

Minutes of the Thornham Parish Council Meeting held on Wednesday 8 July 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 & 12 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.)

Harbour. A Parishioner thanked the Council for all their work on getting signs up at the Harbour it is much appreciated. Unfortunately, some people are not taking any notice. Cllr Venes advised that the Council do not own any area of the Harbour so the Council have been talking with everyone involved. Cllr Venes wanted to thank Marcus the Harbour Master for the signs, the NWT for the Parking signs and Cllr Jamieson for his work regarding cutting the bank and talking with the Environment Agency.

Development. A Parishioner asked if anything further had been received from the Developer regarding the Ringstead Road site. Cllr Venes advised that nothing had been received by the Parish Council.

Bushes. A Parishioner asked when the grass around the top of The Green was due to be cut by County Council. **It was resolved for the Clerk to put on the NCC Rangers list.**

Resignation. A Parishioner asked when the Resignation of Cllr Bett was going to be reported. Cllr Venes said that it has been reported. The Parishioner advised that it has not been put in any minutes. Cllr Chesterman read a piece in the previous minutes. The Clerk agreed to note in these minutes. The Council were sorry to receive the resignation of Cllr Bett at the last physical meeting of the Council. The Council wished to

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thank Mrs Bett for all her work whilst on the Council and all the best in any future endeavours.

Hedge. A Parishioner advised that a hedge was overhanging the pavement in Ploughman's Piece. This is causing obstruction to the pavement and moss is growing on the pavement making it unsafe under foot. **It was resolved for the Clerk to report to NCC Highways and add to Rangers list.**

Overnight Parking at the Harbour. A Parishioner asked the Parish Council to stop overnight parking at the Harbour. Cllr Venes noted as previously the Parish Council does not have any authority over the Harbour. The Council can only talk to the people involved.

Footpath A Parishioner asked if the footpath from Church Street, to the Green and to the Harbour could be cut back as it was currently unpassable in some places. There were brambles etc. Cllr Venes advised that he had been talking with Cllr Jamieson regarding this path and apparently it has been cut already but Cllr Jamieson has asked that the Trails Team undertake the work again to a better standard and he is hopeful that it will be achieved quickly. Cllr Jamieson advised that the Trails Team had previously been deployed undertaking delivering food parcels, opening car parks etc but they should be able to take up their regular work now.

4. To Receive Councillor Reports

4.1 County Councillor – Cllr Jamieson

Cllr Jamieson advised that he had instructed the Highway Engineer to undertake no overnight parking signs for the Harbour and in the meantime Cllr Jamieson advised that he was trying to work out who actually owns this area.

Cllr Jamieson advised that there were currently no cases of Covid 19 in the Norfolk and Norwich Hospital. Contract and Trace had traced and contacted 197 people who might have been infected. The outbreak in the Care Home was finally coming to a close with only fifteen currently with the infection after five have recently tested all clear. Two schools were also reported with the virus but these were dealt with very quickly and the spread contained. There was also an incident with an oil tanker moored in Lowestoft Harbour was again handled quickly.

Cllr Jamieson advised that the Virus has hit the economy and our MP James Wild has been very supportive and helped get messages to other Government MP's Offices. The Government have advised that £500 million would be made available. Cllr Jamieson advised that Norfolk's allocation should be in the region of £1.7 million the Government have said they would underwrite 70% after the first 5%. The one good thing is that Government have also advised that loss of income with eg things like loss of

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Business Rates etc the County do not have to balance their books every year as usual but have three years to balance.

Cllr Jamieson also advised the LEP have asked for and received £32.5 million to use and the majority of this will be used to get businesses up and running again or new one started. Cllr Jamieson advised that all agencies working together has been very successful.

Cllr Venes thanked Cllr Jamieson for his report.

4.2 Borough Councillor – Cllr Lawton.

Cllr Venes stated that he wished to thank Cllr Lawton for all his hardwork after the last meeting. Cllr Lawton had given Cllr Venes details of the Environment Enforcement Officer, Housing Standards and Waste Management. All had been very informative and helpful.

Cllr Lawton advised that he finds the staff at the Borough Council all very helpful and efficient. Cllr Lawton advised that he had very little to report, but had sent a paper through earlier today regarding landlords having to have stricter checks regarding Electrical Testing as of the 1 June this year. Inspections have to be achieved every five years or sooner under certain circumstances. The only other thing was regarding the Harbour but this has already been covered.

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 10 June 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. Neighbourhood Plan

Cllr Gulliver advised that the Borough Council would be sending leaflets out to Cllr Venes for every household in the village with extras for surrounding village businesses and a few hard copies of the plan if anyone wishes to inspect. The consultation will take place between the 20 July and the 14 September. Cllr Venes advised that the gentleman who delivered the leaflets regarding help re the virus had agreed to undertake. Cllr Venes anticipated that the cost would be in the reason of £70.00. Cllr Venes asked council to agree the payment and for the Clerk to pay when the invoice is received. **It was resolved for the gentleman to undertake the leaflet and the Clerk to pay the invoice.**

Cllr Venes thanked Cllr Gulliver for the update.

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7. Village Matters

- 7.1 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 8th July 2020

Following the statement made last month to the Parish Council the process re costs is now underway as ordered by Judge Cook. Judge Brilliant will decide costs for the First Tier Tribunal and Judge Cook for the appeal, later withdrawn, for the Upper Tier tribunal. Judge Cook decided that the legal representatives for the respondents (TPC and SB/JG as trustees to Cattlegate Holders) should submit first, this to be followed by legal representations from the appellant. Finally, legal counsel for the respondents can respond to appellant’s submission. We are aware that submissions are being drafted/submitted but have no further information and there are no decisions as yet.

Colin Venes
Chair TPC
3rd July 2020

- 7.2 Mapping of the Village. Cllr Greef advised that he had identified several pieces of land in the village, and has received details re ownership etc from NCC Highways. The Clerk advised that she had received an email from Land Registry advising if the Clerk sent over the details and they would check and advise. The Clerk also advised that she had received the grasscutting areas from the Borough Council but now Parish-on-Line wanted to charge £50.00 to upload the data set to the Parish’s account. The Clerk advised she would check if the file could be opened any other way.

- 7.3 Emergency Plan
Cllr Venes advised that in June 2017 the Emergency Plan was agreed and adopted by the Parish Council and the Borough Council. Cllr Venes advised that the village was in a state of emergency over Covid 19 but no one thought of the plan. Cllr Venes advised that he had read the plan and it was seriously out of date.

Cllr Needham advised that he had re-read the plan and agreed that it was seriously out of date with people no longer in the village etc. Cllr Needham also advised that even if the plan had been up to date it would not have covered Covid 19 and felt that though he helped to undertake the plan he felt at the time that the village always rally around in times of need and no plan would assist this. How does GDPR come into this.

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The Clerk advised that GDPR was undertaken at the time and she tried to update when the GDPR regulations were updated but received very little response and could be down to people not being at the addresses listed. Cllr Venes asked the Clerk if it was a statutory duty to have a plan. The Clerk advised that it was not.

Cllr Needham proposed that the Emergency Plan is scrapped. This was seconded by Cllr Barrett, and unanimously agreed.

8. Finance:

To review and consider any action necessary

8.1 Finance Chair's Report.

Cllr Barrett advised that the accounts were currently in a healthy position but told the Council to be mindful that there was still a substantial bill to be received from Hayes and Storr, though it was budgeted for. Cllr Barrett has arranged with the Clerk to undertake the first quarters audit by the Clerk getting the accounts folder over to Cllr Barrett who would undertake the checks and then pass the folder to Cllr Chesterman also for checking and then he would report on the audit at the September meeting.

8.2 Monthly Accounts for Payment.

Cllr Venes advised that the Clerk had sent through the payment list and went through each individual payment. **It was resolved for the payments to be made.** Cllr Barrett thanked the Internal Auditor who was present as a Parishioner for all her hardwork in undertaking the Audit.

8.3 Money Received. The Clerk advised that a £11.07 bank interest had been received.

8.4 Bank Reconciliation End of May 2020

The Clerk had sent round bank reconciliations until the end of June as the bank statement had recently been received. Everything in order.

8.5 Bank Mandate

The Clerk advised that Cllr Chesterman had gone to the bank to verify who she was. The Clerk had received a text to advise that this had been received and was now being processed. The Clerk advised that she had received another text a few days ago advising that there was some problem and they would be writing to her. Clerk will advise of any action required

8.6 Health & Safety Including Risk Assessments

Cllr Barrett went through all the assessments undertaken by Jan Mitchell and how he was pleased that the Council had Jan on board. Cllr Barrett thanked Cllr Greef for all his work on plotting the assets and streetlight list etc.

Cllr Venes went through each of the policies/documents:

Health & Safety Policy

Business Continuity Plan

Risk Assessments

Quarterly Asset Inspection Schedule

Signed..... Chair Date:

Streetlight Check
Guidelines to remote meetings.

It was resolved to adopt all the policies and documents.

Cllr Barrett advised that there were a number of things that now needed addressing. The Accident Book has now been purchased. Electronic and paper storage, passwords, backups etc need to be addressed also Volunteers and working from home assessments. This to be progressed during the summer

8.7 Insurance

The Clerk advised that she had received one quote so far and had been chasing the other two and had heard from one other but nothing from our current insurers yet. The renewal was not until October. **It was resolved for the Clerk to continue to chase.**

8.8 Parish Council Records

Cllr Venes advised that he had been in contact with the Norfolk Records Office regarding Parish Records etc. They have an old map already in storage for us. Cllr Venes advised that you can donate or deposit but they are currently not taking anything in due to Covid. Cllr Venes said that all the Council's documents need to be checked and then the Council can decide which documents need storing and where.

9. Governance:

To review and consider any action necessary

9.1 Training. Cllr Venes advised that he was going to attend a Chair's Network session, there was Health and Safety session in June and the Clerk advised that she had attended Clerk's Network session every Wednesday with NALC and would be also be doing the Clerk's Network session with the NPTS on July 23rd.

9.2 To Receive any update Councillor Election

Cllr Barrett said that there was lots of work for the Council to achieve and it would be good to have another person. The Parishioners who voted for an election really did not know the harm that they may have caused. Could a co-option not be considered until May 21 or if only one person was to stand then there would not be an election necessary, or could an election not happen by postal votes. **It was resolved for the Clerk to chase the Electoral Registration Officer at the Borough Council to see if anything further advise had been received. Parish Council must follow the guidance from the principal authority.**

10 Web Site

10.1 Councillors to decide what Update and Revision might be needed.

Cllr Chesterman advised that she had sent round some ideas and did any other Councillors have any further ideas. Cllr Chesterman advised that she liked Holme's website but it involved all organisation etc in the village so really a Village Website. Cllr Greef advised that he would like telephone numbers of Councillors to be removed but photographs put

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up and email addresses only. Cllr Venes advised that if we had a Parish Council only he likes Thursford's. Cllr Barrett said that it comes down to Parish Council or Village. **It was resolved for Cllr Chesterman and the Clerk to get together and sort. In the meantime, Cllr Chesterman to contact the author of Holme's and find out the details etc.**

11. Outside Agencies

- 11.1 To receive report from TVH&PF Ltd
Mr Staveley was not present so no report available.

12. Planning Applications and Determinations:

Applications:

20/00867/F Application of Demolition of existing rear lean to and construction of rear single- storey extension at Mallard Cottage, High Street, Thornham. **It was resolved to recommend approval.**

20/00188/F Application for replacement Dwelling at Oldfield, The Green. **It was resolved to recommend approval.**

20/00871/F Application for Demolition of existing dwelling and construction of 3 replacement dwellings at Quavers 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.**

20/00877/F Application for Retrospective / regularisation planning application to use part garage as additional. bedroom for holiday let at 4 School Row High Street Thornham. **It was resolved for this item to be agreed by email protocol.**

Determinations:

None received.

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, Ploughman's Piece pavement, moss and grasscutting at the bottom of Church Street.**

Cllr Chesterman advised about the hedge in Castle Cottages. The Clerk advised that she had emailed Freebridge but had not received a reply yet.

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- 13.2 Email from NCC Streetlighting regarding proposal to remove the Streetlights in Malthouse Crescent. Cllr Venes advised that residents had received their letters today and Cllr Venes has advised a resident to contact County directly with her response.

14. GDPR

The Clerk advised that nothing to report.

15. Harbour

TPC 8 July 2020

Item 15 - The Harbour, Camper Vans, Vehicles, Litter, Pollution.

Concerns raised by a number of parishioners at the volume of vehicles coming to Harbour/Staithe Lane in unprecedented numbers bar possibly the stranded whale Gridlock in Thornham some years ago.

Key factors were: article in Sunday Times Travel supplement recommending Thornham Sands, listings on Social media sites – plus the easing of travel for exercise within Lockdown and the closure of many adjacent car parks. Altogether this mix meant 102 cars on Bank Holiday Monday and 120 one afternoon at the start of the very hot spell.

This resulted in Litter and pollution partly through sheer volume but also overnight stays (this has been noted in previous years but again not at this scale). Camping, rough sleeping in cars, barbecues, picnics and take-aways. The piece below written on 23 June for TVHPF Newsletter and Noticeboard to update the village on the wider situation and response from PC

Staithe Lane, The Harbour, Car Park and Campervans

The Parish Council is aware of the concern regarding the levels of parking, litter, possible effluent contamination into harbour and overflow channel, along with the increased levels of overnight camping by the harbour and on the car park at the north end of Staithe Lane. Some facts to clarify the situation and to note the action taken so far.

The car park is owned by Norfolk Wildlife Trust. The harbour is owned by Stephen Bett. Staithe Lane is owned by NCC Highways. Thus, Thornham Parish Council owns none of the land and has no legal authority or power over the land.

However, recognising the concern and problems noted above the council and the Clerk have taken action. Working in collaboration with other parties we have now arranged for twice weekly collections from the litter bins on the car park – this should ease the litter issue. Overnight camping is still in breach of the Covid 19 regulations at the time of writing. Our Community Engagement Officer, PC Lee Anderton, has confirmed that police will respond to phone calls to the 101 number if people are spotted clearly intending to stay overnight. The police did indeed carry out an early morning check on 23 June. These are essentially short- term measures to help ease immediate problems. Detailed discussions have been had with Environmental Services, Waste Management and Housing Standards (responsible for encampments) teams at KLWNBC and NCC Highways. It is likely to be a discussion item at Saxon Shore Parish Forum in July. The Chair of PC has spoken with Stephen Bett, NWT and Andrew Jamieson in the hope that an on-going dialogue with landowners may help to generate longer term strategic solutions.

Signed..... Chair Date:

Thanks are due to Marcus for his work as harbour master, Cllr Lawton for his rapid response and liaison work, staff at KLWNBC for their help and information, the local police service and to the Clerk and councillors for their efforts on behalf of the community.

Council will continue to monitor the situation closely. It will be an agenda item for the PC meeting on 8th July.

Subsequent Update for 8th July

Numbers of vehicles has declined since the high point noted above. Various factors including colder, wetter, duller weather plus national changes re lockdown and local changes re parking restrictions and access have helped spread the load.

Also note local response.

- Effective signage re Litter has helped as has the twice weekly collections by KLWNBC.
- Signage on NWT car park re No Overnight Parking seems to have significantly reduced parking on this small area but in part it has transferred to other parts of Staithe Lane/ The Harbour. Thus, the need for on-going dialogue with local landowners and other external agencies.
- The police did visit and remind people of the law but this will lose effect as the lockdown rules soften.
- Consideration of other strategies to reduce parking under active consideration eg width restrictors, height barriers but these can only be done by landowners.
- PC is actively monitoring the situation, maintaining dialogue with key players, will report to other agencies and share with other local councils. PC will reconsider the position at end of July. It is possible that other decisions at national and local level may help improve the situation.

Our thanks to all the people who have helped should be noted.

Cllr Needham advised that the strip did not belong to Mr Bett but the Cattlegate Holders of which the Council own 2/49th.

16. Correspondence: (see associated papers)

To review and consider any action necessary

- a) Letter from Cllr J Moriarty Re Planning
The Clerk advised that the letter was re transparency with the Sifting Panel. Cllr Lawton advised that he had sat in on a couple of Sifting Panels and felt they worked well. **It was resolved that no further action was needed.**
- b) Letter from NCC Re Parish Partnership Scheme
Cllr Venes advised that he had spoken to the NCC Highway Engineer and she had advised than any bus shelter would have to be see through and there would need to be consultation and if any house nearby was against the project then it would not be put forward. It would also involve a sum of money which is currently not in the budget. **It was resolved that no scheme would be put forward this year.**

Signed..... Chair Date:

17 Items For Next Agenda

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

Website

Mapping of the Village

Harbour

Court Costs

18. Date, and Place of next meeting.

Parish Council Meeting Wednesday 9 September 2020 via Zoom at 7.00pm.

With no further business the meeting closed at 9.11pm

Payments List

Vat Net	Invoice	Details	Cheque		date		
	12	B/T 08.07.20- 12	£40.00	£0.00	£40.00	11/06/20	Glynis Allen - Internal Audit£40.00
	13	B/T 08.07.20- 13	£269.70	£44.95	£224.75	01/07/20	K & M Lighting Services - £269.70 Streetlight Contract 01.07.20 to 30.06.21
	14	B/T 08.07.20- 14	£125.00	£0.00	£125.00	07/07/20	Thornham Bag Ladies - £125.00 Payment towards memorial bench for Sue Hardy
	15	b/T 08.07.20- 15	£8.00	£1.33	£6.67	07/07/20	The Stationery Office - £8.00 Accident Book
	16	B/T 08.07.20- 16	£48.00	£8.00	£40.00	07/07/20	Norfolk Association of Local £48.00 Councils - Training Course
	Total		£490.70	£54.28	£436.42		

Action List

All Councillors

- Email protocol re 20/00871/F

Cllr Chesterman

- Work with the Clerk on Website Update

Cllr Greef

- Work with the Clerk on Mapping

Clerk

- Work with Cllr Chesterman re Website Update.
- Work with Cllr Greef re Mapping

Signed..... Chair Date:

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

- Obtain update re Election
- Ask Rangers
- Chase Insurance Quotes.
- Planning Comments
- Make Payments
- Make sure items for the next agenda go on the agenda.

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