

Minutes of the Thornham Parish Council Meeting held on Wednesday 13 January 2021 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.

The Chair wished everyone a Happy New Year.

The Chair then advised that the Council would now observe a minute's silence for the late Adrian Brown who was a long-serving Councillor and friend to the everyone. The Council's thoughts are with Sheila, Oliver and Nick and their families at this time.

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.)

The Chair went around all the members of the public present, but no questions were received. Mrs Mocatta gave a report on TVH&PL Ltd which can be found under that item in the minutes.

4. To Receive Councillor Reports

4.1 County Councillor – Cllr Jamieson

The Clerk reported that Cllr Jamieson is hoping to join us later he is currently in a NCC Meeting. Cllr Venes advised that he would open the meeting to allow Cllr Jamieson to give his report when he was able to join us.

4.2 Borough Councillor – Cllr Lawton.

Cllr Lawton advised that he had very little to report apart from there is a change to Borough Council Waste Contractor starting on the 1st April or a few days before. The New Contractor is Serco Ltd so you will see different coloured lorries.

Cllr Venes thanked Cllr Lawton for his report and asked if he had heard anything regarding the May Elections and the Parish Election. Cllr Lawton

advised that he had not heard anything but would ask the Borough Council Electoral Services if there was any update.

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

5. Minutes of Parish Council Meeting held on 24 November 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 Parish Council Meeting held on 1 December 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. Minutes of Parish Council Meeting held on 9 December 2020

7.1 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.**

7.2 Matters arising from the minutes, Nothing to report.

8. Minutes of Parish Council Meeting held on 30 December 2020

8.1 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.**

8.2 Matters arising from the minutes, Nothing to report.

9. Budget Setting (Please see report attached)

9.1 Council to set the Budgets for 2021/2022. Cllr Barrett talked through his report. **It was resolved to accept the Budget Report as attached.**

10. Precept

10.1 Council to set the Precept for 2021/2022. Cllr Barrett advised with this budget it was necessary, taking into account the agreed budget for 2021/22, that the Precept be set at £35,000. This is same amount as the current year. Cllr Barrett advised that it amounted to £92.30 per annum based on the 10 months payments it was £9.23 per month for the Parish Share. **It was unanimously agreed for the Precept for 2021/2022 be £35,000 and for the Clerk to send in the necessary paperwork.**

Cllr Venes thanked Cllr Barrett, Cllr Chesterman and the Clerk for all their work on the Budget and Precept.

11. Finance: (see payment list attached)

11.1 Finance Chair's Report

Cllr Barrett thanked the Clerk for getting the accounts up to the end of December completed. Cllr Barrett advised that he had undertaken a full audit and can report that the accounts are all complete and accurate and he would be in favour of the Council agreeing these accounts. Cllr Barrett advised that Cllr Chesterman has not double checked the figures, but Cllr Barrett advised that he had talked through the accounts with Cllr Chesterman and she was in

agreement that the accounts could be agreed. Cllr Chesterman advised that she had undertaken a report with Cllr Barrett and was in agreement. Cllr Barrett advised that all the figures agreed with the projected end of year balance of £35,000. Cllr Barrett said that as the audit procedures carried out do not strictly abide by the Financial Regulations, he would be happy if Council wished to defer acceptance of the audit until after Cllr Chesterman had carried out her checks, that is at the February meeting. Cllr Venes advised that he would rather the accounts wait until the February meeting in which time Cllr Chesterman would have undertaken the physical check and Councillors would have extra time to ask any questions. **It was resolved for the accounts until the end of December 2020 would take place at the February meeting.**

11.2 Monthly Accounts for Payment.

Cllr Venes advised that the Clerk had sent through the payment list, listed at the end of the minutes. The Clerk advised that she had one to add which was £500 for Richard High for the additional work with respect to the Independent Examiner's report. Cllr Venes advised that this was very important regarding the Neighbourhood Plan and ensured the report upheld critical policies re Housing. The Clerk advised that it would be necessary to pay the PAYE to the HMRC before the next meeting. **It was resolved for these payments to be made and the HMRC figure to be agreed and paid via email protocol and ratified at the February meeting.**

11.3 Money Received. The Clerk advised that £2.34 has been received in bank interest.

11.4 Bank Reconciliation End of December 2020. The Clerk had achieved and sent round prior to the meeting. Cllr Venes asked about the VAT return. The Clerk advised that she would now undertake with Cllr Barrett happy with the accounts until the end of December 2020. **It was resolved for the Clerk to undertake.**

11.5 Bank Mandate. The Clerk advised that she had spent nearly two hours on the telephone. Cllr Venes and Cllr Chesterman still needed to address issues due to Barclays not accepting or losing paperwork etc. The Clerk agreed to email the information and what is necessary to undertake to Cllr Venes and Cllr Chesterman directly. **It was resolved for the Clerk to email.**

11.6 To Sign off the Clerk's Time Sheets. Cllr Venes advised that he had checked the hours and bearing in mind that there have been extra meetings and Saxon Shore Parish Forum meeting he was very happy to propose the payment of 87 hrs. **It was resolved for the Clerk to be paid with the extra nine hours.**

12. Village Matters

12.1 To receive update on Mapping of the Village.
To make decisions following Action paper from Chair. Cllr Venes talked through his report. He had sought advice from a Solicitor and there is no way of registering the land without documentary evidence of ownership or proof of looking after the areas. Cllr Venes advised that he was recommending that with the exception of Shore Road he suggested that the Council do not register these pieces of land. **It was resolved not to register these pieces of land.**

Cllr Venes advised that these were still important and highly profiled areas and the Council wish to make sure these areas are kept in good order so that the village does not look unkept. Cllr Venes advised that the Council had previously agreed to get a contractor to undertake this work on advisement from the Health and Safety advisor and as these areas are all close to frequently used footpaths and road it was felt that this was the best way for insurance liability etc. **It was resolved for Cllr Venes to undertake a schedule of work and then the Council to go out to tender to get this grasscutting/trimming achieved and the records to be kept for evidence for future registering.**

- 12.2 Possible movement of Streetlight – Update The Clerk advised that she had attended the site social distancing with Cllr Needham and had taken photographs etc and had started to obtain the necessary permission, quotes etc. Cllr Chesterman asked if the Clerk was sure it could be undertaken the Clerk advised that she should have an answer to that shortly.
- 12.3 Traffic Management – Highways Response Staithe Lane and Ship Lane/Church Street junction. Cllr Venes advised that he had sent round a report and the email from Ms Bettinson Highway Engineer. Cllr Venes advised regarding putting Pedestrian Aware signs at the top of Staithe Lane and from Church Street/Ship Lane. This could be achieved in 6-8 weeks. Cllr Greef advised why not Green Lane. Cllr Venes advised regarding visitors using the Staithe Lane/Ship Lane where Green Lane is more for residents etc. **It was resolved for the Clerk to order the signs.** Cllr Venes advised that the other point was to reseed the verge in Staithe Lane where it has been eroded with traffic. Cllr Gulliver felt that it was a waste as it would just happen again. Cllr Venes advised that the Harbour Master had a plan to help preserve in future. **It was resolved to ask Ms Bettinson to undertake when her budget allows.**
- 12.4 Statement on Shore Road. Cllr Venes advised that with the Christmas and New Year Break there were no developments.
- 12.5 Village Noticeboard – Maintenance and Repair. Cllr Needham advised that his brother had agreed to look what was needed but as soon as the weather allows.
- 12.6 Drains on the High Street. Cllr Needham advised that the drain outside his property needs attention as the fall is not correct. The Clerk advised that she had reported to NCC Highways but would advise of the fall and the need for the gully to be extended or the tarmac increased to allow for the correct fall. **It was resolved for the Clerk to give NCC the updated information.**

13. Neighbourhood Plan

Cllr Gulliver advised that there was nothing further to advise, it is just waiting for the referendum to take place. Cllr Gulliver reported that he had been advised that the Parish Council could make a factual statement re the Plan but should not actively encourage people to vote in favour of the Plan. Cllr Gulliver advised that Mr Staveley was currently developing an informative leaflet. Cllr Venes said he found it hard that the Parish Council should not promote people to vote for the plan especially with the work and money that has been involved to get the plan to this stage. The Clerk advised that she had been informed that it was better for any new plans to go to referendum after the Borough Council's Local Plan had been adopted. **It was resolved for Cllr Gulliver to check out.**

14. Governance:

To review and consider any action necessary.

14.1 Training. The Clerk advised that she was attending the NALC Climate Change meetings. The Clerks Networking sessions and Time Management in February.

15. Outside Agencies

15.1 To receive report from TVH&PF Ltd

Mrs Mocatta advised that the hall remains closed, the MUGA is closed but the playground remain open as per Government Guidelines. Mrs Mocatta advised that the MUGA will be deep cleaned whilst it remains closed. This will involve getting rid of the moss etc and re sand. Everything will remain closed until safe to re-open.

Cllr Venes thanked Mrs Mocatta for her report.

15.2 Big Tent Meeting planned for 16 January 2021. Report to follow at next meeting.

16. Planning Applications and Determinations:

Applications:
None Received

Determinations:

20/01553/F Application for Extension to existing restaurant at Thornham Deli, High Street Thornham - **Granted**

20/01759/F Application for Extension to the rear of the property and conversion of loft space into habitable space and construction of a dormer window to front elevation at Stonecroft Ploughman's Piece Thornham - **Granted**

04/01501/NMANON-MATERIAL AMENDMENT TO PLANNING PERMISSION
04/01501/F: Construction of 13 houses Street Record St Georges Court Thornham – **Granted This application only covered two properties 9 and 12.**

Cllr Venes advised that the Village has had a large increase in Planning Application not as reported that Planning was down by 12% nationally. Cllr Venes advised that he felt this was down to the emerging Neighbourhood Plan.

17. Highways

17.1 To receive update and consider any action on NCC Ranger Works. Cllr Greef advised that the footpath opposite Pine Cottage was full of moss and was dangerous. **It was resolved for the Clerk to put on the Rangers list.**

Cllr Needham advised that he had caught the sweeper lorry the other day down Church Street and had managed to get the parked cars moved. Cllr Venes thanked Cllr Needham for his undertaking.

18. GDPR

The Clerk had sent round with the agenda the updated GDPR Policy. Cllr Venes advised that he was happy with the addition. **It was resolved that the Policy be adopted and for the Clerk to change the adoption and review dates.**

19. Correspondence:

The Clerk advised re reply to the planning application comment which is being dealt with. The only other thing was a piece in an email regarding Slow Ways local people walking and recording regular walking routes. **It was resolved for the Clerk to put on the next agenda.**

20 Items For Next Agenda

Slow Ways
Accounts up to December 2020.
Business rates exemption
Annual Parish Meeting

21. Date, and Place of next meeting.

Parish Council Meeting Wednesday 10 February 2021 Virtually via Zoom.

EXCLUSION OF THE PRESS AND PUBLIC

To consider passing the following resolution: "That by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during discussion of the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. **It was resolved to exclude the Press and Public on the grounds of Contractual quotes.**

22 To Receive Quotes re Telephone Box Repair and De-Fib.

The Clerk advised that she was hoping to have received another quote, but this had not been received. The Clerk advised that she had contacted six people who were not willing to quote. **It was resolved for the Order to be placed to undertake the work on the Telephone Box so that it will be maintained for the Defibrillator on the quote received. It was also resolved for the Defibrillator to be purchased within this financial year.**

With no further business the meeting closed at 21.03pm

Payments List

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque
45	D/P 17.01.21	£500.00	£0.00	£500.00 08/01/21	High Associates - neighbourhood Plan	£500.00
44	DD 14.01.21	£50.21	£2.39	£47.82 14/01/21	E-On Energy - Streetlight Energy Dec/Jan	£50.21
Total		£550.21	£2.39	£547.82		

Action List

Cllr Venes

- To Draft Schedule of Works for Grasscutting

Cllr Gulliver

- Check out Neighbourhood Plan after Borough Local Plan.

Clerk

- Place order for defibrillator.
- Place order to get Telephone Box repaired
- Send off Precept Form
- GDPR – Change dates and put on website
- Send round PAYE and pay HMRC
- Email Barclay's Mandate Instruction to Cllr Venes and Cllr Chesterman
- Order Pedestrian Aware Signs, re-seed Staithe Lane, drains on the High Street, and footpath to NCC Highways.
- Make Payments
- Planning Comments
- Work re possible movement of Streetlight
- Make sure items for the next agenda go on the agenda.

Finance and Staffing Committee January 2021

Proposals for Budget, Precept and Three-Year Plan.

Background

The PC has delegated the analysis on setting the budget and precept to the Finance and Staffing Committee. This is the report of the F&S committee, for consideration by the full PC.

The F&S committee looked at:

- Expenditure so far in the financial year 2020/21
- Anticipated Full Year Expenses
- Expected expenses 2021/22
- How much income do we expect in 2021/22
- How much money would be left in the bank at 31 March 2022
- Level of Reserves required.
- What level should we set the Precept for 2021/22 taking all the above into account.

We noted that:

- The main area of concern to account for was the outstanding Shore Road issue which is most likely to continue through most of the 2021/22 Financial Year.
- That our projected income and additional expenses would give us a Bank Balance of some £35,000 as at 31 March 2021.

What do we expect to spend in 2021/22

Based on the numbers we had worked out for this year, we then looked at a reasonable and conservative budget for 2021/2022.

Description (Payments)	Actual 2019/20	Est 2020/21	Budget 2021/22	Comment
Clerks Salary/NI	2,375	5,050	5,000	Increase in Hours and Rate
Insurance	728	752	800	Reflects replacement
Audit Fees	200	280	240	Valuation of Assets
Subscriptions	414	368	500	
Dog Bins	813	900	1,050	One extra
Training	652	200	250	
Office expenses	888	500	500	
Chairman's Allowance	68	100	250	
Church Grant	2,750	2,750	2,750	
Lighting	836	1,310	1,350	
Village Maintenance	713	200	750	
Solicitors	8,456	9,000	5,860	£5,000 net Shore Road and £860 general See Comment.
CIL Project	2,281	2,000		
TVHPF Grant	2,000	2,750	2,750	
Website	200	300	300	
Health & Safety	1,585	500	500	
Misc.	1,671	450	1,250	Election etc.
Neighbourhood Plan	4570	400	-	Finished !!?
Total	31,200	27,810	24,100	

Income for 2021/22

In order to decide the Precept, we also need to look at Income for 2021/22.

We looked at our income sources, the Precept being the major one as follows:

Description (Receipts)	Actual 2019/20	Est 2020/21	Budget 2021/22	Comment
Precept	30,000	35,000	35,000	
Wildfowlers	-	-	-	
Interest	70	25	-	
Cattlegate	-	-	-	
Insurance Claim	520	333	-	
Borough One Off	80	100	100	
C.I.L.	5,041	2,289	5,000	Pastures, Tanglewood and Smaller ones.
Misc.	707	-	-	
Grant	-	350	-	
Total	36,418	38,097	40,100	

The Shore Road case also includes Cattlegate Holders who have legal fees implications. As such, no income will be expected during 2021/22.

Comparison of surplus year on year

Comparison of Surplus	2019/20	2020/21	2021/22
Income	36,418	38,097	40,100
Expenses	31,200	27,810	24,100
Surplus	5,218	10,287	16,000

This includes the proposed level of Precept

What level should we set the Precept for 2021/22 taking all the above into account

The following factors were taken into consideration:

- The current economic climate including Covid issues.
- The income and expenditure expected in 2021/22
- The only area of continued concern is the Shore Road case and its associated legal fees. At the time of presentation, we remain unsure of the outcome of these proceedings or if any further County Court cases may ensue. Under these circumstances, we have prepared the budget and Precept to cover a 'Worst Case Scenario' under the principle of accounting prudence, in that our surplus should cover any additional fees.
We remain confident about the outcome which we hope to be able to reflect in future budgets.
- **We therefore recommend no increase in the precept which should remain at £35,000 for 2021/22.**

Reserves

Should a 'Worst Case Scenario' occur, we believe that the Parish Council would have enough cash in Bank to cover one year's expenses and any additional legal fees.