

Minutes of the Thornham Parish Council Meeting held on Wednesday 9 June 2021 at 7.00pm at Thornham Village Hall

Present: Cllr C Venes (Chair) Cllr A Chesterman (Vice) Cllr A Needham
Cllr S Greef Cllr I Barrett

Also present: Clerk, Cllr Jamieson, Cllr Lawton & 2 Members of the Public.

- 1. To receive and consider apologies for absence:
It was resolved to accept apologies from Cllr Gulliver.**
- 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.
- 3. Adjournment of Meeting to allow for public questions. (15 mins max 5 mins per Speaker.)**

Staithe Road

The Chair advised that he had received a set of questions from a shielding Parishioner regarding Staithe Road Closure: The Parishioner had asked for them to be in the minutes.

Question 1

Could Thornham residents read the environmental and engineering survey report that is being used to cost the £40,000 Staithe Road 'improvements'?

Answer

TPC do not have a copy of the reports you mention. I suggest you refer the query to Highways team as noted in the Statement copied to you.

Question 2

Is that £40,000 being used to pay for the resurfacing work of the northern end of the harbour road, close to the coal barn, that was completed this Spring when the wooden posts were put in?

Answer

Again, this is a query best directed to Highways for a detailed answer. However, there is no connection between the installation of posts and the repair work to the road. Highways, along with NWT, Natural England and landowners were all consulted on the installation of posts and their position was agreed at some 1.5 metres from the edge of the road.

Question 3

Did Thornham Parish Council at any time ask, or consider asking, Highways to block Staithe Lane to discourage tourists from parking at the harbour? I was told that this was the case by Cllr Lawton on the telephone last week.

Answer

TPC did not at any point in time ask Highways to close the road. The decision was taken by Highways to ensure safety as I understand it after at least three cars to my personal knowledge grounded on the broken road surface and required towing to remove them. Highways inspected the road and took the decision on safety grounds.

Re the PC's attitude to the road closure I refer you to 2nd paragraph of item 26 re Highways in the Minutes of the Annual Parish Council Meeting on 4th May. The Minutes are available on the PC web-site.

Question 4

Does Norfolk County Highways Department understand that the harbour road is flooded every Spring high tide and that process breaks up the surface and always has done. This year freshwater flooding made a relatively small contribution to the present condition of the road compared to sea water?

Answer

You will need to ask Highways what they understand re tides and flooding and the relative impacts of sea water and fresh water damage to the road. It is my understanding from locals of 70 years standing that the serious damage to the road surface was the result of underground springs with a water table some 140 % higher than average penetrating the road fabric, freezing and then thawing rapidly. However, as a parish councillor over eight years and Chair for the last two I have some experience of working with the local Highways Engineer and her team. Council works and liaises with Highways regularly. I believe we as a Council all value their technical expertise, local knowledge, wisdom and advice on a range of matters. I refer you to the Highways item on the agenda for 9th June meeting as on-going evidence of this.

I have confidence in their work and judgements re closure, repair and re-opening of Staithe Lane when it is safe to do so.

The Council unanimously agreed with the answers to the questions asked.

Dog Bin – Harbour

The dog bin by the harbour has not been emptied for some time and dog waste and ordinary waste is now lying all the way around it. Cllr Lawton and the Clerk have been in contact with the Borough Council to establish why it has not been emptied. The logical reason is because the operative does not realise that he can get down to empty using Church Street. The Chair advised that it felt it was not suitable for any vehicle to use. Cllr Needham advised that he had been down in his van and as long as you keep to the road it is fine. **It was resolved for the Cllr Lawton and the Clerk to provide this information to the Borough Council.**

Bus Shelter

Cllr Needham advised that he had arranged to meet with a Parishioner to clean the bus shelter when he arrived the bus shelter had been cleaned. A vote of thank was given at the meeting.

Orange Tree Turning

A Parishioner advised that not even the owner or staff were turning appropriately. The Chair advised that it was coming up under agenda item 13.

4. To Receive Councillor Reports

Cllr Venes invited both Cllrs to address the meeting.

4.1 County Councillor – Cllr Jamieson

Cllr Jamieson advised that he had several items to inform the meeting about.

Footpaths Cllr Jamieson advised that there was to be some work achieved on the Holme Boardwalk and Drove Lane Boardwalk and the one-way coastal path in the village. Cllr Jamieson asked people to keep an eye on the one-way path and advise when it needed cutting.

A Parishioner advised that it needed cutting at the moment and Cllr Grief advised that there were Voles in the area that needed taking into consideration.

Flooding Cllr Jamieson said that it was necessary for the Parish to get an Emergency Flooding Plan in place. He also asked the Parish to start getting into a dialogue with local landowners regarding clearing of dykes and ditches and run off fields etc. Cllr Jamieson hoped to get Anglian Water to come for a visit soon.

Parking Cllr Jamieson advised everyone to look at www.yourparkingspace.com as he fears this summer around the coast could be a nightmare.

Love Norfolk Hate Litter Campaign Cllr Jamieson said that he was working with NCC regarding cleaning up the beaches in the area and had arranged a litter pick at Holme. Cllr Jamieson advised that collected litter could now be deposited at NCC Recycling Centres.

Carers Week Cllr Jamieson just wanted to remind everyone that it was carers week this week and that there are 99,000 unpaid carers in Norfolk currently. Cllr Chesterman advised and a lot of them are children.

Cllr Venes thanked Cllr Jamieson for his report and congratulated him on getting the Environment Agency to cut the sea wall the company have made a great job and were very considerate of people in the area. They took health and safety at the right level.

Cllr Jamieson advised that the Borough Council had a new leader Cllr Stuart Dark, and watch this space lost of new proposals coming forward.

4.2 Borough Councillor – Cllr Lawton.

Queen Elizabeth Hospital

Cllr Lawton advised that he had very little to report apart from to advise of a March which is due to take place on the 3 July 2021 starting at The Walks and finishing on the Tuesday Market Place regarding campaigning to get our hospital replaced. The hospital covers an area of 750 square miles and around 331,000 people and the roof is currently being held up by 198 props. Cllr Lawton expressed to everyone to spread the word, join the march, write to Matt Hancock MP, James Wild MP we desperately need a new hospital.

Cllr Venes thanked Cllr Lawton for his report.

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

5. Minutes of Annual Parish Council Meeting held on 4 May 2021

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.**

5.2 Matters arising from the minutes Nothing to report.

Representative for THV&PF Ltd The Chair advised that this was not completed at the meeting as the hall had not met. **It was resolved for Sam Staveley to be the Parish Council Trustee on Thornham Village Hall and Playing Fields Ltd.**

Reed Cutting Cllr Needham advise that Reed Cutter Mr Billy Temple was no longer cutting the reeds after having problems with the Environment Agency regarding the place where he had his storage facility.

Speed Watch Cllr Needham advised that he had spoken with Sam Staveley and the places they can stand are set by the Police Road Safety Team.

6. Finance:

To review and consider any action necessary.

6.1 Finance Chair's Report. - The Finance Committee is happy to report that we have carried out the fourth quarter audit for the period ending 31 March 2021 and found everything in order. We are therefore pleased to recommend approval of the accounts for the period and the full year 2020/2021.

It was resolved to approve the 4th quarter of the accounts and that meant that the full years of accounts has been agreed.

The annual audit file to support the AGAR report has also been reviewed, agreed and is now back from the Internal Auditor and she has agreed the accounts and certification.

You have received some year-end financial reports, the main one being the Budget Comparison report.

In summary we started the year with £24,938, received £40,143, spent £23,119 which gave us a surplus on the year of £17,024.

So, our year end cash position is £41,962.

The surplus for the year at £ 17,024 compares to a budgeted loss of £790, which means we were £17,814 ahead of our forecast. this was due to the following reasons: Dog bin payments budget at £1,000 were not paid until this financial year, the Defibrillator £2,000 has yet to be agreed, Legal Fees expense is some £13,000 less due to a mixture of costs yet to be invoiced which will fall into the new financial year and hopefully some over provision, plus other general cost savings including Room Hire, Health and Safety.

I am delighted to report that the Bank mandate form to include Sarah on the Bank signatory list has been scanned across to Barclays, and a letter received to say that the mandate has been updated.

- 6.2 Monthly Accounts for Payment. The Clerk advised that there were two accounts for payment £330 Mr English for grasscutting and usual E-on Energy which is between £48 to £52 due to the days of the month. **It was resolved for these payments to be made; it was also resolved for the E-on Energy account to continue on direct debit for the next year.**
- 6.3 Money Received. The Clerk advised that CIL money has been received which amounted to £3442.10. Hopefully the Neighbourhood Plan will be in place after the referendum on the 22 July and the Parish Council will get 25% instead of 15%.
- 6.4 Internal Auditor's Report. The Clerk advised that the signed AGAR had been received from the Internal Auditor. Mrs Allen had one comment that the Council had approved two payments via email protocol but had forgot to record at the next meeting due to not meeting in August. The Clerk advised the payments were £70 for the delivery of the covid notices around the village and £120.20 to HMRC for Urgent PAYE so that the deadline was not missed. **It was resolved to minute these payments in this meeting and to accept and take on board and tighten up on recording on email protocols over the August break.**
- 6.5 AGAR Report/Annual Governance Statement. The Chair went through the questions on the Annual Governance Statement one at a time. **It was resolved that the Council were able to agree that they had undertaken all financial affairs correctly and the Chair duly ticked all the relevant boxes and signed the form.**

7. Village Matters

- 7.1 Possible movement of Streetlight. The Clerk advised that the Parishioner had given her the contact details at UK Powernetwork, so the Clerk was able to organise with the Streetlight Contractor to move and replace the streetlight after payment had been received and once the supply was put under the ground ready to connect. Cllr Chesterman said had the position been agreed. The Clerk advised that the Parish Council's Contractor had been informed to place in one area only. The Clerk advised that she would get a meeting with the contractor with Cllr Needham and the spot would be marked.
- 7.2 Statement on Shore Road. The Chair read out the following report:
Judge Brilliant of the First Tier Tribunal hearing has agreed that the Parish Council's appeal re his cost's decision can proceed. While he found in favour of the Parish Council re eastern boundary issue, he treated both respondents as if they were one party. There is a delay which appears to be at the request of the appellant's solicitors.
There is no further word from Judge Cook re the Upper Tier Tribunal's detail of costs.
I checked with our solicitors on 4th June, and this is the latest information to hand. Cllr Venes advised that Amanda was no longer working there, and the Parish Council now had another adviser in a gentleman called Danny who seems very efficient so far.
- 7.3 Bus Shelter The Chair advised that he had asked and had looked regarding obtaining the new bus shelter from the Parish Partnership Scheme. The Chair said that sponsorship might be available regarding putting on interactive bus timetables etc. Cllr Needham advised that he had asked and received a brochure. Cllr Chesterman had also been looking but felt that the ones that the Council looked at previously were still relevant. Cllr Jamieson advised that NCC had funded some interactive bus timetables for village

near by and felt that Thornham should apply. **It was resolved for Cllr Needham and Cllr Chesterman to look at the bus shelters available through the Parish Partnership Scheme approved Suppliers and report back at the July meeting.**

7.4 Phone Box – Church Street – The Clerk advised that the Community Heartbeat Trust owned the one at Castle Cottages. **It was resolved for this item to be removed from the agenda.**

7.5 Possible Parish Partnership future grant for Trod on Staithe Lane. **It was resolved for this item to be removed as the Council were looking into the bus shelter on the scheme now.**

8. Planning Applications and Determinations:

Applications:

21/01063/F Retrospective Application for rebuilding of Boathouse, Marsh House, The Green, Thornham. **It was resolved to recommend approval.**

Determinations:

21/00554/F Application for Construction of Cart shed to the front of the property at Stonecroft, Ploughman's Piece, Thornham – **Granted.**

21/00562/F Application for Acoustic Fence at The Orange Tree, High Street, Thornham **-Granted.**

9. Neighbourhood Plan

The Chair advised that the date of the 22 July 2021 had been set for the Parish Council by-election and the Neighbourhood Plan referendum.

The Chair advised that he had attend a Local Planning Meeting this morning and had sent round some brief notes. The Chair advised that the Villages along the Coast need to read the document and make sure that we get our concerns in when the consultation is open.

10. Governance:

Nothing to report the Clerk time permitting will undertake a Policy review.

11 Outside Agencies

11.1 To receive report from TVH&PF Ltd

Cllr Jamieson as a TVHPF Trustee read out the following report from Mr Warham.

Key Points.

- The Hall is slowly moving towards reopening. The children's play area and tennis court (members only) are back up and running and are being well used. Cricket is underway and the ground is looking splendid. Exercise classes will start up soon and dates have been set for Cinema and Satellite performances. See the website for details.
- Jan Mitchell completed her annual H&S inspection. As usual, there are one or two small things we need to do, but overall, we are pleased that

everything in order. We have carried out risk assessments for all upcoming events and fully conform with all Covid regulations.

- The new exit is in place and up and running. Customers are now getting used to the "In and Out" idea and this is helping with our H&S responsibilities. There are still a couple of new signs which need to be put into place, but we are almost there.
- Similarly, car park users are recognizing that we now operate a Pay & Display system and, things are settling down after the expected initial teething problems. **The Trustees are reviewing the current Tariffs. Recommendations have been put forward and we are waiting for the next Trustees Meeting in July to confirm these changes and put them into effect.**
- The AGM will take place in the Hall on Thursday 15th July.
- Thanks to cost cutting exercise and a number of Government Grants, the hall finances remain in good shape, and we expect to weather the current economic storm.

Cllr Venes thanked Cllr Jamieson for reading the report.

11.2 To receive a report of Saxon Shore Forum.

Cllr Venes advised he had sent round the minutes of the meeting. He was happy to advise A Burnham Market Parish Councillor is interested in developing the Saxon Shore Parish Forum model for the Burnham parishes and Old Hunstanton have now borrowed our Big Tent consultation procedure.

12. Health and Safety and GDPR Updates – if any

The Health and Safety Policy are due for renewal last in the year.

Cllr Grief advised that there is a conker tree that needs cutting back as people are being hit by the branches and conker whilst walking the pavement and a hedge that is now half over the pavement. **It was resolved for the Clerk to write to the households in question asking them to maintain their assets. If nothing is achieved after a period of six weeks, then the addresses will be passed on to the NCC for enforcement.**

13 Highways

13.1 To receive a statement from NCC re Staithe Road

To note the updates from Highways re work on: Ploughman's Piece, Millennium Bus Stop/OT exit and Staithe Lane.

The Chair advised that Staithe Road had already been discussed and now have an extension until the 30 June. There is to be yellow hatching outside the Millennium bus shelter to stop cars parking. The work on the pavement in Ploughman's Piece is going to be cleaned. Highways will paint a 'Left Turn Only' notice on the road surface outside the exit from Car park at the Orange Tree as there is no convenient placement for a standard sign. This will be monitored and if does not address the danger of turning right then stronger measures will need to be taken.

14. Correspondence: (see associated papers)

14.1 Planning Enforcement

Letters had been received from concern Parishioners regarding a second non approved entrance on to the highway has been created on the Pastures

development this had also meant tree removal. Cllr Needham advised that he was extremely disappointed regarding the pastures development. The Parish Council went out of their way to address Parishioners concerns with the developer and to approve the development only to be getting breaches of the regulation every time anyone back is turned. Cllr Needham felt let down by the Developer.

Cllr Venes proposed that he write to the Borough Council's Enforcement Team's Heidi Wedge and advise of the situation. **It was resolved for Cllr Venes to write**

It was also resolved for Cllr Venes to write to Alan Gomm at KLWNBC to explain the frustrations that PC feel when dealing with endless variations and NMA's post an approved planning application, Retrospective applications and work undertaken that is blatantly out with any planning permission.'

15 Items For Next Agenda

Bus Shelter
Flooding Emergency Plan
De-Fib
Queen Platinum Jubilee

16. Date, and Place of next meeting.

Parish Council Meeting Wednesday 14 July 2021 at 7.00pm At the Village Hall.

With no further business the meeting closed at 20:52pm

Action List

Cllr Venes

- Write to the Enforcement Team at the Borough Council re The Pastures Development
- Draft Letter and send round for approval prior to sending a letter to the Borough Council regarding current Planning Issues

Cllr Needham

- Look into Bus Shelters with Cllr Chesterman.

Cllr Chesterman

- Look into Bus Shelters with Cllr Needham

Clerk

- Make the Borough Council aware of Road Surface and the need to empty dog bin at the Harbour.
- Infor TVH&PF Ltd that Sam Staveley has been elected a Parish Council Trustee for the oncoming year.
- Continue with Streetlight Move and associated works.
- Write to households re overgrown hedge/tree
- Make Payments
- Planning Comments
- Make sure items for the next agenda go on the agenda.