

Minutes of the Thornham Parish Council Meeting held on Wednesday 9 February 2022 at 7.00pm at Thornham Village Hall

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

Also present: Clerk, Borough Cllr Lawton & 5 Members of the Public.

**1. To receive and consider apologies for absence;
It was resolved to accept apologies from Cllr Mocatta.**

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 have a personal interest in anything concerning PCC. 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.)

Second/Holiday Homes Business Rates

A Parishioner asked Cllr Lawton if he knew if the parish got any proportion of the business rates. Cllr Lawton advised that he would check and get back to the Council. Cllr Venes advised that he had been undertaking research regarding the new law which comes into force in April 23 where any holiday home must be able to prove that they have been available for hire for 70 days in any one year to be able to qualify for business rate relief. Cllr Venes advised that there are currently 361 properties in Thornham and 151 are registered as second homes and 81 are proper businesses of which 69 are self-catering holiday homes. When the law comes into force it will be interesting who will apply for business rate relief and what impact it might have in increasing the village tax base.

Speedwatch Team A Parishioner advised that he had been asked to attend a meeting with the Police Chief Commissioner and Crime Commissioner regarding speeding as being co-ordinator of the village Speedwatch Team. An invite was also open for another person to attend. Cllr Greef volunteered to attend and represent the Parish Council.

Two members of the public left.

4. To Receive Councillor Reports

4.1 County Councillor – Cllr Jamieson

Cllr Jamieson was not present at the meeting and has sent his apologies.

4.2 Borough Councillor – Cllr Lawton.

Cllr Lawton advised that the Borough Council were still very quiet at the moment. It was not very easy getting information/action currently with staff all working from home. Cllr Lawton advised that he was concerned regarding planning and there was talk at the last planning committee meeting of hiring planning contractors to cover the shortage of planning officers. This in his view was not appropriate and would not be advantageous. Cllr Lawton then went on to advise that he still had £500 of his Councillor Community Grant available so if

the Council knew a group that had a project that needed funding, please get them to fill in the form which can be found on the Borough Council website.

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

5. Minutes of Parish Council Meeting held on 12 January 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 after the following amendments.** 3. Orange Tree entrance should read turning right. Road Condition – The Green should read Marshlands and 5. Word Annual in title removed.

5.2 Matters arising from the minutes:

Highways Cllr Venes reported that he had reported 3 issues with Staithe Lane, 2 on Church Street and 1 on The Green. This is the response received:

Staithe Lane

Re-surfacing work. The Highway Engineer is going to send a Technician out to visit and inspect but it was only a 10mm thin respray which is only as good as the surface underneath it and only used to seal cracks and hold surfaces together if subbase not good it will not last. There is no redress.

Wooden Post East Side of the Marsh. Technician to attend and programme to be replaced.

Quiet Road Highway Engineer asking for evidence of excessive speeding. The Road Safety Engineers advice back in December 2020 still stands. Quiet Roads would not be feasible eg removing signage, street furniture etc.

Church Street

Orange Tree Car Park Entrance and Exit Highway Engineer advised no Traffic Regulation Order in place for this section of the road making it one way so not unlawful for cars to exit either way and there is not a lot that can be achieved. The Highway Engineer has agreed to meet with Landlord at his request.

Wigeon Cottage and Sea Holly Cottage flooding/puddles Soakaway was installed in the verge by the Builder, suggests these need renewing/opening up as they get clogged up. Prepared to excavate grips in grass verges with side of access but residents maintain the verge and might not be in agreement. Happy to speak with residents on our behalf to see if in agreement.

The Green.

Mud on the road and the erosion of grass verges. Technician to check regularly and anytime it does not meet inspection the Technician will speak with contractors and remind of legal obligations to clear up behind themselves.

Streetlight Survey

The Clerk has been advised that the contractor has had staffing problems and the survey will take place by the end of the month.

Cloud Storage

The Clerk advised that this still had to be achieved but should be able to upload by end of the month.

6. Finance:

To review and consider any action necessary.

6.1 Finance Chair's Report/6.3 3rd Quarter Audit

Cllr Barrett gave the following report: Firstly, the bank position, Community Account £1577, Business Account £42,273, giving a total of £43,850. Cllr Barrett advised that he was chasing the appeal costs with Hayes and Storr. Cllr Barratt advised that this was a healthy position going into the next financial year. Cllr Barrett advised that Cllr Chesterman and he had undertaken the quarterly audit for September to December and found everything to be in order. **It was now resolved for the Clerk to undertake the VAT return for this quarter.**

6.3 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 not received the invoice for Streetlight Energy but would advise when received as currently on DD. **It was resolved for all these payments to be made.**

6.4 Money Received. The Clerk advised that no monies had been received.

6.5 Bank Rec January 2022 Cllr Venes advised that this had been circulated with the agenda. Cllr Barrett advised that he was happy that everything was in order and balanced. **It was resolved to accept.**

6.6 To Official appoint the Internal Auditor Council agreed to the appointment of Mrs Allen as the Councils Internal Auditor for accounts 21/22. **It was resolved for the Clerk to send the appointment letter.**

7. Village Matters

7.1 Statement on Shore Cllr Venes read out the following report: At the time of writing there is no new information to share with Council. Council is pursuing the possible costs due to them and have written again to our solicitors who are in contact with our barrister. We are also awaiting further information from another party. We have made enquiries, but this too seems to be subject to administrative delay. While this is frustrating it is important that Council has as much information as necessary before making decisions which would be binding for many years.

7.2 Update on Flooding Cllr Venes advised that he had chased Neil Elvy, and this was the response received. "The sewer jetting/cleaning is all booked in for this month, it has been delayed by a week or so due to some urgent work, but will be done and CCTV carried out by the end of the month, subject to operational needs.

I have raised up the work for the sewer in Church Street, but this will not be done until the new financial year, but I will keep an eye on this and push to get this actioned as soon as the funds are released."

7.3 Coastal Path/National Trail Cllr Venes advised that work had started on FP3 on the 10 January there is plenty of lorries and activity and seem to be progressing well. Cllr Needham reported that he had walked the area and they are making a good job. Cllr Venes advised that work is due to start in April or May on the boardwalk to also make 1.2 to 1.5 metres wide and cutting down the vegetation of both sides. Cllr Greef reminded the Council that work cannot start until the

Toads/Voles are out of hibernation. Cllr Venes advised that Ian Scott, from Norfolk Coast partnership Forum will be giving a talk to the Saxon Shore group soon.

- 7.4 Casual Vacancy – Cllr Venes advised that he had attended a course and had some information regarding interviewing Councillors as a promotional video that could be available for anyone interested in becoming a Councillor. Cllr Venes asked all Councillors to talk to people and if interested get them to self-nominate via the forms available via himself, the Clerk or Parish Website.
- 7.5 Report on Village Assets Cllr Greef advised that the only thing he had to report was the litter bin on the little piece of land at the bottom of Church Street which the Clerk had already reported. Cllr Needham wished to bring up regarding the email to Highways regarding the post of the green at the top of Church Street and he would have liked to discuss before them being reported to highways. **It was resolved for Cllr Venes to write to NCC Highway Engineer and ask for a meeting to discuss a way forward without losing this valuable green space via erosion.**
- 7.6 Telephone Box at East End of the Village After discussion **It was resolved for the Clerk to write a report based on questions from all Councillors. It was resolved for Councillors to get their questions to the Clerk by the end of next week, and for the Clerk to report at the March meeting. It was also resolved for the Clerk to contact the Community Heartbeat Trust and ask them to hold removal.**

8. Planning Applications and Determinations:

- | | |
|------------|--|
| 22/00047/F | Application for Installation of a flue on the roof of summer house (retrospective) at 3 Holme Oak Cottages High Street Thornham. It was resolved to recommend refusal on the grounds that it is not in keeping and not necessary and though not a material consideration it being retrospective which seem to be a way of getting easy planning permission. |
| 22/00071/F | Variation of Condition 1 of Planning Permission 21/00321/F (Variation of condition 1 of planning permission 20/01337/F) The Pastures, 6 Choseley Road, Thornham |
| 21/02304/F | Application for Retention of Temporary Access for the Construction of Plot 8 at The Pastures 6 Choseley Road Thornham |

After a length discussion and the information received from the Planning Officer **It was resolved for Cllr Venes to draft a letter to Planning stating the reason for refusal and get approval from Council prior to sending.**

Determinations:

- | | |
|------------|--|
| 21/01978/F | Application for Single storey extension to south and west of house including alterations to roof and internal alterations at Homelea The Green Thornham.– Granted |
|------------|--|

9 Governance:

9.1 Policies to be Reviewed The Clerk had sent round the policies for review this month.

9.1.1. **Record Management – Including Retention of Documents/Destruction of Records.**

Cllr Venes put forward the following:

Record Management Policy

Cloud Storage be added to Paragraph 6

Please add line noting policy reviewed 9th February 2022 and next review date as February 2025. **It was resolved for the Clerk to make the amendments and the Chair to sign.**

9.1.2. **Equality and Diversity Policy:**

Cllr Venes put forward the following:

Add review date on 9th February and next Review February 2024. **It was resolved for the Clerk to make the amendments and the Chair to sign.**

9.1.3. **Planning Policy**

Cllr Venes put forward the following: Add to beginning of 2nd Paragraph 'Dealing with Applications at PC meetings new text:

' The Parish Council will consider applications in line with key documents including, but not limited to, National Planning Policy framework as updated, KLWNBC Local Plan, Thornham Neighbourhood Plan and any other relevant TPC policies.' Then continue as existing paragraph. Amend Review date as 9th February 2022 and next review as February 2024. **It was resolved for the Clerk to make the amendments and the Chair to sign.**

9.1.4. **GDPR**

Cllr Venes put forward the following: This policy requires Annual Review (written in the policy) thus please note both the Feb 2022 date and add next Review as February 2023. **It was resolved for the Clerk to make the amendments and the Chair to sign.**

Cllr Venes advised that the Annual Information Audit needs to be undertaken. **It was resolved for this item to go on the next agenda.**

9.2 To consider adopting draft Dark Skies Policy

Cllr Venes had circulated prior to the meeting. After a discussion **It was resolved to adopt the policy.**

10. Outside Agencies

10.1 To receive report from TVH&PF Ltd. No report received.

10.2 To receive report from West Bottom Field

Cllr Barrett advised that the group continue to consult with various Consultants/Agencies. They do not meet again until the spring.

10.3 To receive update re Queen's Platinum Jubilee group.

Cllr Chesterman reported that the draft plan had been sent round prior to the meeting. The plan is now being costed and Cllr Chesterman is currently

working on the cost of making the beacon by a local metal worker, but the current size seems to be too large so Cllr Chesterman to consult with group before obtaining total cost.

10.4 Speedwatch Team

Cllr Greef advised that he had gone along to observe as a Councillor this morning and 13 cars were driving over the speed limit.

11 Highways

Several items had been brought to the attention of the Council. **It was resolved for Cllr Venes to include in his letter to NCC Highway Engineer.**

12. Health and Safety and GDPR Updates

Nothing to report.

13. Correspondence: (see associated papers)

The Clerk advised that she had received a request to place a bench on the coastal path. The Clerk has asked for further information so she knows where to signpost depending on the location they would like to place.

14. Items For Next Agenda

18 May Annual Parish Meeting, which would include West Bottom Field Report and possible speakers.

15. Date, and Place of next meeting.

Wednesday 9 March 2022 at 7.00pm at Thornham Village Hall.

EXCLUSION OF THE PRESS AND PUBLIC

The following resolution was approved: "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.

16 Shore Road

-to consider issue of Litigation.

A Letter had been received. After a full discussion **It was resolved for Cllr Venes to reply to the letter explaining the Council's position detailing previous correspondence received.**

With no further business the meeting closed at 21:35pm

Thornham Parish Council

Expenditure transactions - payments

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Start of year	Cheque
58	D/P 09.02.22- 58	£30.00	£5.00	£25.00 02/02/22	SLCC - Clerks Conference Feb 22		£30.00
59	D/P 09.02.22- 59	£542.00	£0.00	£542.00 08/02/22	A.D. Needham - Work undertaken on the drainage ditch (Health and		£542.00
Total		£572.00	£5.00	£567.00			

Action List

Cllr Venes

- Draft Letter to NCC Highways regarding Orange Tree entrance, Staithe Lane and the Mud on The Green, The Green erosion posts and flooding issue on Church Street. Gain approval from council and send.
- Draft Letter to Planning Officer regarding The Pastures Planning Applications. Gain approval from council and send.
- Draft Letter regarding Shore Road. Gain approval from council and Solicitor and send.

Councillors

- Get questions re telephone box to the Clerk.

Clerk

- Organise PAT Testing
- Cloud Storage
- Sort new Grasscutting Contract and Insurance Documents
- Email the Community Heartbeat Trust and put on hold
- Write report from questions re telephone box
- VAT return.
- Send appointment letter to Internal Auditor.
- Make amendments to policies for Chair to sign.
- Make Payments
- Planning Comments
- Make sure items for the next agenda go on the agenda.