

Minutes of the Thornham Parish Council Meeting held on Wednesday 10 November 2021 at 7.00pm at Thornham Village Hall

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

Also present: Clerk, Cllr A Jamieson & 3 Members of the Public.

1. To receive and consider apologies for absence:
It was resolved to accept apologies from Cllr Gulliver
Cllr Venes welcomed everyone to the meeting and advised that apologies had also been received from Cllr Lawton.

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 Mocatta gave a personal interest in anything concerning Thornham Village Hall and Playing Field Ltd and the Pavilion Committee. Cllr Venes gave a personal interest in West Bottom Field Working Party.

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

Tribunal/Legal Action

A Parishioner advised that he had printed the summary of the Court Cases and was concerned that on one of the sets of papers the Cattlegate Holder Trustees were not listed. Cllr Venes explained that on this specific issue Cattlegate Trustee were not involved.

The Parishioner advised that he had been told the bill would be in excess of £50,000. Cllr Barrett advised that was incorrect. Cllr Venes advised that it was hoped when everything has been settled to give a full report including costings to the village.

Granary Car Park Entrance

Cllr Needham wished to advise that he felt the post were too close together for even a standard car. Cllr Needham understood the need to stop Campervans but not cars and especially not boat owners that park in this car park to avoid high water levels. Cllr Mocatta advised that it was the standard legal width and there is nothing that can be achieved by the Parish Council.

Drove Orchard Access to Sea Wall

Cllr Jamieson explained that he was working with NCC Highways to move the gate currently in place to the east side of the Sea Wall which will help to block the triangle.

Staithe Lane

A Parishioner said that he was not very happy with the state of Staithe Lane and surely that is not finished. Cllr Venes advised that the contractor had been unable to obtain tarmac and so the work had not been done at all. He had been advised by the Highways Engineer that work will be completed by the end of November.

100th Birthday

Cllr Venes advised that he was very happy to attend a 100th Birthday celebration in the village. A Party had been organised for 40+ Villagers and the French family of the parishioner. Cllr Venes wished for thank you letters to go from the Parish Council

to Edward Glover, John and Sue Warham for making it happen and being so special. The Clerk to draft the letters and Cllr Venes to check prior to sending.

Remembrance Service

A Parishioner was upset that the Vicar had promised to undertake a Remembrance Service for all the Village People that lost their lives during the Covid outbreak that were not allowed to have services where everyone was welcome to attend. The Parishioner was advised to contact the Vicar but also reminded that normal services had not really started back up again with everyone still wearing face coverings.

4. To Receive Councillor Reports

4.1 County Councillor – Cllr Jamieson

Cllr Jamieson advised that he had the following to advise.

Staithe Lane Cllr Jamieson advised that he was unhappy regarding the recent works especially as he had to sign the bill to release the payment. Cllr Jamieson said that contractors are charging what they like currently, and some experienced workers have been lost to other trades paying more money. It is hoped that some Contractors will be on site soon to rectify.

SEND Funding Cllr Jamieson advised that the SEND spending was in less demand during the pandemic but now has gone through the roof with Independent Schools requiring almost double they required prior to the pandemic. There have also been issues with school transport with taxi/coach drivers obtaining more money working elsewhere.

Footpaths Cllr Jamieson said that it is good that some of the footpaths have seen work happen and was ashamed that the work around Drove Orchard has been achieved. It is hoped that Holme Dunes will be achieved shortly but it is being held up by Natural England as their permission is required. Cllr Jamieson asked the Council how the National Trail/Coastal Path was? Cllr Venes said that it was in a dangerous state for repair. Cllr Greef advised that he had seen a cyclist come from their bike and fell into the marsh. Cllr Greef had advised him not to undertake. Cllr Greef was concerned what if it has been a pram and the footpath has a definite tilt to it. Cllr Venes advised that it is particularly bad from the Windmill Base to the Foot Bridge. Cllr Venes advised that he was going to chase the Trials Team. Cllr Jamieson advised that he would have a word also.

Funding Cllr Mocatta asked regarding obtaining a grant. Cllr Jamieson advised that he would have a discussion with Cllr Mocatta as previously promised and was hopeful that his Members Fund would be able to help.

Cllr Venes thanked Cllr Jamieson for his ongoing help and support.

4.2 Borough Councillor – Cllr Lawton.

Cllr Lawton is not able to attend this evening.

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

5. Minutes of Annual Parish Council Meeting held on 13 October 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:

Wheelie Bin in Bus Shelter

Cllr Greef advised that this had now been achieved.

Cllr Venes advised that all other actions points had been achieved.

6. Finance:

To review and consider any action necessary.

6.1 Finance Chair's Report/Budget Setting/Grant Received

6.5/6.6 Cllr Barrett gave the following report: At the time of writing this, I can report that the budget process is underway with many of the numbers ready for perusal. As usual, legal fees remain the only main issue, but it does affect quite a few other numbers and totals. I am pleased to report that we are making good progress on this front. Our invoice from Hayes and Storr should be around £10,000 plus vat (reclaimable) which will cover all our outstanding costs with them. I am just waiting for the barrister's fee and then we should be able to draft some accurate budget numbers.

Within the budget process, I have received two Grant applications from the PCC and TVHPF, both for £2750. Cllr Barrett asked if everyone was happy with them going into the budget. Cllr Venes asked for a vote for them to be included. **It was resolved for these grants to be taken into account when setting the budget.**

Cllr Barrett advised that he had not received anything from the Queen's Platinum Jubilee Committee. Cllr Chesterman advised that it should be with the Council in a couple of days they are just waiting for a figure or two. Bank balances as at 31/10/21 are current account £1436 and Saver account £66272, totalling £67708. We have about £5000 costs to pay by year end plus the legal fees and appeal costs. So, we will still be in a healthy position at year end of approximately £45,000.

6.2 Monthly Accounts for Payment. The Clerk had sent round a payment list with the agenda and Cllr Venes read out all the payments. The Clerk advised that she had one extra one that had been added to the sheet £30.00 for flowers from the Chair's Allowance. **It was resolved for these payments to be made.**

6.3 Money Received. The Clerk advised that no monies had been received. Cllr Venes asked when the VAT would be re-claimed and Clerk advised she would undertake quarterly this time, so end of December.

6.4 Bank Rec October 2021 Cllr Venes advised that this had been circulated with the agenda. Cllr Barrett advised that he was happy that everything was in order. **It was resolved to accept.**

7. Village Matters

7.1 Statement on Shore Cllr Venes read out the following report: The costs process is on-going at present with both parties making submissions, but no final decisions made. There is no further information that I can give to this meeting. Council has to go into closed session at the end of this meeting. I hope to be able to give more information at the December meeting.

7.2 Flooding

a. Flooding Emergency Plan - Emergency Flooding Plan and Liaison with Local landowners re flood mitigation measures. Cllr Venes advised that this was ongoing but that the TUC Trustees have been talked with regarding work that

might happen on West Bottom Field and Cllr Venes advised that they had agreed to get in a Land Management Expert to cover everything to make sure that anything that might be achieved does not aggravate any flooding. Cllr Venes also advised that Highways are reminded of grips and ditches regularly. Cllr Needham asked if there could be a regular update regarding the West Bottom Field. Cllr Mocatta advised that the Working Party and the group are keen for all responses received from the recent survey on what the Parishioners would like to happen to the field. This will also take into account views of Planners, Land Management Agents etc. Cllr Greef asked if the Council could be informed who was on the Working Party. Cllr Venes advised that Patricia Hewitt Chair of the TUC. John Warham, Chair of the Working Party, Cllr Mocatta as rep from Thornham Village Hall and Playing Field Ltd, Cllr Barrett as a Trustee and Cllr Venes as Chair of Parish Council and has undertaken lots of grant applications. Cllr Mocatta advised that they had been talking to a local landowner from a nearby village regarding all aspects. **It was resolved for West Bottom Field to be an agenda item.**

b. Meeting with Anglian Water. 4 October 2021- Cllr Venes advised that he had emailed Neil Elvy, Anglian Water Recycling Area Manager as he had not received a reply. Within a short while the following reply was received:
“I have raised up the request for the additional sewer pipework, and this has now been put forward for funding”.

I have requested that as agreed I would get the catchment modelled from a capacity view, I have modified this request and have asked for the whole catchment to be CCTV surveyed as looking back thorough the records this does not seem to of been fully carried out before and in my opinion is rather overdue, when this is done we will have a more accurate plan to assist the modellers, they are looking to start this around the end of November beginning of December. Sorry it's going to take a bit longer to get all this information together, but I believe it will give us the full picture going forward.

Cllr Needham advised that he had received the contact details from Cllr Venes, but he had decided to undertake the lifting of the drain covers himself. Cllr Needham advised that all were running well apart from the one leading from the Lifeboat which was quite blocked. Cllr Needham is pleased that the full check with CCTV is being undertaken.

Cllr Needham also reported regarding the drainage work on the marsh and was hoping that it would just take a day but, if possible, to go further out it would be better but might require a second day. Cllr Needham had got permission from the landowner to undertake. **It was resolved for up to two days funds to be made available.**

- 7.3 Coastal Path/National Trail Cllr Venes advised that he wished to email Ben Grapes and chase up the work on the path between the foot of the old windmill to the footbridge and it was now dangerous. **It was resolved for Cllr Venes to write and explain how dangerous and the need for urgent action.**

8. Planning Applications and Determinations:

The Chair noted the Neighbourhood Plan was now a Made Plan and would inform Council's decision making.

Applications:

21/01978/F Application for a proposal to knock down existing single story garage conversion and conservatory and to replace with single storey extension for new kitchen & dining area at Rose Cottage, 4 Old Field Lane, Thornham. Council noted that this application for a small single storey extension to the side of the property was both outside of Conservation area and at the end of a cul-de-sac and with low visibility to passing public. Relevant Neighbourhood Plan policies D1 and H5 are most relevant.

Re D1 – Design. The materials planned for use are in keeping with main structure and in line with materials commonly used in the village. The visual appearance is consistent with other adjacent properties and could be seen as an improvement on the existing garage frontage. H5 which notes policy re extensions sits happily with this plan. The footprint of the new extension largely matches that of existing structures. There are no issues re scale, mass or overlooking. **It was resolved to recommend approval.**

21/02109/F Application for Proposed one and a half storey front and rear extensions, single storey rear extension and internal alterations at Lazy Winds Ship Lane Thornham Council noted this application for a one and a half storey extension to front and rear of the property. The property is within the Conservation area in Thornham and is situated on Ship Lane. The property is quite well screened from the road by the front wall. There is good screening to the rear and side of the property by the tree cover. Council considered the application in the light of the Neighbourhood Plan; the most relevant policies appear to be D1, Design, and H5, Extensions.

In terms of D1 both the design of the additional build and the choice of materials seem appropriate to the existing building and blend well with the wider landscape. Proportions, height and scale are appropriate.

Re H5 council take the view that the proposal meets the three criteria therein. Council noted the comment of a neighbouring parishioner re a rear window but consider this to be resolvable. **It was resolved to recommend approval**

Determinations:

21/01635/F Application for a proposal to include a garage conversion/alteration to an en-suite and dressing room, internal alterations and insertion of new windows to front elevation, proposed cladding to front elevation and a new domestic vehicular access at Estoril 20 Shepherds Pightle Thornham **Granted**

9 Governance:

9.1 Policies to be Reviewed The items was taken with the Finance Report. Cllr Barrett went through each policy. having already circulated the three main H & S documents.

The Health and Safety Policy Document has been updated just one error on page 1 which has been amended.

The Business Continuity Plan has been altered on page 3 to update the Norfolk Constabulary contact details.

The Risk Assessment is the document which states what we should be looking at from a risk point of view and our assessment of how well we are managing those risks. The sections on page 5, are the areas of concern which the Working Party believe that we need to address after we reviewed the risks in detail.

The following need to resolve as soon as is practical and are as follows:

The PC owned electronic equipment should be PAT checked on an annual basis **It was resolved for the Clerk to organise.**

A copy of the passwords for PC owned computers should be lodged with the Chair and Vice as a matter of good housekeeping and to cater for any emergency situation. This has been achieved this evening.

It was felt that there are no important paper documents that require storing in a fireproof safe as these were available from our solicitors, bank, accountants etc. However, to ensure that all our papers would be safe and copied, The Clerk to upload all documents on the laptop to the cloud and for each Councillor to have access. **It was resolved for the Clerk to undertake and also to look into other items keep with the hall to be scanned and also uploaded.**

The current grass cutting contractor was providing a very good service. **It was resolved for a further year's contract to be given and for the Clerk to obtain copy of his insurance details and the sign contract.** Cllr Greef asked about the overhanging Buddleia bush on Hall Road. **It was resolved for the Clerk to ask the contractor to undertake.**

The trees that the PC maintain should be added to the Asset check list to ensure that they are not forgotten. **It was resolved for Cllr Greef to add to the list and for the Clerk to obtain quotes for a tree survey.**

The streetlights were discussed, and the working party recommended that the council undertakes a regular streetlight survey carried out by a professional organisation to ensure our lights are in a safe physical condition. **It was resolved for the Clerk to obtain quotes.**

Cllr Venes asked if everyone was willing to agree that these policies have been satisfactorily reviewed. **It was resolved that the proposal accepted, and policies be readopted.**

10. Outside Agencies

10.1 To receive report from TVH&PF Ltd. Cllr Mocatta advised that the hall is opening up as much as possible being aware of Covid. Cllr Mocatta advised that the committee are currently doing a maintenance review and the committee realised there is this much work to undertake including replacing the cinema system which is a large expense but is at the end of its life, lights need replacing, kitchen equipment and if possible, more chairs. Cllr Mocatta advised that the committee have an away day in December so brainstorm for the future including the projects with the sports pavilion and finances. Cllr Mocatta advised that the TUC Trustees had been invited to the last hour of the meeting so both groups can plan accordingly. Cllr Mocatta finished her report by advising that there was unfortunately a date clash with the Parish Council meeting in April. The Council to consider moving to the first Wednesday for that month. **It was resolved for the April meeting to be put on the next agenda.**

10.2 To receive report from Big Tent Meeting. Cllr Venes had sent round his report.

10.3 To receive update re Queen's Platinum Jubilee group. Nothing to report.

11 Highways

11.1 To Note latest developments from NCC Highways re Staithe Lane Closure.

Cllr Venes advised that he had spoken with the Highway Engineer and Cllr Needham had spoken regarding the tide times etc. It is hoped that the road will not need to close but may need to if bollards are not appropriate. Cllr Mocatta asked Cllr Venes to speak with the Highway Engineer regarding reinstating the wooden posts. **It was resolved for Cllr Venes to undertake this.**

12. Correspondence:

Choseley Road. A letter had been received regarding overgrowth of vegetation. Cllr Venes advised that this was being dealt with. Potholes also have been reported via emailed today.

13 Items For Next Agenda

Health & Safety Actions

GDPR

TUC West Bottom Field

Telephone Box.

April 2022 Meeting

14. Date, and Place of next meeting.

Wednesday 8 December 2021 at 7.00pm at Thornham Village Hall.

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.

15 Shore Road- To receive Confidential Report from Working Party.

It was resolved that the Council agreed the report as an accurate record and agreed the appointment of Cllr Barrett and Cllr Venes as Negotiators working to the brief laid down.

With no further business the meeting closed at 21:10pm

Action List

Cllr Venes

- Write letter re how dangerous Coast Trail is.
- Ask NCC Highways to reinstate posts on Staithe Lane

Clerk

- Organise PAT Testing
- Look at Changes to Internal Audit.
- Scanning and Cloud Storage
- Obtain quotes for Tree Survey
- Obtain quotes for Streetlight Survey
- Sort new Grasscutting Contract and Insurance Documents
- Make Payments
- Make Payments
- Planning Comments
- Make sure items for the next agenda go on the agenda.

Thornham Parish Council

Expenditure transactions - payments approval list 01/04/21

Start of year

£210.40 payment was made to the HMRC re PAYE.

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque
38	B/T 10.11.21-38	£575.00	£0.00	£575.00	18/10/21	JML Health & Safety - Health and Safety Review	£575.00
40	B/T 10.11.21-40	£841.53	£0.00	£841.53	20/10/21	Sarah Bristow - Wages July to Sept	£841.53
46	DD 12.11.21-46	£57.71	£2.75	£54.96	02/11/21	E-OnEnergy - Electricity for Streetlights	£57.71
39	B/T 10.11.21-39	£220.00	£0.00	£220.00	03/11/21	L A English Contractors - To cut the grass on the following areas within the village 17 times a year: Parish Signs at both ends of the village, Corner of Church Street and the Green, Ship Lane and Church Street Junction, Hall Land and High Street Junction and the Millennium Bus Shelter Green. There will be additional works e.g., pruning bushes and trees and these will be agreed with the Clerk. This is on an annual renewal by agreement of both parties	£220.00
37	B/T 04.11.21	£16.00	£0.00	£16.00	04/11/21	Royal British Legion - Wreath	£16.00
45	B/T 10.11.21-45	£21.60	£3.60	£18.00	08/11/21	System 3 Business Solutions - Anti Virus	£21.60
41	D/T 10.11.21-41	£2,745.60	£457.60	£2,288.00	09/11/21	Hayes & Storr Solicitors - Shore Road	£2,745.60
42	B/T 10.11.21-42	£4,184.40	£697.40	£3,487.00	09/11/21	Hayes & Storr Solicitors - Shore Road	£4,184.40
43	b/t 10.11.21-43	£2,182.80	£363.80	£1,819.00	09/11/21	Hayes & Storr Solicitors - Shore Road	£2,182.80
44	B/T 10.11.21-44	£1,671.90	£278.65	£1,393.25	09/11/21	Hayes & Storr Solicitors - Shore Road	£1,671.90
47	10.11.21	£30.00	£0.00	£30.00	03.11.21	Flowers for 100 th	£30.00
Total		£12,546.54	£1,803.80	£10,742.74			

Signature
Date

Signature