

Minutes of the Thornham Parish Council Meeting held on Wednesday 10 June 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 I Barrett

Also present: Clerk, Cty Cllr Jamieson, Cllr Lawton & 8 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. Cllr Venes also advised Parishioners that the meeting was being recorded to assist with the minutes if necessary.

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 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.

3. Adjournment of Meeting to allow for public questions. (15 mins max 5 mins per Speaker.)

Streetlights. A Parishioner advised that she was for the removal of the Streetlights in Malthouse Court. Thornham being a rural village and as such a dark sky is natural.

Verges. A Parishioner advised that the Verges along Green Lane and the Green have been cut again. Why is this being undertaken in the Breeding Season. This should not have taken place until September.

Harbour. A Parishioner thanked the Council for putting up signage down the harbour regarding litter etc. The problem was that the notices have got wet and now unreadable could laminated ones please be put in place. Also, could signs go up banning Campervans from stopping overnight on the car park. Can the Council speak with Norfolk Wildlife Trust regarding this.

Traffic. A Parishioner advised that with the increase of traffic coming to the area could a 20mph speed limit being adopted.

Green Lane Grips. A Parishioner advised that the grips down Green Lane have been cut out to allow for the drainage etc, but someone has filled them in with Fern Tree Cuttings. The Clerk to report to NCC Highways and add to Rangers list.

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Shore Lane. A Parishioner asked regarding the court case. Cllr Venes advised that it was coming up in the agenda.

4. To Receive Councillor Reports

4.1 County Councillor – Cllr Jamieson

Cllr Jamieson advised that the Dog Bin had now been installed. The Trail Teams are due to come and undertake maintenance work on the coastal path.

Cllr Jamieson advised that he had consulted with residents in Malthouse Court regarding the proposal from County to remove the Streetlights. Residents were generally fine with the lights being removed.

Cllr Jamieson advised that the Campervan no overnight is one that is not easy to address. Cllr Jamieson advised that he would speak with the Norfolk Wildlife Trust.

The idea of getting a 20mph limit is not feasible, it is really expensive to get the consultation, surveys etc in order to lower the speed limit. Cllr Jamieson advised that he was working on the provision of changing the speed along the A149 by introducing a cycle lane, which would mirror the Coastal Cycle Way, and this is going to hopefully Corporate Committee in July. This is a more realistic way of getting a result.

Cllr Chesterman left the meeting at the point 19.31pm

Cllr Jamieson then discussed infection rates and explained about the Track and Trace trial in Norfolk. How Dr Louise Smith is doing a fantastic job as head of Norfolk's Public Health. Cllr Jamieson explained about PPE and businesses being supplied and all the Care Homes. Cllr Jamieson also explained why it was that West Norfolk had a higher level of cased than other parts of Norfolk. Cllr Jamieson talked about poverty/deprivation in this area which is not seen so much in other parts.

Cllr Venes thanked Cllr Jamieson for his report.

4.2 Borough Councillor – Cllr Lawton.

Cllr Lawton advised that there was nothing to report on regarding the local area. Cllr Lawton explained that there was a 30% reduction in the breathable Air Levels. Several shops have closed down in the town centre, these include Ann Summers and Debenhams. Cllr Lawton advised that there is talk about Norfolk County Council selling off the old Library for houses/flats, when the library moved to the old Argos building because Argos has moved into Sainsbury's in the town centre. The Independent Group are going to battle for the building to still be used as a community building.

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Cllr Venes thanked Cllr Lawton for his report.

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

5. Minutes of Parish Council Meeting held on 5 May 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 when physically possible.**
- 5.2 Matters arising from the minutes. Nothing to report.

6. Minutes of Annual Parish Council Meeting held on 13 May 2020

- 6.1 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.**
- 6.2 Matters arising from the minutes. Nothing to report.

7. Neighbourhood Plan

Cllr Gulliver advised that Mr High has been liaising with the Borough Council regarding undertaking Regulation 16 before May next year and it is felt that it might be possible. One issue might be that a hardcopy of the plan being distributed in the village. Cllr Barrett advised that this could be arranged as it was for the virus leaflet. Cllr Barrett also advised that it would be good to have the plan in place for the CIL monies.

Cllr Venes thanked Cllr Gulliver for the update.

8. Village Matters

- 8.1 To receive update and consider any action on Shore Road. Cllr Venes read out the following statement.

**Shore Road – Statement for Thornham Parish Council
meeting
Wednesday 10th June 2020**

I can now confirm the following facts following consultation with our legal team:

- The appellant has applied to withdraw his appeal of the previous Tribunal decision of Judge Brilliant
- The Upper Tribunal Judge has granted permission to withdraw the application to appeal
- The Judge now requires the parties to file their submissions about the costs position
- Upon receipt, the Judge will make a decision about the costs of the appeal process
- The original decision by Judge Brilliant in relation to costs still stands and the Upper Tribunal Judge will not make any orders in relation to that

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Cllr Venes asked Cllr Barrett to talk the Council through what was suggested as steps that the Parish Council might like to take moving forward whilst the Council's Legal Team work on recovering costs. Cllr Barrett proposed the following:

Thornham Parish Council resolves to register with the Land Registry, the land known at Shore Road, from its southern edge at the junction with The Green, Thornham, to its northern end at Jockey Beach, Thornham Sands. **It was resolved for the Council to instruct the Council's Legal Team to register. It was also resolved for Cllr Barrett, Cllr Needham and Cllr Venes to work on an agreement with the Cattlegate Trustees and arrange for it to be made legal.** Cllr Barrett advised that getting these two documents in place should safeguard the village for the future and future councils will never have to undertake this process again.

- 8.2 Mapping of the Village. Cllr Greef had brought up at a recent meeting that he has been logging and photographing all the assets owned by the Parish Council in the village. Cllr Greef has undertaken to log all parcels of land of unknown ownership within the parish for further investigation. This included Stock's Hill, bottom of Church Street where it meets The Green and the Green by the Lifeboat. The Clerk advised that she had now managed to get the Data Set from the Borough Council which shows all the grass owned and cut by the Borough Council. The Clerk advised that she was going to get the data set uploaded to Parish-On-Line and also to take out a subscription with Land Registry to check on registration of other pieces of land. The Clerk also wanted to put the assets on Parish-On-Line now that the Asset Register was all on Edge Finance Package and updated. **It was resolved for the Clerk to undertake.**

9. Finance:

To review and consider any action necessary

- 9.1 To appointment members to the Finance & Staffing Committee. Cllr Barrett advised that the Current Finance & Staffing Committee Members were Cllr Chesterman, Ex Cllr Bett and himself helped by Cllr Venes. With Emma Bett's resignation this leaves the committee one short. Cllr Barrett advised that he was very happy to run with Cllr Chesterman and himself until the Parish Councillor position can be filled and then to see if the new Councillor was interested in joining this committee. **It was resolved for the Finance & Staffing Committee to comprise of Cllr Barrett and Cllr Chesterman going forward.**
- 9.2 To approve the Accounts for 2019/20. Cllr Barrett advised that the Accounts have been completed, checked by Cllr Chesterman, Cllr Bett and himself. The Internal Auditor has undertaken her checks and is happy that the accounts are correct and have been achieved to the correct standard. The Internal Auditor has undertaken the Internal Auditors Part of the AGAR. Cllr Barrett recommended that the Internal Auditors Report be accepted. **It was resolved to accept the Internal Auditor's Report.** Cllr Barrett thanked the Internal Auditor for her work. Cllr Barrett recommended that the accounts for 2019-20 be

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approved as a complete and accurate account of the Council's Finances. **It was resolved to accept the accounts for 2019-20 as an accurate record.**

Cllr Venes then went through the AGAR form and went through the Annual Governance Statement questions one by one asking each Councillor to vote on each question. **It was resolved for Cllr Venes to sign the AGAR Form.**

9.3 Finance Chair's Report. Cllr Barrett gave the following report.

Thornham Parish Council
Accounts 2019/20

Firstly, thank you to Sarah for producing the numbers and an excellent Audit File.

I can confirm that I have carried out a full check of all the income and expenditure for the year, signed the bank statements and generally checked that we can fill in and tick the correct boxes on the AGAR forms.

Thank you also to Ali and Emma, ably supported by at times by Colin, for their work during the year.

Now for the best bits:

1. Cash at 31.03.20 is £24,938.00

We anticipated that at year-end we would have between £14- 16,000, depending on legal fees. I can report that once the March wages of £750 and estimated legal fees of say £8400 (inc VAT) are paid the number comes to approximately £15,800. In other words, we are within the parameters that we aimed for.

2. Surplus for the Year is £5,217.00

The following amounts paid in 2020/21 but relate to 2019/20 expenditure and budget are:

Internal Auditor 2018/19	£40.00
E-On Energy (March)	£50.00
NPTS – Training	£36.00
Salary Jan - March	£756.00
Total	<u>£885.00</u>

In addition, we still await an invoice for legal fees which I anticipate being £7,000 and which we put into the 2019/20 budget.

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So once these are taken off the surplus, it would turn this into a deficit of £2668.

The budget for 2019/20 was £2635 deficit, so Antony and the team are bang on their forecast!!

As in every budget, there are discrepancies to the actual costs through the year, the main areas were:

Health and Safety	£1585	Setting up a new system
Neighbourhood Plan	£ 770	costs extra to completion
Election	£ 927	May 2019 election.

As a point of explanation, the contingency expenditure of £1670 is made up of the Election £927, Bench £589 and Road Signs (Toads & Post Office) £154.

I can recommend the Accounts for 2019/20 for approval by Council and that the AGAR forms can be completed to report that all Proper Procedures and Practices have been followed.

Ian Barrett

Chair – Finance & Staffing Committee.

Cllr Venes thanked Cllr Barrett for his report, and everyone involved in the end of year accounts.

9.4 Monthly Accounts for Payment.

Cllr Barrett advised that due to H & S Grounds a Streetlight had to be disconnected. The payment was made in March and agreed with the email Protocol the amount was £108.00 to K & M Lighting Services.

June

E-on Energy – No bill received but around £ 50.21
Will confirm when received.

It was resolved for these payments to be made.

9.5 Money Received.

Cil Payments – The Pastures	£ 2,289.10
Precept & Support Grant	£35,100.00
VAT Rebate	£ 170.81
Aviva Insurance Re Streetlight	£. 333.00
RCC Grant	£. 350.00

9.6 Bank Reconciliation End of May 2020. The Clerk advised that she had only just been able to start on the accounts package after finishing last years accounts. The Clerk advised that at the end of

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May the Current Account had £1977.20 and the Business Premium Account had £59,746.77 making at total of £61723.97. The Clerk agreed to send the up to date finance paperwork for the next meeting.

- 9.7 Bank Mandate. The Clerk advised that nothing had currently been received, but the mandate would now need to be changed with Emma Betts resignation. **It was resolved to amend the mandate adding that name of Cllr Chesterman only. The Clerk to action this with the bank.**
- 9.8 Health & Safety Including Risk Assessments. Cllr Barrett advised that a Zoom Meeting was planned for 19 June.
- 9.9 Insurance. The Clerk advised that the Insurance was up for renewal. **It was resolved for the Clerk to obtain quotes and bring to the next meeting.**
- 9.10 To review Clerk's Salary. Cllr Venes advised that a review of the Clerk's Salary following her appraisal and using a comprehensive Nalc Evaluation form. The Council were in agreement that the Clerk undertakes more hours than currently paid and does not take paid holiday. **It was resolved for the Clerk to be placed on Salary Scale 23 and to be paid for 6 hours per week, to take paid holiday and to be paid any agreed overtime from the 1 July 2020. Clerk's contract to be amended.**

10. Governance:

To review and consider any action necessary

- 10.1 Training. Cllr Venes advised that he was to attend a Chair's Network session, There was Health and Safety session in June and the Clerk advised that she had a Clerk's Network session every Wednesday with Nalc and would be also doing the Clerk's Network session with the NPTS on June 24th.
- 10.2 Policies
- 10.2.1. Safeguarding. Cllr Venes advised that he had drafted this policy amended from a model document supplied by the Clerk to obtain the Rural Community Council Grant. **It was resolved to adopt this policy.**
- 10.2.2. Co-Option. Cllr Venes advised that he has been working on a Co-Option Policy based on model NPTS Policy and Application Form for some time and he was not thinking that he would need to use as quickly. **It was resolved to adopt this policy with the associated paperwork.**

Cllr Venes then thanked Emma Betts for her work whilst she was on Councillor.

The Clerk advised that an election has been called by 10 Parishioners but at this current time the Borough Council are not able to advise when this will be able to take place but it is looking more than likely it will be next May. There is talk of a buddy scheme where someone can be co-opted until the election can take place. The cost will depend if the

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election is held jointly with the County Council elections or if it is held on its own. Around £1,000 minimum needs to be added to the budget but could be as much as £3,000. The Clerk advised that she was waiting further information from the Borough Council Electoral Services who were waiting for further information from the Electoral Commission. The Clerk agreed to update the Council as soon as more information became available.

11. Outside Agencies

- 11.1 To receive report from TVH&PF Ltd
Mr Staveley advised that he had very little to report with the hall currently closed and the Trustees meeting is due to take place in the morning. Mr Staveley advised that he was going to ask Mr Warham if the Trustees meeting could be held prior to the Council meeting so an updated report would be available for the meeting. Mr Staveley advised that the hall was in a healthy financial position thanked to Mrs Mocatta who had been working hard on applying and obtaining grants. Cllr Venes thanked Mr Staveley for his report and thanked Mrs Mocatta for her hardwork in obtaining grants having achieved grants myself for a number of years.

12. Planning Applications and Determinations:

Applications:

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. (prior approved) **It was resolved to recommend approval.**

20/00639/F Application for proposed door and window changes to guest annexe at Staithe House, Staithe Lane, Thornham. **It was resolved to recommend approval.**

20/00716/O Outline Application for Proposed Construction of 2 x semi-detached properties at The Park, High Street, Thornham. **It was resolved to recommend refusal on the ground of overdevelopment of the site and the amount of traffic using the road adjoining the A149.**

20/00723/F Application for alterations to existing dwelling at Tanglewood, High Street, Thornham. **It was resolved to recommend approval.**

Determinations:

None received.

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13 Highways

13.1 To receive update and consider any action on NCC Ranger Works. **It was resolved for the Clerk to ask the Rangers if they would undertake the collection of the leaves in Church Street regarding the Holm Oak leaves.**

13.2 Email from NCC Streetlighting regarding proposal to remove the Streetlights in Malthouse Crescent. Cllr Venes explained about the NCC wanting to remove the streetlights in Malthouse Court as NCC are updating all their Streetlight Assets and they agreed to remove ones if possible, in rural areas. Cllr Venes advised that he had advised NCC that they should consult with all residents in that area. **It was resolved that the Council did not have a problem with the lights being removed as long as the residents were in agreement.**

14. GDPR

The Clerk advised that everyone has the disclaimer on the bottom of their emails. This is now a standard agenda item.

15. Harbour

It was felt that better signage was needed by the litter bins regarding if full please take your litter home with you. The area was very popular at present especially after the recent article in The Sunday Times. People are staying overnight in motorhomes and tents which is still not allowed by Government Regulations. Cllr Venes and Cllr Needham to speak with the NWT regarding stopping the overnight stays.

16. Correspondence: (see associated papers)

a. Email from Parishioner with FOIA request. The Clerk advised she was acting as per the advice in the Council’s Publication Scheme and had taken advised from the ICO.

17 Items For Next Agenda

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

Land Registration

Website

Mapping of the Village

Harbour

18. Date, and Place of next meeting.

Parish Council Meeting Wednesday 8 July 2020 via Zoom at 7.00pm.

With no further business the meeting closed at 9.03pm

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.)

Signed..... Chair Date:

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Action List

Cllr Venes

- Speak with NWT re Harbour

Cllr Needham

- Speak with NWT re Harbour

Clerk

- Sign up to Land Registration Searches.
- Get Data Set on Parish-On-Line
- Ask Rangers to clear up leaves in Church Street.
- Obtain quote for Dog Fouling Sign
- Bank Mandate - Change
- Send off Accounts to External Auditor
- Insurance Quotes.
- Planning Comments
- Make Payments
- Make sure items for the next agenda go on the agenda.

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