

Minutes of the Thornham Parish Council Meeting held on Wednesday 9 September 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, Cllr Lawton & 6 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.)**

Village Hall – Golf Nets

A Parishioner asked about when the Golf Nets would be in place at the Village Hall. They have been promised for such a long time. Cllr Chesterman advised that she had not heard anything. The Parishioner advised that if a youngster has a talent in the village then the village should be encouraging, Cllr Chesterman advised that it was not just the young as there was a lot of member of Hunstanton Golf Club who reside in the village. The Chair noted that this was an issue for TVH&PF Ltd not the Parish Council who had no influence on the matter.

Leaflet Drop

A Parishioner wished to thank the Parish Council on behalf of the TUC regarding the leaflet production of the COVID 19 help available, and the Deli for distribution paid for by the Parish Council.

The Parishioner also was inquiring regarding the timing of another Big Tent meeting as one has not been held in a while. Cllr Venes advised that he would undertake to try and organise another meeting to take place soon.

SAMS Battery. A Parishioner part of the Speed Watch Team wished to bring to the Parish Councils attention that the Battery housing for the SAMS2 needed some adjustment. A qualified Parishioner had agreed to

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undertake at a cost of £15.00 which if they went back to the supplier would have been around £150.00.

Road Sweeper. Cllrs Needham and Barrett had asked for notice when the Road Sweeper would be coming into the village so that they could get any parked cars removed from Church Street so that the area could be properly cleaned. The Sweeper turned up without warning and was unable to undertake Church Street because of parked cars. Cllr Needham spoke with the driver and he had agreed to come back in the morning. Cllrs Needham and Barrett had started to spread the word to get cars moved for 9.00am tomorrow.

Garden Waste. Cllr Greef advised that there was a lot of garden waste left in Green Lane. This will block the main drainage if not stopped. A suggestion of everyone in Green Lane in receive a letter asking for them to use a Green Bin or take their rubbish to the tip.

#### **4. To Receive Councillor Reports**

4.1 County Councillor – Cllr Jamieson

Unfortunately, Cllr Jamieson was unable to be with us this evening.

4.2 Borough Councillor – Cllr Lawton.

Cllr Lawton advised that there currently was not much going on at the Borough Council, only zoom or teams meetings with the majority of the staff working from home. Cllr Lawton advised that he felt that Cllr Dark had left the post regarding COVID as no updates ever received anymore. Cllr Lawton expressed the view that he would undertake to do what ever he could regarding parking etc along the coast and that there was a Saxon Shore Meeting tomorrow night and Cllr Jamieson, NCC Highways & Police would be in attendance.

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 8 July 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 consultation period was coming to an end and the Borough Council were now actively looking for an examiner for the plan but no referendum would take place under current government guidance until May 2021.

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 9<sup>th</sup> September 2020

I regret to report that since the July PC meeting progress in the awarding of costs has been painfully slow.

In summary: the staff at Lands Tribunal largely worked from home for a long period during lockdown. However, the information I have received indicates there was little or no system for the forwarding of written correspondence or e-mail to staff so a backlog was created. When more normal working patterns were resumed the request for the stay on the FTT costs decision to be lifted was processed incorrectly by FTT staff and applied to a totally different case.

During the confusion that followed solicitors acting for the appellant submitted revised costs for the FTT case. This had not been authorised or requested by either Judge Cook from the UT tribunal or Judge Brilliant from FTT. Hayes and Storr for Parish Council have strongly objected to this new submission as an abuse of process. It would also delay the process and further increase costs. They have renewed the request for the FTT stay to be lifted and Judge Brilliant to make decision. They have re-sent their original submission to Judge Brilliant to speed the process as far as possible.

Parish Councillors have been assiduous in maintaining contact with our fellow respondents and with the staff at Hayes and Storr to keep informed of any developments and urge proper progress. However, the wheels of the legal machine continue to grind, but slowly.

Council will continue to press both our case and for a resolution. Council will continue to report regularly.

Colin Venes  
Chair TPC  
29<sup>th</sup> August 2020

Cllr Venes then went on to say that the Council were currently looking into the parking that was happening on Shore Road and what could happen as it is a restricted byway. Eg no motorised vehicles allowed. Cllr Venes advised that the Parish Council had consulted the NCC Footpaths Officer, David Mills for advice. The options are still to be looked at but a sign advising no cars etc will be going up shortly.

- 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 and had circulated a table with all the information. The Clerk advised that Castle Cottages area was still owned by the Borough Council and was missed on the transfer to Freebridge. The Clerk shared her screen and was able to show those present the area that the Borough Council cut the grass for themselves and NCC Highways. The Clerk advised that to register with Land Registry would

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take time and a lot of forms etc. The Clerk advised that previously she had used a Solicitor who had charged around £3.00 a search. The Clerk was prepared to ask the Solicitor if they would undertake the eight areas and obtain the details and title deeds if available. **It was resolved for the Clerk to undertake this exercise.**

7.3 National Litter Pick- General Litter in the Village

The Clerk advised that the National Litter Pick was cancelled earlier in the year and had been rescheduled for later this month. Did Councillors feel that the Council should take part. **It was resolved that the Council did not feel it was necessary as not much rubbish lying around in the village.**

At this point a question was asked regarding red tags for extra rubbish if the black bin was full. Cllr Lawton advised that the Borough Council had recently had a purge regarding holiday lets not having trade waste etc. **It was resolved for Cllr Lawton to ask if a household under six could have another black bin if they paid for it.**

8. Finance: (see reports attached)

8.1 Finance Chair's Report – 1<sup>st</sup> Quarter Audit Report

Cllr Barrett advised that he himself and Cllr Chesterman had audited the first quarter's accounts and found everything to be in order. With all supporting documents in place and the bank reconciliations in order and correct.

8.2 Monthly Accounts for Payment.

Cllr Venes advised that the Clerk had sent through the payment list and went through each individual payment. Cllr Venes advised that he had not signed off the Clerk hours. The Clerk advised that she was behind with her timesheets and had not recorded her hours in April. The Clerk advised that the wage firm had advised that they needed to undertake the wages so that HMRC could not issue a fine and it needed to be achieved there and then so the Clerk advised them to undertake on a flat week which she was fine about as she was behind with her timesheets. Cllr Barrett advised that timesheet must be made available as he knew the Clerk had worked more hours. **It was resolved for the payments to be made which included £15.00 for batteries, £255 for Norfolk Community Foundation repayment of grant and Insurance premium of £786.67. It was resolved not to pay the Clerk until timesheets were received.**

8.3 Money Received. The Clerk advised that no monies had been received.

8.4 Bank Reconciliation End of August 2020

The Clerk had sent round bank reconciliations until the end of August and the bank statements. Everything in order.

8.5 Bank Mandate

The Clerk advised that it was an uphill struggle and though Barclays had advised her that there was an issue even though Cllr Chesterman attended a branch. They have still failed to inform the Clerk what the

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problem is. The Clerk cannot get the team on the phone and has undertaken private messages online through the app but still nothing has been received. **It was resolved for the Clerk to continue to chase.**

- 8.6 Health & Safety Including Risk Assessments and update to Business Continuity Plan.

Cllr Barrett had been through the paperwork with Jan Mitchell and Jan Mitchell had prepared an appendix that covers the issues dealt with in the deleted Emergency Plan. **It was resolved to agree this appendix becomes part of the Health and Safety Document.** Cllr Barrett advised that the Clerk had undertaken a Home Worker Assessment which had been checked over by Jan Mitchell and just needed the Clerk to sign and date. **It was resolved for the Clerk to sign, date and send round to Council.** Cllr Barrett advised that another piece of work necessary was regarding Volunteers and each one had received a letter and had been personally talked to and explained at this current time any work they undertake was done so at their own risk which everyone seemed happy about. It was important that the grasscutting areas are agreed etc so that this situation can be resolved.

- 8.7 Insurance

Cllr Barrett advised that the Clerk had gone out for quotes from three separate insurance companies. Cllr Barrett advised that the Finance and Staffing had looked through and Cllr Barrett recommended that insurance is taken out with our current insurer BHIB for three years as coverage is as good and price more competitive. Additionally, Parish-On-Line Mapping tool is free bonus. **It was resolved for the Clerk to sign up for a three-year deal.**

- 8.8 Parish Council Records

Cllr Venes advised that he had started going through the Parish Councils archives in readiness for them going to the Norfolk Records Office when they were receiving items. Cllr Venes explained that there was a lot of paperwork that could be destroyed etc **It was resolved for a working party to undertake looking over the paperwork and access.** The Clerk advised that it might be worth getting the information/paperwork scanned in bulk and kept electronically. Cllr Lawton advised that a firm in Fakenham were undertaking Brancaster's bulk scanning. The Clerk advised that she had been given details of a firm in Norwich. **It was resolved for the Clerk to obtain some quotes.**

- 8.9 Office Equipment Back-ups

The Clerk advised that she had spoken with the IT provider and they had advised regarding cloud storage and part of a package to 365 where the Clerk would put all the documents and the Chair and Vice Chair would have access to them. This was additional £3.80 per month. The Clerk advised that 365 is due for renewal on the 14 November and we could add the storage then or bring the renewal forward and undertake now. **It was resolved for the Clerk to take out the additional cover to include the cloud storage at renewal.**

- 8.10 Clerk's – New Pay Scale

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The Clerk advised that the Annual Sector Pay Increase had been received and it amounted to a 2.75% increase back dated to the 1<sup>st</sup> April. This amounted to £120.32. **It was resolved for the Clerk to send round to Councillors a breakdown.**

8.11 CIL Update. Cllr Chesterman advised that no update was necessary.

## 9. Governance:

To review and consider any action necessary

9.1 Training. Cllr Venes advised that he had attended a Chair's Network session. 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. The Clerk advised that the National Conference of the SLCC was due to take place in October and would be held virtually via Zoom and was at a reduced rate of £25.00 + VAT and she had booked herself on.

9.2 To Receive any update Councillor Election

Cllr Venes advised that this would not be until May 2021 unless Government Guidance changed.

## 10 Web Site

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

Cllr Chesterman advised that she, Cllr Greef and the Clerk had met and had a zoom meeting to decide the way forward. The Clerk had shared her screen and shown different sites from different Parish Councils. Cllr Chesterman explained that it was very hard and really needed Full Council input. The Clerk advised that Mr Martyn would be able to undertake a revision/revamp of the site but would need input from the Council so that he could undertake. Mr Martyn had offered to have a Zoom meeting with the Council to go over the various options. He had suggested next Wednesday at 7.00pm. **It was resolved for the Clerk to organise the meeting.**

10.2 Councillors to agree Accessibility Statement.

The Clerk advised that she would draft a Statement and send round to Councillors for approval at the next meeting.

## 11. Outside Agencies

11.1 To receive report from TVH&PF Ltd

Mr Staveley was not present so no report available. Cllr Venes advised that they had requested and received a grant application form as they require their usual grant to cover the insurance which was due soon. Cllr Greef advised that he had attended the recent AGM was it was over in 10 minutes and no detail was given regarding their accounts or anything. Cllr Venes advised that the group would be well rehearsed in running AGM's and did Cllr Greef asked for an account sheet. Cllr Greef felt that it should be made available without asking. **It was resolved for Cllr Greef to ask the Trustees for a statement of accounts.**

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## 12. Planning Applications and Determinations:

### Applications:

- 20/01244/F Application for Single storey extension to rear of property at The Cottage Ploughmans Piece, Thornham. **After discussion it was resolved to get hold of the Planning Officer and see if more details can be obtained and necessary decision made by email protocol.**
- 20/01215/LB Listed building application for the replacement of an existing 1980s casement window with a new one with alterations to the dimensions of a window at Dairy Farm House, High Street, Thornham. **It was resolved to recommend approval.**
- 20/01159/F Application for Erection of 3 bay Cart Shed to Rear of property at The Hirsell, Staithe Lane, Thornham **It was resolved to recommend approval.**
- 20/00188/NMA-1 Application for Non-material amendment to planning permission 20/00188/F: Replacement dwelling, Oldfield, The Green, Thornham **It was resolved to recommend approval.**

### Determinations:

- 20/00867/F Retrospective Application for Demolition of existing rear lean to and construction of rear single storey extension Mallard Cottage High Street Thornham – **Granted.**
- 20/00716/O Outline Application for Proposed Construction of 2 x semi-detached properties at The Park, High Street, Thornham. **Application Withdrawn**
- 20/00483/F Planning Application for alterations to existing dwelling at Tanglewood, High Street, Thornham – **Granted**
- 20/00508 Planning Application for removal or variation of condition 2 of planning permission 19/02023/F demolition of an existing property and construction of replacement dwelling at Fulney, Ploughman's Piece, Thornham. **-Granted**
- 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 -* **Granted**
- 20/00188/F Application for *Replacement dwelling* at Oldfield The Green, Thornham **-Granted**

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20/00611/F Application for Construction of a single dwelling at Land To The Rear Twin Cottage High Street Thornham **-Refused**

20/00723/F Alterations to existing dwelling Tanglewood High Street Thornham **-Granted**

### 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/NCC Highways if they could fix the gap in the ironwork on drain outside the Orange Tree very dangerous if you hit whilst riding your bicycle.**

### 14. GDPR

The Clerk advised that nothing to report.

### 15. Harbour

Cllr Venes advised that he was progressing work with the NWT and the situation is being monitored daily. The big question is what will happen next year. If the virus is no longer a threat then will the area still receive the same amount of visitors. There was a discussion regarding rubbish collection with any new barrier system and should the bins be removed. **It was resolved for the Clerk to write to the Borough Council and thank them for the extra collections service they had provided.** At this current time it was felt that the bins should be kept in place but might have to be moved.

### 16. Parking

16.1 General Village Parking. There was a long discussion regarding general parking in the village and lack of space to provide any parking other than the Village Hall and planned were already in place to provide further paid for parking. Cllr Venes advised that Cllr Jamieson had floated several questions regarding this subject which will be discussed at the Saxon Shore Meeting tomorrow night. These included 20mph speed limit in the villages and 40mph between villages. Bus service, cycle routes etc. Cllr Venes advised about the demographics of the village etc. **It was resolved for Cllr Venes to report on the Saxon Shore Meeting at the next meeting.**

### 17. Correspondence: (see associated papers)

To review and consider any action necessary

a) Clerks and Councils Direct

### 18 Items For Next Agenda

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

### 19. Date, and Place of next meeting.

Parish Council Meeting Wednesday 14 October 2020 Virtually via Zoom.

With no further business the meeting closed at 20.59pm

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## Payments List

Tn no	Cheque	Gross	Vat	Net	Invoice Date	Details	Cheque date
20	DD	£50.21	£2.39	£47.82	01/08/20	E-OnEnergy - Streetlight	£50.21
12.09.20	Energy Aug 20						
22	B/T	£124.80	£20.80	£104.00	05/08/20	Edge It Systems - Accounts	£124.80
09.09.20	package 22						
21	B/T	£255.00	£0.00	£255.00	02/09/20	Norfolk Community	£255.00
09.09.20	21Foundation - Refund Covid Grant						
24	Cheque	£15.00	£0.00	£15.00	12/09/20	Mr Derek Batterbee - SAMS	£15.00
BATTERY							
25	B/T	£751.52	£0.00	£751.52	12/09/20	BHIB Insurance Brokers -	£751.52
12.09.20	Insurance 25						
<b>Total</b>		£1,196.53	£23.19	£1,173.34			

## Action List

### All Councillors

- Email protocol re 20/01244/F

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### Cllr Venes

- Organise Big Tent Meeting
- Report at next meeting re Saxon Shore Meeting

### Cllr Greef

- Obtain Village Hall Accounts

### Cllr Lawton

- Ask report extra black bins

### Clerk

- Obtain Land Registry Details re pieces of land
- Sign up to three year deal for insurance
- Send round details re pay increase
- Chase Bank Mandate
- Make Payments
- Sign Working at Home Assessment and send round
- Organise Website meeting
- Report Ironworks at the Orange Tree to Rangers
- Planning Comments
- Thank Borough Council re extra rubbish collections
- Make sure items for the next agenda go on the agenda.

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

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

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