

Minutes of the Meeting of Thornham Parish Council held on Wednesday 12 February 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 B Gulliver Cllr E Bett

Also present: Clerk & 11 Members of the Public.

The Chair asked if anyone was intending to record the meeting. No one volunteered any information.

**1. To receive and consider apologies for absence:
It was resolved to accept apologies from Cllr I Barrett.**

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

3. Adjournment of Meeting to allow for public questions.
No public questions

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. Unfortunately, Cllr Lawton is not able to be with us this evening and has sent his apologies.

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

5. Minutes of Parish Council Meeting held on 15 January 2020.
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. (5.2). To receive update re Mapping Tool & Borough Council Training. Mr L Osler and Mrs R Redding had attended the hall prior to the meeting and had led training on the planning application measuring tool.
5.2.2 (7.5). To receive update on Dog Bin & Licence. The Clerk advised that she was still waiting for the Borough Council to agree to the revised location. **It was resolved for the Clerk to chase.**
5.2.3. (7.4). Cllr Venes advised that British Telecom had agreed to repaint the phone box on the Green by the Millennium Bus Shelter.

Signed:..... Chair Date:

6. Neighbourhood Plan

To receive update and consider voting to submit plan to the Borough Council for Section 16 approval of the Plan. Cllr Gulliver explained that the group have taken on board the Parish Council's decision to agree 15 properties on a rural exception site and have put this through to the Borough Council as a change. The documents just need to be proof read for typing errors and then was ready to submit. Cllr Venes advised that he was very pleased that the number of properties had been changed to 15 on rural exception site. Cllr Venes thanked the team for all the hard work and commitment that had gone into producing this plan. Cllr Venes proposed that the Parish Council agreed for the plan to be submitted. Everyone in favour. Cllr Venes advised that he was very pleased from being the proposer that the Council undertook a plan in March 2017 and now to be proposer for the agreement for the plan to be submitted. Hopefully this will be go to referendum soon which is a statutory requirement.

7. Village Matters

- 7.1 To receive update and consider any action on Shore Road. Cllr Venes advised that he had not received an update as yet. Cllr Venes was hoping that he would be in a position to report at the March meeting.
- 7.2 To receive quotes and vote on Streetlight Energy. The Clerk reported that she had not received any update from the Energy Assessor. **It was resolved for the Clerk to chase.** The Clerk advised that there were still the quotes already received that she would go through with Cllr Barrett
- 7.3 To vote on making a contribution to a bench in Memorial of Mrs Sue Hardy. Cllr Venes advised regarding the memorial bench in memory of Sue Hardy who played an integral part in the village and was the driving force behind many village events. Cllr Venes advised that he was proposing to pay a quarter of cost from the Chairman's Allowance. The total cost is going to be around £750.00. The plaque will read. "In Memory of Sue Hardy 1946 to 2019 Loved by All In Thornham. **It was agreed for this payment to be made.**
- 7.4 To vote on taking part in the Annual Spring Litter Pick. Cllr Venes asked if any Councillor/Member of the public were willing to organise such an event. Several Councillors felt that there was not a need as parishioners are happy picking up litter as they go about their business. **It was resolved with no volunteers this would not take place.**
- 7.5 To receive update on No Through Road- Shepherds Pightle. The Clerk advised that NCC Highways had agreed to put a sign on the wall and move the existing sign opposite.
- 7.6 Castle Cottages Garages and Hedges. Cllr Chesterman advised that there was no further action regarding the Garages and felt that they were a real health risk especially as someone had got through the safety fence recently. Also, if the hedges were not cut by March then they could not be cut until after September due to nesting birds. Cllr Venes also advised that the hedges at Malthouse Court, and the hedge by the harbour/Lifeboat owned by Adrian Flux. **It was resolved for the Clerk to chase Freebridge regarding the garages and hedge and to also**

Signed:..... Chair Date:

advice Cllr Lawton. It was also resolved for the Clerk to chase the hedges with NCC Highways, Freebridge & Adrian Flux again.

- 8. Finance:** (see reports attached)
To review and consider any action necessary
- 8.1 Finance Chair's Report Including quarterly report. Cllr Chesterman advised that there was a working party of the Finance and Staffing Committee and had undertaken the quarterly review of the accounts and bank reconciliation and found everything to be in order.
- 8.2 Monthly Accounts for Payment. The Clerk handed round the report there were three extra payments. £103.35 for the extra insurance policy to cover revised asset register. £144.00 for Norfolk Parish Training and Support for three Councillors to undertake the Spring Seminar and A D Needham for £586.00 for the urgent repair to the Bus Shelter at the East End of the village. **It was resolved for these payments to be made.**
- 8.3 Money Received. None received.
- 8.4 Bank Reconciliation January 20. The Clerk agreed to send round as e-on Energy bill not received. **It was resolved for the Clerk to send round when the information is available.**
- 8.5 Bank Mandate. Cllr Chesterman and Cllr Bett to undertake again after the meeting. **It was resolved for the Cllr Chesterman and Cllr Bett to undertake and for the Clerk to get the paperwork to Barclays Mandate Team.**
- 8.6 Health & Safety Including Risk Assessments. This is on-going.
- 9. Governance:**
To review and consider any action necessary
- 9.1 Training. Cllr Venes advised that the he will attend a Chairman's Networking Session at Necton and the Clerk to due to attend a Clerk Network Session at Pensthorpe. Cllr Venes, Cllr Greef and Cllr Barrett are to attend the Spring Seminar. Cllr Venes, Cllr Greef, Cllr Chesterman are to attend Data Protection training.
- 9.2/3 Policies. Cllr Venes advised that the Clerk had previous circulated the following policies.
- 9.2.1 Dark Sky's Policy. There was discussion regarding this policy. Councillors liked the idea of making comments on some Planning Applications but felt that the Policy was not required.
- 9.2.2. Privacy Policy/Statement. The Clerk advised that she was unable to find a word version and only had PDF that could not be changed. **It was resolved for Cllr Venes and the Clerk to work on this and for it to be deferred to the next meeting.**
- 9.4 APM. Cllr Venes advised that this was set for Tuesday 7 April at 7.00pm Cllr Venes said that this meeting is the Parishioners ,meeting and agenda and he would Chair but agenda items should be sent to the Clerk by the 1 April. The Clerk advised that she had already received on agenda item.
- 9.5 APCM. Cllr Venes advised that this is set for the 13 May at 7.00pm start after the formal APCM a standard meeting would continue.

Signed:..... Chair Date:

10. Outside Agencies

It was resolved to open the meeting to allow Mr Staveley to report.

- 10.1 To receive report from TVH&PF Ltd. Mr Staveley advised that there was not much to report as the Trustees do not meet until tomorrow. Mr Staveley advised that Mrs Watson had lots of Health and Safety issues for the Trustees to take on board. Mrs Mocatta advised that the finances were showing that the hall should come in at the end of the Financial year breaking even. Mrs Mocatta advised that there are some dates for your diaries. Friday 24 July there will be a softball match and the annual Sausage Sizzle. Something different hopefully planned for Saturday 31 October with a Halloween/Firework event. Cllr Venes thanked Mr Staveley & Mrs Mocatta for their report.
- 10.2 Big Tent Meeting. Cllr Venes advised that a report had been sent to all Councillors. Cllr Venes advised that Cllr Greef had also attended from the Parish Council. Cllr Venes advised that there were also representatives from the PCC, TUC & TVH&PF Ltd. Cllr Venes advised that this was the second meeting.
- 10.3 To receive report from Saxon Shore Parish Forum. Cllr Venes advised that the first meeting was held a couple of weeks ago at Holme and their Clerk had undertaken the minutes which had been circulated. Cllr Venes advised that these would be held regularly moving to different Council Premises and Clerk's. Cllr Greef advised that Parking was a common problem especially over the summer.

11. Planning Applications and Determinations:

Applications:

- 20/00082/F Application for Extensions and alterations (retrospective) at 9 Shepherds Pightle Thornham. **It was resolved to recommend approval.**
- 20/00175/F Application for side and rear extension to existing cottage at Coastguards Cottage, The Green, Thornham. **It was resolved to recommend approval.**
- 20/00188/F Application for alterations and extensions to existing dwelling at Oldfield, The Green, Thornham. **It was resolved to recommend approval.**
- 20/00156/F 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. **It was resolved to recommend refusal on this application due to not in keeping with the height gone from around 5 metres to 8 metres.**

Signed:..... Chair Date:

Determinations:

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. **-Granted.**

12 Highways

12.1 This has been minuted under 7.6 but including the grips in Green Lane still need attention. **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. Same Agenda. The Coastal Path, particularly the state of the Broadwalk was put forward but needs urgent attention. No disabled person can use at present. The Clerk advised that she had been advised that someone had hurt themselves recently. **It was resolved for the Clerk to report to NWT.**

15. Date, and Place of next meeting.

Parish Council Meeting Wednesday 11 March 2020 at The Village Hall at 7.00pm.

With no further business the meeting closed at 8.08pm

Action List

Cllr Venes

- Go through the Privacy Policy/Statement with the Clerk.

Clerk

- Chase the Borough Council re Dog Bin at Drove.
- Chase re Energy Quote.
- Chase Freebridge re garages & hedges.
- Chase NCC re hedges.
- Chase Adrian Flux re hedge
- Send off Bank Mandate
- Report Coastal Path
- Work with Cllr Venes re Privacy Policy/Statement
- Update website with minutes and policies.
- Put items on the Rangers List.
- Make Payments
- Make sure items for the next agenda go on agenda

Signed:..... Chair Date:

Thornham Parish Council

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

Start

Tn no	Cheque	Gross	Vat	Net	InvoiceDetails	Cheque
58	d/t 12.02.20-58	£98.64	£16.44	£82.20	16/01/20 Clenshaw Minns - Undertaking	£98.64
59	B/T 12.02.20-59	£40.00	£0.00	£40.00	22/01/20 Glynis Allen - Internal Audit	£40.00
60	b/t 12.02.20-60 Greef	£32.00	£0.00	£32.00	22/01/20 Norfolk Parish Training & Support - Data Protection - S	£32.00
56	DD 11.03.20-56	£50.21	£2.39	£47.82	12/02/20 E-OnEnergy - Streetlight Energy = Feb	£50.21
61	B/T 13.02.20-61	£144.00	£0.00	£144.00	13/02/20 Norfolk Parish Training & Support - Conference x 3	£144.00
62	B/T 13.02.20-62	£586.00	£0.00	£586.00	13/02/20 A.D. Needham - Urgent repair of bus shelter	£586.00
Total		£950.85	£18.83	£932.02		

Signed:..... Chair Date:

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