

Minutes of the Meeting of Thornham Parish Council held on Wednesday 2 September 2015 at 7.00pm in the Village Hall, Thornham.

Present: Cllr Mockett Cllr Venes Cllr A Brown
 Cllr B Gulliver Cllr A Needham Cllr I Barrett
 Cllr W Brooks.

Also present: The Clerk, & 4 Members of the Public.

1. **To receive and consider apologies for absence:**
Cllr Elizabeth Watson has sent her apologies.
2. **To receive Declarations of Interest**
Cllrs Barrett, Venes and Mockett gave a personal interest in anything concerning Thornham Village Hall and Playing Field Ltd.
3. **Adjournment of Meeting to allow for public questions**
It was resolved for the meeting to return to closed session.
4. **Minutes of the Parish Council Meeting held on 8 July 2015**
It was resolved to approve the minutes and for the Chair to sign as a true record.

Matters arising from the minutes.
All items are agenda items.

5. **Playing Field Update**
Cllr Mockett advised that Council that a new committee was currently being formed and James Dodds had kindly agreed to be Chair.

It was resolved to open the meeting to allow Mr Warham to give his report.

- 6 **TVHPF Ltd Update**
Mr Warham said that the hall was now coming up to its second anniversary and he would like to thank all his fellow Trustees and Volunteers who always turn up and have made it such a major success. Mr Warham said that it was great that so many people helped and turned out to the summer events. Mr Warham advised that Sue Bowden-Pickstock joined the list of Trustees at the July Meeting. Mr Warham said that at the end of October there would be a Strategy Review Meeting where the Trustees will look at what was advised by the Lottery and what has been achieved and an early brain storming session to plan the next five years.

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

- 7 **Village Hall & Sports Pavilion Committee Update**

Cllr Venes gave the following report.

TVHSP Report to Thornham Parish Council 2nd September 2015

Signed:..... Chair Date:

It feels a very long time since I wrote the last report to PC in July and much of this now feels like ancient history but a quick review of the past before a look ahead and some forward planning.

July saw 46 events with total footfall of 1,650. Highlights were the real successes of Sausage Sizzle and Music on Field as both excellent community events bringing a wide range of people together as well as contributing financially to our funding. Also a major community success was the Strawberry Tea Party, which keeps the Soup and Sandwich links alive over the summer. 'Merchant of Venice' from RSC was an excellent production in July followed by a powerful and dramatic performance of 'Othello' in August.

As at 29.08.15 August is on track for 41 events, footfall projected at 1650+. I must make mention at this point of the summer Kids Club, organised by Wendelien Bellinger and Alison Chesterman, which ran for five Tuesday mornings from 10.30 - 12.30. This was simply brilliant. The highest number of children attending on any one day was 63 in mid-August. The range of activities was outstanding and gave full rein to children's creative and athletic talents. Parents benefitted from cake and coffee while the children enjoyed fresh fruit and juice. I am pleased to report that there were large numbers of local children/grandchildren/ second home/caravan site families and people on holiday for the week who saw the posters. The kids had a great time and the positive feedback for the adults was of the highest praise for the activity. Even more encouraging is that Wendelien and Alison are already planning a bigger offer for next summer and there will be a Christmas event and possibly family film matinee. Fun Day report will be given at the meeting.

Looking ahead to September/October, some activities will resume eg Bridge Club on Tuesday evenings and football season has already commenced with friendlies. Full fixture list will be published on notice-boards as soon as available. John Osborne hosts a Dementia information session on Thursday 3rd September. 'Far from the Madding Crowd' is the cinema screening on Wednesday 9th. A Textiles exhibition, Links and Layers, will be held from Friday 4th – Sunday 6th. The final Saturday in September, October and November will see a Farmers' Market being held from 9.00am – 12.30 by Thornham Deli in association with TVHPF. A variety of excellent food from local producers will be available. Overflow parking on the playing field, subject to ground conditions. Also in the final week-end of November the BagLadies of Thornham present the Winter Gift Fair.

October sees live from Royal Opera House, 'Le Nozze di Figaro' on Monday 5th – doors open at 6.00pm and curtain up at 6.45pm. This is a popular comic opera and a good introduction. RSC return with 'Henry V' on Wednesday 21st, a play with two of the most famous Shakespearean speeches. Tickets for both should be booked in advance.

Winter Warmers, the Friday evening talks with dinner cooked by the Orange Tree team, returns for the 2015-16 season on Friday 16th October with former Labour MP and cabinet member Patricia Hewitt as guest speaker. The series also includes an evening with locally born sports journalists, Charlie Wyatt and Oliver Brown in November, a Question Time session in December, Jeremy Delmar-Morgan in January and former Head of MI6 Sir John Scarlett in February. Bookings by e-mail to winterwarmers@thornhamvillagehall@gmail.co.uk

For further information on any of the above please see our web-site www.thornhamvillagehall.co.uk or telephone Alison on 07831 935903.

First Aid Training – Update

Signed:..... Chair Date:

Following broad agreement that a First Aid training course would be helpful in discussions at Village Hall Committee, TVHPF Trustees and Thornham Parish Council I can offer the following information for consideration/decision.

Two separate sources both recommended PK Training Services. They work with CITB at Bircham Newton and are known to Sarah Bristow, Parish Clerk. Their web-site is at www.pktrainingservices.co.uk, telephone 01553 692045. They are based in King's Lynn but will run courses at clients' venue. The web-site is short, simple and helpful as was the telephone call to Angela Pilkington, the course arranger. They offer a variety of accredited courses ranging across courses for schools re Paediatric First Aid, FA at Work Place and FA for Sports Clubs. These also range from half-day to much longer courses over prolonged period. Their main strength however seems to be their willingness to tailor the course to specific needs of the customer. I outlined our key activities and demographic.

Having spoken with Angela this is the proposal:

A 4 hour training course, with short break interval, to be held in Thornham Village Hall, date/time of our choosing, which could include a Saturday.

The trainer will take 12-15 students. The focus will be generalised on Emergency First Aid – what to do. They know we have a defibrillator installed. They will provide all equipment needed, including dummy to practice on. Further courses would be available. At conclusion of session, participants receive a booklet with key summary information. And a certificate !

Cost £385 + VAT = £462 total. NB Usual charge £60 per individual.

I would suggest that :

- the Parish Council pay for the course – PC would be VAT refunded
- we invite representatives to attend the course from a broad range of village groups /organisations, including PCC – initial suggestion is for a Saturday 9.00am – 1.00pm
- the course would be free to participants from within the village. If spaces remain available they could be offered outside the village at cost.

I will circulate this information widely now and take feedback at Trustee/Hall/PC meetings before making any final arrangement. Please let me have any initial thoughts. I will update at the meeting the progress on the potential extension for additional Storage following an update from Tony Parr over the week-end.

The Hall Committee will be looking at developing a strategy for maintenance/repair of the hall as we are now two years old and some signs of age are beginning to appear.

8 Model Publication Scheme

It was resolved for the item to be deferred to the next meeting to allow the Clerk to update if necessary. Action: Clerk

9. Risk Assessment

Cllr Barrett advised that the Clerk and himself had met with Jan Mitchell and had gone through all aspects of the Council's risk. Cllr Barrett advised that he had drafted out a letter and some recommendations from Jan's initial report, which the Clerk is currently typing up. Cllr Barrett advised that this should be presented to the Council and adopted at the October meeting. Cllr Venes advised that a lot of work had been achieved and felt that it should be agreed item by item at the October meeting. Cllr Mocatta offered a vote of thanks to Cllr Barrett for all his hard work.

Signed:..... Chair Date:

10. Village Inspection

Cllr Barrett advised that this now forms part of the Risk Assessment and will be discussed and agreed at the October Meeting.

11. Bus Shelter

Cllr Barrett advised that the Bus Shelter was looking a little untidy and felt that it may need a stain up etc. **It was resolved for Cllr Barrett and Cllr Needham to check what was required and recommendation brought to the October Meeting.**
Action: Cllr Barrett/Needham

12 First Aid Course

Cllr Venes advised that he had been asked about a basis First-Aid Course after the de-fib training. Cllr Venes advised that it would be good practice to get a group of people from organisations in the village trained up. He had been looking at providers and had been recommended P K Training Services. They will undertake a four-hour emergency First-Aid Course for fifteen people for £385.00. Cllr Venes asked that the Parish Council pays for the training and an invitation to village organisation is sent and the course organised for one Saturday. **It was resolved for the Parish Council to pay for the course and for Cllr Venes to send an invite round to the organisation and to book a date.**
Action: Cllr Venes

13 Registering CL56

Cllr Mocatta advised that after the registration of CL41 the Council decided to register CL56. Cllr Mocatta advised that the Clerk had been in contact with NPLAW regarding this. **It was resolved that this item remains on the agenda.** The Company has asked if they can undertake another search to help access the area. The plan they should receive will allow us to amend the area by hand and return so that the area is properly marked out. **It was resolved for the Clerk to agree to the £6.00 extra spend.**
Action: Clerk

14 Thornham Business & Community Group

Cllr Mocatta advised that the second meeting of the group had taken place on the 3rd August. Cllr Mocatta said that a couple of items came from the meeting one being a weekend in 2016 for a “Come to Thornham” Weekend. The other being the updating of the Village website for which the Council is part. **It was resolved for these items to be placed on the October agenda.**
Action: Clerk

Cllr Gulliver said that he felt that there should be some consultation with Parishioners, as perhaps the businesses would like the additional visitors but not generally the Parishioners. Cllr Mocatta agreed but said what media could be used to get this to Parishioners. Cllr Venes advised that a piece in The Link might be the best option.

15 Insurance

Cllr Mocatta advised that the Clerk had obtained quotes for the insurance that was due for renewal on the 1 October. Cllr Mocatta advised that there was around three pounds difference but for three pounds you got two million more public liability cover and you were dealing direct with an insurance company rather than a broker. **It was resolved to sign a three-year deal with Zurich for**

Signed:..... Chair Date:

**£656.29 per year.
Clerk**

Action:

16 Recycling Area

Cllr Venes reported that he had taken up the challenge of getting the M W White bank removed. He had finally been able to get hold of them via the telephone and had officially instructed them via email three weeks ago to remove the paper bank. Cllr Venes noticed that the bank was still in place so contact them again but was not able to get them on the telephone but has emailed them again asking for a date and time of removal. Cllr Venes advised that if nothing was achieved in the next couple of weeks he would email to say that the bin would be removed and give them a date by which it would happen. Cllr Needham had removed that signs and had suggested that they could be recycled into Village Hall signs. Cllr Venes has achieved and the revamped recycled signs should be ready for collection very soon. Cllr Mocatta thanked Cllr Venes for all his hard work on this.

17 Noticeboard

Cllr Barrett advised that the noticeboard was looking a little untidy, new backboard and felt that it may need a stain up etc. **It was resolved for Cllr Barrett and Cllr Needham to check what was required and recommendation brought to the October Meeting.** **Action: Cllr Barrett/Needham**

18 Community Emergency Plan

Cllr Barrett advised that the Clerk had brought this back from a conference she had attended and it was basically having a local plan in place if there were ever an emergency in the village. Cllr Barrett advised that he had amended the letter etc that had been received to make it appropriate to Thornham and amended actions plans etc. The Clerk is currently typing up and it is hoped to bring to the October meeting for implementation.

19 Planning Applications and Determinations:

Applications:

- 15/01099/F Mr D Patterson. Application for Single Storey extension to dwelling at Dundrum Cottage, High Street, Thornham. Consultation period is over.
- 15/00482/F Revised Plans: Proposed development of two detached properties at Land Adj Mulberry Cottage, Choseley Road, Thornham. This item had been approved.
- 15/01237/F Mr & Mrs Bjornson. Variation of Condition 3. Application to install two ASHP's behind garage and to install solar panels and P.V. Cells to cover rear of roof both hidden from road, at Salt Marsh, Ship Lane, Thornham. **It was resolved to recommend approval**
- 15/01150/F Mr C Dyson. Application for change of single storey west wing to two storey with a new first floor extension at 4 Ravens Court, Hall Lane, Thornham. **It was resolved to recommend approval.**

Signed:..... Chair Date:

Any others

Determinations:

15/00902/F Variation of condition 2 of planning permission 14/00511/F Plumtrees, Green Lane, Thornham **-GRANTED**

15/00910/F Application for extension to dwelling at 2 Shepherds Pichle, Thornham **-GRANTED**

20 Correspondence:

a. Letter from Parishioner re Parking outside The Old Chapel. There was a discussion regarding how dangerous this situation is. Cllr Venes advised that building works taking place on both sides of the road at the same time did not help it. **It was resolved for the Clerk to write to the Parishioner and explain that due to finances NCC Highway were unable to put yellow lines to stop the parking.** Cllr Venes said that if the building sites both had traffic lights in place it would help and wondered if this should be part of the planning process. **Action: Clerk**

b. Email from NCC Rangers. Cllr Mocatta advised that surely there are items in the village that the Rangers can address. **It was resolved for the Clerk to go back and ask the Rangers to look at the Drains the flower bed around the village sign, strim the verge from the Deli heading West towards Hunstanton and to clear out the ditches at the south side of the A149 from the Deli along the fields towards Hunstanton.** **Action: Clerk**

c. Letter from Natural England re Coastal Access

d. Letter from Each re possible donation

e. Letter from Tapping House re possible donation

f. Mazars Audit Report. The Clerk advised that the form had been received with no comments. **It was resolved for the Clerk to undertake the necessary notices to complete the Audit process.** **Action: Clerk**

g. Dementia Friendly invite to meetings. Cllr Barrett said that he felt the Parish Council should be consulted regarding the publication of the invite so that the Council can make sure that it goes out to everyone. **It was resolved for the Clerk to write to the organiser asking if the Parish Council can help in anyway.** **Action: Clerk**

The following list of correspondence can be viewed by arrangement with the Clerk.

a. Countryside Voice

21 Accounts for payment

E-On Energy Street Lighting – (Aug)	Direct/Debit	103.65
Tec Tamers Maintenance Direct Debit (Aug)	Standing Order	25.00
TVH&PF LTD Room Hire (Aug)	101139	50.00
K & M Lighting Services (July)	101140	61.97
E-On Energy Street Lighting – (Sept)	Direct/Debit	103.65
Tec Tamers Maintenance Direct Debit (Sept)	Standing Order	25.00

Signed:..... Chair Date:

TVH&PF LTD Room Hire (Sept)	101141	50.00
K & M Lighting Services (August)	101142	61.97
Mazars external audit	101143	120.00
Thornham PCC – Grasscutting	101144	1000.00
Zurich Insurance	101145	656.29

It was resolved for these payments to be made.

22 Payment Received
£470.11 for VAT rebate.

23 Items For Next Agenda
Grant to TVH&PF Ltd
2016 Come to Thornham Weekend
Village Website

24 Date, & Place of next meeting.

Wednesday 7 October 2015 at the Village Hall at 7.00pm

With no further business the meeting closed at 8.15pm.

Action List

Cllr Needham

- Look at Noticeboard and Bus Shelter and report back to October Meeting

Cllr Barrett

- Look at Noticeboard and Bus Shelter and report back to October Meeting

Cllr Venes

- Book the First-Aid Course and Invite Organisations to attend.

Clerk

- Look at possible changes to the Model Publication Scheme.
- Organise Insurance renewal
- Write to Parishioner re Parking at the top of Hall Lane
- Give list to NCC Rangers
- Put up Notices re External Audit
- Write to the Dementia Friendly Organiser
- Advise acceptance of Charge for CL56
- Make Payments
- Make sure item for the next agenda go on agenda

POINTS RAISED BY THE PUBLIC

Public Time

A Parishioner asked if it would be possible like some neighbouring Council’s to have a public time after the meeting to discuss anything that has happened during the meeting. There was a lot of discussion regarding this eg cannot change vote if anything valid was to come up after decision had been made etc. It was agreed to try for a couple of months and see how it works.

Signed:..... Chair Date:

Pond/Green

Cllr Brooks advised that she had been asked to bring to the Council's attention that the pond at the bottom Green Lane needed to be cleared out and also the green at the bottom of Green Lane needs to be cut. After discussion it was agreed for Mr Warham the Council's Cattlegate Representative to bring up with the Cattlegate Trustees.

Sea Wall Path to Holme

Cllr Gulliver said that the path to Holme was in need of repair with a few short sections (nearer Thornham) becoming very wet and sticky after rain whilst the remainder was OK.

Cllr Brookes added that (nearer Holme) several wooden planks are missing, some are loose and need nailing down and the path is very lumpy in places.

The Clerk to write to the Environment Agency & NWT over getting the issues addressed. **Action: Clerk**

Signed:..... Chair Date: