted. The Planters are currently planted with Winter Pansy's and underneath are Daffodil bulbs for the spring. Cllr Venes asked for Thank You Letters to go to the Thornham Bag Ladies, Adrian Siddall and Robert Goddard for all their help and assistance with the Planters. **It was resolved for the Clerk to undertake the letters.**

5.2.3. (8). To consider any action regarding general Parking issues. Cllr Venes suggested that no further action is taken on this subject until after the Saxon Shore Benefice meeting arranged for the 23 January 2020.

Cllr Venes advised that Mr Osler from the Borough Council had agreed to attend a Parish Council meeting and undertake some training on using the mapping tool on the planning portal. **It was resolved for the Clerk to go through the meeting dates with Mr Osler and arrange.**

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

**6. Neighbourhood Plan**

To receive update and consider any action necessary on Neighbourhood Plan. Cllr Gulliver had given his apologies and had previously sent round a list of the payments still to be made to complete the plan. Cllr Barrett had advised that the initial payment needed was covered in this year's budget.

Cllr Venes asked if the meeting could be opened to allow Mr Staveley to give an update. All in agreement.

Mr Staveley advised that the group were working on the replies and responses from the open day which covered regulation 14. The draft plan will need to be amended if necessary on the findings. The next element that the group needed to work on was regulation 16 which is basically the index to the plan and it is all the documentation from the start of the plan until the end of the plan. It sits alongside the draft plan. Mr Staveley advised that it is hoped to have this work completed by the end of January beginning of February when the group would like to report back to the Council.

Mr Staveley advised that once regulation 14 and 16 were complete then all the documents were ready to go to the Inspector, then the Borough Council and then on to referendum.

Cllr Venes thanked Mr Staveley for his report.

**7. Village Matters**

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

Subsequent to our last PC meeting in November our legal team received a request for an extension of seven days to allow the appellant's barrister time to respond to Judge Cook following our barrister's submission as he, the appellant's barrister, was involved in a lengthy case. Following advice from our legal team and in common with our co-respondent we agreed to this extension.

On Saturday 23<sup>rd</sup> November I received a letter from the appellant. I copied this to fellow councillors, the Clerk and our solicitors requesting their advice on the response. On 26<sup>th</sup> November I received an e-mail from our solicitor. In addition to offering guidance on the response she noted that she had been informed that the appellant's barrister had been involved in a serious traffic accident. He was in hospital following surgery and an additional 7 day extension was requested. We agreed to this, again as we were advised to do.

Thus, through circumstances totally outside of our control, we cannot expect a decision from the judge before the middle of December at the earliest I suspect.

In addition to the frustration of the delay re the possible resolution of the dispute this is also a significant handicap in the budget setting process which is a pre-requisite of setting the precept.

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

Again, I conclude by noting that we must continue to wait, however some contingency budget planning must take place.

- 7.2 To receive quotes and vote on Streetlight Energy. The Clerk advised that she was hoping to go through with Cllr Barrett before this meeting. **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 trees. The Clerk advised that she had received two quotes which she had emailed round. **It was resolved for the Clerk to place the order to undertake the tree work to Tree Work and Survey Ltd.**
- 7.4 To consider and vote on any necessary action re Village Asset Report. The Clerk advised that our Accounts Package Provider have now added another module to their system re asset management. The Clerk advised that it was a new module and currently offered 50 free asset listing, and she had been unable to obtain the necessary details regarding grouping asset etc and felt that the free module would not allow all the of our equipment to be listed separately. The Clerk advised that due to the Neighbourhood Plan Parish On Line needed to be renewed. This would give the Clerk more time to assess the Edge module. **It was resolved for the Parish On Line payment to go on tonight's payment sheet.**
- 7.5 To consider and vote on a dog bin request. Cllr Venes advised that the Clerk had received a request for a dog bin on the path that runs alongside Drove Orchard to the sea wall. Cllr Venes advised that one side of the path is in Holme and the other is in Thornham. Cllr Venes advised that the budget needed to be looked at to see if another bin can be provided. The Clerk advised that Drove Orchard were going to purchase a dog bin a while back but nothing happened. The Clerk to ask Cty Cllr Jamieson if Drove Orchard would sponsor the purchasing of the bin if the Parish Council took on the on-going emptying. **It was resolved for the Clerk to ask the question, obtain a quote for a new bin and see if a licence would be awarded in this position.**
  
- 8. **Finance: (see reports attached)**  
To review and consider any action necessary
- 8.1 Finance Chair's Report. Cllr Venes advised that Cllr Barrett had agreed to the Neighbourhood Plans request for this year's budget payment. It might be necessary for a £400.00 to be placed on the 2020/21 budget.
- 8.2 Monthly Accounts for Payment. The Clerk advised that there was one further invoice received which had been prior agreed for the Parish On Line for £60.00 **It was resolved for these payments to be made.**
- 8.3 Money Received. The Clerk advised that £520.21 had been received from the Insurance Company regarding the bus shelter.
- 8.4 Bank Reconciliation November 19. This to be checked on Cllr Barrett's return.
- 8.5 Bank Mandate. The first page needs to be signed.
- 8.6 Cyber Insurance. The Clerk still needs to achieve. This will also take into account when the Health and Safety audit with Jan Mitchell.
- 8.7 Budget Plan. Cllr Venes advised that lengthy discussion had already taken place and lots of scenarios had been achieved taking into account

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what we have to have and what we need to do. This item to be discussed at the next meeting.

**9. Governance:**

To review and consider any action necessary

- 9.1 Training. Cllr Venes advised that he had attended the training course on updating and making Standing Orders and Financial Regulations correct for your council on the 27<sup>th</sup> November. He advised that no action was necessary at this present time but he would make some suggestions for the review in May. Cllr Greef and the Clerk attended the conference, the Clerk advised that there was nothing new regarding Operation London Bridge but the topic of making website assessible to disabled people. The Clerk was now checking all documents prior to going on the website. Three members of the Council undertook finance training at Dersingham last night and Cllr Venes had sent round a precis of the training. Cllr Venes will undertake a Chairs networking session on the 8 January.
- 9.2 Policies. The Clerk advised that she would go over the policies and update and bring back and adjust one on the actual website as the wrong version had been put on the website. **It was resolved for the Clerk to undertake.**
- 9.3 Annual Risk Assessments. The Clerk asked Cllr Greef if he could undertake another review. **It was resolved for Cllr Greef to undertake.**
- 9.4 Privacy Statement. Cllr Venes advised that he liked the Norfolk Parish Training and Support version adopted for Thornham. **It was resolved for the Clerk to draft a Privacy Statement and send round for approval before putting on the website, emails etc.**

**10. Outside Agencies**

- 10.1 To receive report from TVH&PF Ltd. Mr Staveley advised that he has nothing to report currently as meeting tomorrow.
- 10.2 To receive report from The Speedwatch Team. Mr Staveley advised that it has not been an easy year with lots of watches having to be cancelled due in part to the visibility with parked worked vehicles. Twenty Three checks were completed. Two members have been unable to take part due to illness but the team also recruited two new members. Mr Staveley advised that there are two peaks in the day around 7 to 8 in the morning and after 4 in the afternoon. Anyone caught over 35mph is recorded and anyone over 50mph will receive a visit by the Police. Mr Staveley advised that he has been working on the rota this afternoon and plans to undertake more afternoon surveys light permitting. Mr Staveley wished to formally thank all the members of the team for their commitment and giving him support. Mr Staveley wished to advised that one member of the team Brenda Flatt who has not been able to attend due to illness and asked that a letter is sent from the Council with thanks for all the hardwork over the years volunteering and helping out with lots of projects in the village. **It was resolved for the Clerk to send a thank you letter to Brenda Flatt.**

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

Cllr Venes wished to thank Mr Staveley and his team, he also wished to thank all the volunteers who helped within the village volunteering their time to support the whole community, making Thornham a better place to live.

Cllr Venes thanked Mr Staveley for his report.

**11. Planning Applications and Determinations:**

Applications:

19/01949/F Planning application for alteration of existing dwelling and erection of three dwellings at Tanglewood, High Street, Thornham - **It was resolved to recommend Approval**

19/01982/F Planning Application for two-storey extension to north, single storey terrace and demolition of existing extension at Keeper's Cottage, Ringstead Road, Thornham. **It was resolved to recommend Approval**

19/02023/F Application for Demolition of existing property and construction of replacement dwelling at Fulney, Ploughman's Piece, Thornham. **It was resolved to recommend Approval**

Determinations:

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 **Granted**

The Clerk was asked to speak with the Borough Council regarding the CIL monies for the coming Financial Year. The Clerk was advised that the total was £14,000 but there was no guarantee that work would take place or how quickly the work would be completed on phased payments.

**12 Highways**

12.1 To receive update and consider any action on NCC Ranger Works. The Clerk reported that the situation regarding the drains is down to the Borough Council and not NCC Highways. The Clerk asked Cllr Lawton if he was able to help with this situation. **It was resolved for Cllr Lawton to take up further with the Borough Council.**

Cllr Venes also asked Cllr Lawton if he could chase Freebridge regarding the removal of the asbestos garages they promised to remove that are a danger to health as they are falling apart and the asbestos is exposed. **It was resolved for Cllr Lawton to take up with Freebridge.**

**13. Correspondence:**

To review and consider any action necessary.  
None received.

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

**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 minus part of 5.2, 7.3 & 10.**

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

Parish Council Meeting Wednesday 15 January 2020 at The Village Hall at 7.00pm.

With no further business the meeting closed at 8.37pm and wished everyone a Happy Christmas and a Merry New Year.

## Thornham Parish Council

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

Tn no Cheque	Gross	Vat	Net Invoice Date	Details
46 D/P 11.12.19- 46	£96.00	£0.00	<b>£96.00 13/12/19</b>	Norfolk Parish Training and Support Conference
48 d/p 11.12.19- 48	£227.76	£37.96	<b>£189.90 13/12/19</b>	System 3 Business Solutions – Software Laptop
49D/P 12/12/19- 49	£60.00	£10.00	<b>£60.00 13/12/19</b>	Parish-On-Line -subs
45 b/t 12.12.19- 45	£50.21	£2.39	<b>£47.82 13/12/19</b>	E-OnEnergy Streetlights
47 D/P 13.12.19—47	£35.00	£0.00	<b>£35.00 13/12/19</b>	ICO - Subs
Total	£468.97	£50.35	<b>£418.62</b>	

#### Action List

##### Cllr Needham

- Undertake interim repair re Bus Shelter.

##### Cllr Greef

- Undertake Village Asset check.

##### Clerk

- Write Thank you Letters to Thornham Bag Ladies, Adrian Siddall and Robert Goddard re planters.
- Write a Thank You Letter to Brenda Flatt re all the work that she has achieved for the village.
- Arrange Meeting with Lee Osler Borough Council re Mapping Tool on Planning Portal.
- Work with Cllr Barrett re quotes for Streetlight Energy
- Place order for Trees
- Check Policies on the Website and revamp and send out ones that new review.

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

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- Obtain quote for new dog bin
- Ask Cty Cllr Jamieson if Drove Orchard would sponsor new dog bin.
- Re Draft Privacy Statement and send round.
- Comment on Planning Applications
- Make Payments
- Make sure items for the next agenda go on agenda

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

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