

Minutes of the Thornham Parish Council Meeting held on Wednesday 14 October 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 & 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 and Licensing within Planning Applications. Cllr A Chesterman give a personal interest in Licensing within Planning Applications and Cllr Venes gave a personal interest re the Harbour.

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

Mobile Café at the Harbour

A Parishioner asked what the Council were going to do about a mobile Café that had taken pitch at the harbour. Cllr Venes advised that he had been told and had investigated with the necessary authorities. The Café owner has all the relevant qualifications, Covid risk assessments and permission of the landowner and there was nothing more that the Parish Council could undertake. Cllr Venes it was not big scale, and the area was left clean and tidy, in fact the person had cleaned up all the rubbish in the area.

Speed Limit Reduction

Several Parishioners were concerned that 20 mph was not viable for the Speed Watch Team to operate. Another Parishioner would like to see side roads speed limit cut as well.

Trees in Ploughman's Piece. A Parishioner asked if any response had been received regarding the letter sent regarding the overhanging trees and parishioners not being able to use the footpath. The Clerk advised that she had not heard. **It was resolved for the Clerk to ask NCC Highways if they were able to take over as blocking the footpath.** When the trees have been cut back

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it would leave the footpath still slippery with all the moss. **It was resolved for the Clerk to ask that the moss is removed at the same time.**

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 with it looking like the second wave of covid he had asked Cllr Long if Cllr Dark or someone else would be undertaking to give valuable updates.

Cllr Venes thanked Cllr Lawton for his report and thanked him for his help regarding the abandoned vehicles and advised that the Borough Council Staff whose job was dealing with such matters was excellent in undertaking and advising. Cllr Venes asked that people are vigilant regarding abandoned vehicles and please inform him as it is becoming a regular occurrence.

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

5. Minutes of Parish Council Meeting held on 9 September 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 an Independent Examiner had been appointed and was currently reviewing the plan. No details further at this current time.

Cllr Venes thanked Cllr Gulliver for the update.

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 14th October 2020

Most parishioners will have noted the hedging and ditching work undertaken around the village, including along The Green and Shore Road. This is a traditional activity at this time of the year. The Parish Council supports this work being done as it understands the necessity for the ditches to be well maintained and cleared if the effective drainage of torrential downpours is to reduce the flooding risk factor. This risk seems to have increased in recent years as weather patterns appear to become more extreme.

Both Cllrs Barrett and Venes have been in contact with our solicitors, Hayes & Storr, over the last week. We understand that Hayes & Storr have contacted Land Tribunal

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to enquire as to progress with cost award decisions. However, as of the close of business on Friday 9th October there was no news to report. Council shares the frustration that must be felt by many parishioners at this tardy response by Land Tribunal.

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 she is able to tell who owned any piece of land if registered now as she has mastered the Land Registry Website. Castle Cottages is registered to the Borough Council and was missed on the transfer to Freebridge. The first on the list from Ploughman's Piece that is overgrown is un-registered. The other two areas are owned by the houses behind. The area where the Village Sign is situated opposite Stocks Hill House is unregistered. The area on the Harbour around the Coal Barn is also un-registered as is the piece of grass at the top of Church Street and also the area at the top of Green Lane and Church Street. The area with the Millennium Bus Shelter is registered with NCC Highways. Cllr Venes asked the Clerk if she would write the information down and send round. **It was resolved for the Clerk to undertake. It was also resolved for Cllr Barrett and Needham to speak with Mr Bett regarding the un-registered areas as Cllr Needham believes that some are Cattlegate Holders.**

7.3 **Big Tent Meeting**

Cllr Venes advised that he had sent round the notes of the meeting and advised that all members felt that these meetings were very useful. The main topic was Covid and the possible second wave and how to prepare for it. Cllr Venes advised that in light of this he had emailed around all of the recent volunteers that assisted last time asking if they were willing to continue if necessary and the majority of the Volunteers had agreed to assist again if required. Cllr Venes advised that it was felt a leaflet advising people who to call etc if they needed help in anyway was necessary. **It was resolved for Cllr Venes to draft the leaflet and send round for approval and get printed. The Clerk advised that the Borough Council print room are able to print and fold if required. It was also resolved for the Council to pay for the printing and distribution as last time.**

Cllr Venes also reported there was a discussion regarding the West Bottom Field and discussion to take place with TVH&PF Ltd when the current tenancy expires in September 2022.

Cllr Chesterman asked would there be public consultation regarding what to do with West Bottom Field when the current agreement expires and why only talking with TVH&PF Ltd. Cllr Barrett advised that Patricia Hewitt advised that she wanted a village conversation in the form of an open meeting.

It was resolved to open the meeting to allow Mrs Mocatta to speak.

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Mrs Mocatta advised that the only reason that the TUC needed to talk with the Village Hall Trustees is because of the share facilities eg the permissive path, hedge and open gateway to name just a few. Mrs Mocatta also advised that Cllr Barrett, herself and another Trustee had also met up recently to look at investments with interest rates being virtually non-existent. Cllr Venes advised that Cllr Barrett had been given permission from the Council to undertake this review.

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

Cllr Needham advised that he fully supported that it was necessary for the TUC and TVH&PF to discuss.

Cllr Barrett advised that it is the intention of the TUC to give the village as much time to consult regarding possible usage of West Bottom Field and that is why it has been mentioned at such an early stage. Cllr Barrett advised that it is important that the majority of the village is pleased with the decision whatever it is.

8. Finance: (see payment list attached)

8.1 Finance Chair's Report

Cllr Barrett advised that All the overarching Health and Safety Policy paperwork has been completed and agreed and the Clerk to put on the website. The Clerk has undertaken a Home Working Risk Assessment which is now signed and filed. This will need reviewing in the new year.

There are a few outstanding issues from the Health and Safety Risk Assessment, the mapping has now been achieved and the grass cutting/village maintenance issues can now be actioned. There is still the issue of Storage of paperwork, scanning and electronic information. Cllr Venes advised that the storage on the cloud has been agreed and will be in place before the next meeting. The Clerk advised that she had looked into scanning but it was necessary to know what type and how much to enable a realistic quote. Cllr Venes advised that it was necessary to arrange for the working group to look at all the Council's Paperwork. The insurance has been renewed on a three-year contract and three years of Parish-On-Line has been agreed and will be provided free of charge.

Cllr Barrett advised that himself and Cllr Chesterman will audit the Half Year Accounts and approve and report at the November meeting. Cllr Barrett advised that this would give us the basis for the 2021/2022 budget and precept which needs approval by the end of January, and he is aiming to have this ready for approval at the January meeting.

The Clerk has advised of the award pay increase this has been given and the hours worked from April to end of September. Cllr Venes advised that he had checked and signed off the hours. The Pay calculations showing the new rate and back pay had been advised and the payment on the payment list on the agenda.

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Cllr Barrett advised that he had talked through regarding investments with the NS&I to become lower than 0.01% by November and the possibility of negative bank rate. Cllr Barrett advised that there is nothing better than our current investments which are protected.

8.2 Monthly Accounts for Payment.

Cllr Venes advised that the Clerk had sent through the payment list and went through each individual payment. The Clerk advised that she had four additional payments. System Three Business Solutions £21.60 for anti-virus software, Clenshaw Minns £128.64 for undertaking wages, Land Registry Fees of £8.00 got two searches and SLCC for Conference for £30.00. **It was resolved for these payments to be made.**

8.3 Money Received. The Clerk advised that some interest of £6 had been received. Cllr Venes asked about VAT the Clerk advised that as soon as the half yearly accounts has been audited then she would claim back the first six months. The Clerk advised that she could claim back the October to December in January as the big Solicitors invoices would then be recovered sooner.

8.4 Bank Reconciliation End of September 2020. The Clerk had achieved and sent round prior to the meeting. Everything in order.

8.5 Bank Mandate. The Clerk advised that she had managed to get through to the mandate team but they had closed the change because they had not received any correspondence from Cllr Chesterman. The Clerk had advised that Cllr Chesterman had attended the Hunstanton Branch and had completed the necessary clearance. The Clerk had left the telephone call with the Mandate Team checking with the Hunstanton Branch if they kept a copy. The Clerk to continue to chase but it might be necessary to start the process again if the branch cannot find the clearance.

8.6 Parish Council Records. This is covered in the Finance Chair's Report 8.1.

8.7 Clerk's Time Sheet and Revised Pay Scale. This is covered in the Finance Chair's Report 8.1

9. Governance:

To review and consider any action necessary

9.1 Training. Cllr Venes advised that he is hoping to attend the Chair's Network session on the 22 October. The Clerk advised that she is currently attending the National Conference of the SLCC held virtually via Zoom.

10. Website

10.1 Councillors to decide if latest Revision is sufficient.

Cllr Venes advised that Cllr Chesterman, the Clerk and himself had attended a Zoom Meeting with Mr Martyn and had made suggestions which Mr Martyn had undertaken. Councillors seemed happy with the amendments. Cllr Venes advised that there was a lot of old content regarding the Virus etc. **It was resolved for the Clerk to remove this old content.**

It was resolved for the meeting to be open to allow Mrs Mocatta to give the report.

11. Outside Agencies

11.1 To receive report from TVH&PF Ltd

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Mrs Mocatta advised that the Trustees have been busy undertaking outside work to the grounds and have cleared the trenches and have put in a one and a half French drains. Exercise classes have restarted and twenty-six people at various times etc have been undertaking the couch to 5k on a Tuesday and Thursday mornings. Films are starting but the hall can only take forty-five people social distancing. Live by Satellite is also going to re-start though it will be more recorded not live. All risk assessments have been undertaken. New chairs have been ordered. The hall finances thanks to Cllr Barrett are in good shape currently but it might be a different story come the end of the financial year if this virus continues. Mrs Mocatta then informed the meeting regarding the carparking and the new charges. Mrs Mocatta advised that there has been teething problems, but the Trustees are working to rectify. Mrs Mocatta advised that work would start on the new entrance soon, this would also produce some more car parking spaces. It is hoped that this will be in place by Easter 2021.

Cllr Gulliver asked about the Honesty Box and was it used previously Mrs Mocatta advised that it was used. Cllr Barrett reminded Mrs Mocatta that it was close to budget setting and if the hall required a grant a grant form would need to be completed.

Cllr Venes thanked Mrs Mocatta for her report. Mr Staveley advised that he had nothing to add.

12. Planning Applications and Determinations:

Applications:

- 20/01371/F Application for Proposed substation and associated buildings to be used at the approved solar farm, Lyng Farm, Ringstead Road, Thornham **It was resolved to recommend approval.**
- 20/01337/F Application for Variation of Condition 11 attached to planning permission 19/01542/F The Pastures, 6 Choseley Road, Thornham. **It was resolved to recommend approval.**
- 20/01244/F Application for Two storey extension to rear of property at The Cottage Ploughman's Piece Thornham. **It was resolved to recommend refusal on the grounds of loss of light, overlooking and being overbearing to neighbouring properties.**
- 20/01389/F Variation of conditions 2, 3 and 5 of planning permission 19/02023/F at Fulney Ploughman's Piece Thornham **It was resolved to recommend approval.**
- 20/01452/LB Listed building application for Installation of External Door following removal of window and brick infill below at The Orange Tree High Street Thornham. **It was resolved to recommend approval.**

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Licensing Application for the Lifeboat. After discussion **It was resolved to object to the tipi, loss of the carparking and the noise that it would generate.**

Determinations:

20/00877/F Retrospective / regularisation planning application to use part garage as additional bedroom for holiday let at 4 School Row High Street Thornham - **Granted**

20/00188/NMA-1 *Non-material amendment application to planning permission 20/00188/F: Replacement dwelling* at Oldfield The Green Thornham – **Granted**

20/01159//F Application for Erection of 3 bay Cart Shed to Rear of property at The Hirsell Staithe Lane Thornham– **Granted.**

13 Highways

13.1 To receive update and consider any action on NCC Ranger Works. Nothing to report.

14. GDPR

The Clerk advised that nothing to report. The GDPR Policy is due for review. This review to be placed on the next agenda.

15. Harbour

Cllr Venes advised that he had reported the abandon vehicles, and these had been removed. The overnight parking seemed to have stopped currently, though there had been complaints regarding the signs being too big and spoiling the area.

16. Speed Limit

16.1 Possible change to 20mph speed limit through the village. There was a long discussion regarding the possible reduction in speed limit. Cllr Venes advised that this was discussed at the Big Tent Meeting. Cllr Barrett felt that there needed to be public consultation/meeting. Businesses need to be consulted also. There was a need also to check the decision of all the villages and to properly understand regarding the costs involved and what Cty Cllr Jamieson is really suggesting. Cllr Greef advised that he agreed with Cllr Barrett and would not want to make any decision without everything been addressed etc. The Clerk had advised previously the affect that it might have on buses etc. Cllr Venes advised that the bus timetable changes every year usually twice and could be adapted easily. Cllr Gulliver advised that it could affect the connecting services to Wells and the train connection to King's Lynn. It could also affect driving hours etc.

It was resolved for the meeting to be open to allow Cllr Lawton and Mr Staveley to speak.

Cllr Lawton advised that the Police are not able to take any action under 30mph. Most modern cars are not able to use cruise control under 30mph.

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Mr Staveley advised the Speedwatch Team are not able to function under 30mph and he would write a report for the next meeting.

It was resolved to return to closed session.

Cllr Venes advised that he did not want this to drag on and a decision was needed so consultations needed to take place. Item to remain on the agenda.

17. Correspondence:

Letter from Parishioner regarding the movement of a Streetlight. The Parishioner wanted to move a streetlight outside her house to a neighbouring pole. The Clerk advised that this would need to be checked out with NCC Highways and the Council would have to undertake consultation etc. **It was resolved for the Parishioner to get in contact with the Clerk and discuss the details. Cllr Needham and Chesterman to also check into the proposal.**

18 Items For Next Agenda

Streetlight
GDPR Policy
Health and Safety
Grasscutting
Speed limit
½ yearly accounts
De-Fib

19. Date, and Place of next meeting.

Parish Council Meeting Wednesday 11 November 2020 Virtually via Zoom.

With no further business the meeting closed at 21.28pm

Payments List

Tn no	Cheque date	Gross	Vat	Net Invoice	Details	Cheque
23	Cheque	£724.04	£0.00	£724.04	05/07/20 Sarah Bristow - Wages	£724.04
35	B/T	£30.00	£5.00	£25.00	10/09/20 SLCC - Conference	£30.00
14.10.20-35						
31	D/P	£7,500.00	£1,250.00	£6,250.00	30/09/20 Hayes & Storr Solicitors -	£7,500.00
14.10.20-31	Legal Fees					
32	B/T	£1,051.50	£175.25	£876.25	30/09/20 Hayes & Storr Solicitors -	£1,051.50
14.10.20-32	Legal Fees					
26	b/t	£59.60	£0.00	£59.60	01/10/20 HMRC - PAYE - PAYE - top	£59.60
14.10.20-26	up April to June					
27	DD	£48.59	£2.31	£46.28	01/10/20 E-OnEnergy - Streetlight	£48.59
11.10.20-27	Energy September					
34	B/T	£224.80	£0.00	£224.80	01/10/20 HMRC - PAYE - PAYE July -	£224.80
14.10.20-	Sept					

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30 B/T	£225.36	£37.56	£187.80	08/10/20	System 3 Business Solutions	£225.36
14.10.20- - 365 cloud back up and set up						
37 B/T	£21.60	£3.60	£18.00	13/10/20	System 3 Business Solutions	£21.60
14.10.20- - Anti Virus Software						
28 B/T	£2,750.00	£0.00	£2,750.00	14/10/20	TVH&PF Ltd - Grant	£2,750.00
14.10.20-28						
29 D/P	£2,750.00	£0.00	£2,750.00	14/10/20	Thornham PCC - Grant	£2,750.00
14.10.20-29						
33 Cheque	-1£899.18	£0.00	£899.18	14/10/20	Sarah Bristow - Wages June - Sept	£899.18
36 B/T	£128.64	£21.44	£107.20	14/10/20	Clenshaw Minns -	£128.64
14.10.20-Undertaking Wages						
38 B/T	£8.00	£0.00	£8.00	14/10/20	Sarah Bristow - Land Reg Fees	£8.00
14.10.20-38						

Total £16,421.31 £1,495.16 £14,926.15

Signature Signature
Date

20/10/20 11:02 PM Vs: 8.48.01

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Action List

Cllr Venes

- Draft leaflet re Poss Covid 2nd Wave

Cllr Needham/Chesterman

- Work with Parishioner and Clerk re possible movement of Streetlight.

Clerk

- Update Mapping Table with Land Registry Details re pieces of land
- Report Trees and Moss to NCC re Plougham's Piece
- Chase Bank Mandate
- Make Payments
- Update and remove old material from the Website.
- Planning Comments
- Work with Parishioner and Cllr Chesterman/Needham re possible movement of Streetlight
- Make sure items for the next agenda go on the agenda.

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