

Minutes of the Thornham Parish Council Meeting held on Wednesday 13 April 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 Also Planning Application 22/00334/F. 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 and Planning Application 22/00334/F.

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

Previous Minutes

A Parishioner thanked Cllr Venes for a copy of the minutes. He also gave thanks that his comments were listed in the last set of minutes. He also asked if there was any increase in the figures for the Court Case. Cllr Barrett advised that is still the current figure but there will be more.

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 his report had not changed from last time. He wished to amend the minutes as it was an increase in the Councillor Allowance that he was opposed to not the allowance itself.

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

5. **Minutes of Parish Council Meeting held on 9 March 2022**

- 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. Item 3 Second homes should read would raise not lower the tax base. Also, Cllr Lawton advised that it was an increase to the Councillor Allowance that he was apposed to not the allowance itself.**

- 5.2 Matters arising from the minutes:

Staithe Lane

Cllr Needham advised that the hedge has been cut back. **It was resolved for the Clerk to chase when the Verge would be cut next.**

Internal Auditor

Mrs Allen has agreed to complete the Internal Audit for 2021-22.

Telephone Transfer

The Clerk advised that the person she usually deals with is on leave and said that one of the team would be in touch, but nothing has been received yet. **It was resolved for the Clerk to continue to chase.**

6. Finance:

To review and consider any action necessary.

6.1 Finance Chair's Report

Cllr Barrett gave the following report. Our next task is to approve the year 2021/22 accounts which have now been prepared and the finance working group will undertake the council audit review. These will then be required to go to be internal audited by Mrs Allen and then Council approval and then be sent for external audit.

Our year end cash balance is £44,325.42 made up of £1551.09 current account plus £42774.33 saver account. We have now received our precept figure of £35,000 so our current cash position as of this morning is £79325.42 in total. CIL monies are also expected by the end of April.

However, as healthy as this balance is, the Shore Road legal fees continue to rack up and we do need to have reasonable reserves to cover annual running costs. We must be aware and have covered the fact that there will be a cost once the streetlights need replacement, albeit in the future. The land registration of Shore Road is another cost to bear in mind and we have committed £5000 each to the Sports Pavilion build and West Bottom Field.

How quickly it could all be spent!!

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 an extra payment received this afternoon for £220.00 from English Country Gardens for grasscutting. Cllr Venes said that he had received the Clerk's time sheet and everything in order. **It was resolved for all these payments to be made.** Please see attached list.

6.3 Money Received. The Clerk advised that £2230.56 had been received from HMRC for VAT rebate and another quarter to go in once Cllr Barrett/Cllr Chesterman had undertaken their review. £35,000 in precept and £1.11 in bank interest.

6.4 Bank Rec March 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.**

7. Village Matters

7.1 Statement on Shore Cllr Venes read out the following report: Council did agree a course of action at the last meeting. They have notified their solicitor of their intention to go to Land Registry to begin the formal registration of Shore Road. Both of the other parties to the dispute now seem to agree this is an appropriate way forward. Council anticipates a meeting with Hayes & Storr to

initiate the process which was delayed in part by annual leave at the office and have agreed on their key liaison councillors for the process.

A subsequent item of correspondence has been received and Council need to agree an appropriate response at this evening's meeting. Regrettably, there is no further update re our claim for costs on the withdrawn appeal by another party.

- 7.2 Coastal Path/National Trail Cllr Venes advised that work on FP3 has now been in place and the Council now wish to keep the footpath in good order vegetation wise. NCC will cut the verge back three times a year but even after a month Cllr Barrett advised that it was encroaching on the footpath. Cllr Barrett and Cllr Venes walked that path with the Parish Council's grasscutting Contractor, and he had put in a quote to cut back the hedge and cut the verges more frequently. Cllr Venes, Barrett, and Needham had between them spoken to the owners of the hedge and all seemed in agreement depending on the price. **It was resolved for Cllr Venes to get the quote to the owners to make sure they were happy with the amount and frequency of the cuts.**
- 7.3 Casual Vacancy – Cllr Venes advised that no one had come forward yet and could Councillors please keep talking with people and advising of the vacancy.
- 7.4 Making Effective Use of Neighbourhood Plan Cllr Venes advised that he had received an email from Bob Gulliver who undertook the Neighbourhood Plan, and he shared an email from Alan Gomm who was senior planner at the Borough Council and undertook all things to do with Neighbourhood Plans before his recent retirement. Cllr Venes had sent round as it is a good aide memoire of what to look at when addressing planning applications.
- 7.5 Streetlight Survey – Cllr Venes advised that the Streetlight Survey had been received and was alarming to read with advising that 10 lights needed replacement which are around £2500 to £3000 per light. Our current Streetlight contractors were called in to discuss. They had checked the lights and the brackets were only surface rust and safety cut outs were the responsibility of UK Powernetwork and the concrete columns were going nowhere currently, and they had issued a report to the fact. Cllr Barrett advised that the concrete columns would need to be replaced but this can be phased. Cllr Venes proposed the following. 1) Current Contractor replaces the plastic bands on the doors with metal bands. 2) The Clerk reports the safety cut outs to UKPowernetwork for their response and 3) The Clerk schedules a further inspection for 2024. **It was resolved for the Clerk to undertake and pass on to Jan Mitchell so that the Health and Safety File is updated.**

8. Planning Applications and Determinations:

Cllr Venes asked if no 22/00306/F could be taken first. **It was resolved for this application to be taken first and for the meeting to be opened to allow a Parishioner to address the Council.** Once the Parishioner had finished **It was resolved for the Council to go back into closed session to take any votes.**

Applications:

22/00369/F

Application for Variation of Condition 2 of Planning Permission
21/00579/F: Variation of Condition 2 of Planning Permission

- 20/00871/F: Demolition of existing dwelling and construction of 3 replacement dwellings at Quavers, High Street, Thornham. **It was resolved to recommend approval.**
- 21/02304/F Application for Retention of Temporary Access for the Construction of Plots 8 and 9 at The Pastures 6 Choseley Road Thornham. **It was resolved to wait for further updates from the developer regarding the Planners advice.**
- 21/02396/F Application for Proposed new sports pavilion, including demolition of existing structure on site at Thornham Village Hall And Sports Pavilion High Street Thornham. **This has now been granted.**
- 22/00306/F Application for Proposed extension and alterations to existing dwelling Church Cottage Church Street Thornham. **It was resolved to object on issues of not in keeping, in a conservation area. Would change the character of Thornham goes against Neighbourhood Plan. Cllr Venes will write with all the details to the Planning Department and letter to be placed on file. It was also resolved for Cllr Lawton to call this application in so the Council and Parishioners would get a chance to speak.**
- 22/00334/F Application for Retrospective Retention of shed for agricultural use Land North of Coach House High Street Thornham **It was resolved to recommend approval**
- 22/00431/F Application for Erection of 2No. 4.5m x 7.5m (when open) albatross, rectangular parasols with a central mast in the front beer garden at The Orange Tree High Street Thornham. **It was resolved to recommend approval**
- 22/00579/F Application for Single Storey rear extension, loft conversion and alterations to dwelling, Rose Cottage, High Street, Thornham. **It was resolved that this had come in late and several different opinions that need re-evaluation so resolved to undertake by email protocol by the 20 April.**
- Cllr Chesterman advised that the neighbouring property had been advised that all work vehicles should be accommodated on site as to not cause obstruction of the road. This is not happening with 7 vehicles parked outside most days and last week 2 large diggers were parked on the road. **It was resolved for Cllr Chesterman to contact the Architect and remind him.**
- 22/00582/F Proposed replacement garage incorporating garden room to rear Honora, The Green, Thornham **It was resolved to recommend approval.**

Determinations:

- | | |
|------------|--|
| 21/02468/F | Application for Variation of condition 2 of planning permission 18/00267/F to amend drawings at York House High Street Thornham.— Granted |
| 21/02278/F | Application for Variation of condition 1 of planning permission 18/01396/F to amend site layout to provide central fence between property frontages at Lime Tree Cottage High Street Thornham - Granted |
| 21/02396/F | Application for Proposed new sports pavilion, including demolition of existing structure on site at Thornham Village Hall And Sports Pavilion High Street Thornham. Granted |

9 Governance:

- 9.1 Policies to be Reviewed The Clerk had sent round the policies for review this month.
- 9.1.1. Co-Option Policy. **It was resolved for the Clerk to make the amendments suggested by Cllr Venes and the Chair to sign It was also resolved to change the dates to April 22/24 not June 22/24 on the header sheets.**
 - 9.1.2. Safeguarding Policy. No amendments needed. **It was resolved for the Clerk to update header sheets to April 22/24 and the Chair to sign.**
 - 9.1.3. A Guide to Thornham Parish Council. **It was resolved for the Clerk to make the amendments suggested by Cllr Venes and the Chair to sign.**

It was resolved the Policies to be uploaded to the website as soon as practical.

- 9.2 Reports from recent training. Cllr Venes had previously sent round a summary of the recent seminar that he and the Clerk had attended. He advised that the use of Instagram was advised as being a good tool to advertise for a new Councillor as it was pictorial. It was also suggested previously the quick phone videos be made of currently Councillors advising why they are Councillors etc and this could be placed on media platforms.
- 9.3 Annual Information Audit. The Clerk advised that she had not undertaken an Annual Information Audit and would need to seek advise regarding the best way to undertake. **It was resolved for the Clerk to seek advisement.**
- 9.4 One-Drive The Clerk advised that she was now waiting for how to share with the Councillors and what passwords were needed which she hoped to have by at least next week.

10. Outside Agencies

- 10.1 To receive report from TVH&PF Ltd. Cllr Venes advised that a report had been received and circulated. There was one piece of updated information in that the additional area for carparking has been fenced off and will allow for overflow in the summer months. The Parking charges will also apply to this area.
- 10.2 To receive report from West Bottom Field Mr Warham had circulated a report. It was still very much in the groups minds to give a presentation at the Annual Parish Meeting.

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

Cllr Chesterman reported that plans were coming together nicely. The beacon has been ordered and Cllr Chesterman thanked Cllr Lawton for his grant from his Community Allowance so that it could be purchased. A poster had been produced which Cllr Venes and herself had approved. Cllr Chesterman advised that she was in the process of purchasing mugs for the children.

Cllr Venes advised that he had received notification of a road closure in Shepherd Pightle for a street party to go ahead.

11 Highways

11.1 To Note latest developments from NCC Highways. Cllr Grief advised that the pavement in Ploughman's Piece still had not been cleared. **It was resolved for the Clerk to chase up Highways regarding this and to chase up Staith Lane Verge next cut.**

11.2 Millennium Green

- Purchasing Reflectors for Posts. The Clerk advised that the reflectors had been received and would get them to Cllr Needham.
- Street Furniture/Vegetation Licence Cllr Venes after speaking with Highway Engineer had applied for a licence so that the Council could legally undertake work on the green. These had been received.

12. Health and Safety and GDPR Updates

The Clerk advised that she had nothing to report only to advise that any Jubilee Event etc needs a risk assessment and they do need to be signed off by the council before the event and re-evaluated when the event starts.

13. Correspondence: (see associated papers)

To review and consider any action necessary

13.1 Norfolk Coastal Partnership Report. Cllr Venes urged all Councillors to read the report that had been previously circulated by the Clerk.

14. Process regarding attracting new Councillors.

No current candidates.

15. Items For Next Agenda

16. Date, and Place of next meeting.

Cllr Venes advised that he knew of two Councillors that would not be present in the village on the 11 May and was proposing that the Annual Parish Council Meeting was taken quickly before the Annual Parish Meeting planned for the 18 May. **It was resolved for the Annual Parish Council Meeting to take place at 6.00pm on Wednesday 18 May 2022 Followed by the Annual Parish Meeting 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.

17 Shore Road

-to consider issue of Litigation.

It was agreed for Cllr Venes and Cllr Barrett to go to the Solicitors in May to address the issues of Land Registry and seek advice regarding recent correspondence received. It was also resolved for Cllr Venes to write back in response to correspondence received to acknowledge receipt.

With no further business the meeting closed at 21:06pm

Expenditure transactions - approval

Cheque	Gross	Vat	Net Headline	Invoicedate	Details	Cheque Total
B/T 23.04.22	£372.00	£62.00	£310.00 110	01/04/22	Cozens (UK) Ltd - Carry out a detailed Full Electrical Inspection and Test and provide a report of Test Certificate results for 31 x Streetlight Columns.	£372.00
B/T 21.04.22	£1,412.33	£0.00	£1,412.33 101	01/04/22	Carry out a detailed TR22 Structural Test and provide an inventory report of test results for 31 x Streetlight	£1,412.33
D/P 21.04.22	£316.60	£0.00	£316.60 101	01/04/22	Sarah Bristow - Wages Jan to march	£316.60
B/T 21.04.22	£10.00	£0.00	£10.00 115	01/04/22	HMRC - PAYE - Jan March	£10.00
B/t 03.04.22-	£80.96	£3.86	£77.10 111	01/04/22	Safetywise - 2 x PAT Test	£80.96
B/T 02.04.22-	£77.05	£3.67	£73.38 111	01/04/22	Npower Business Solutions - Streetlight	£77.05
B/T 01.04.22	£89.32	£4.25	£85.07 111	01/04/22	Npower Business Solutions - Streetlight	£89.32
B/T 21.04.22	£176.40	£0.00	£176.40 104	01/04/22	Norfolk Parish Training & Support - Subs	£176.40
B/T 23.04.22	£220.00	£0.00	£220.00 113	09/04/22	English Country Gardens - To cut the grass on the following areas within the village 17 times a year: Parish Signs at both ends of the village, Conrer of Church Street and the Green, Ship Lane and Church Street Junction, Hall Land and High Street Junction and the Millenium Bus Shelter Green.	£220.00
B/T 18.04.22-	£33.16	£5.53	£27.63 113	18/04/22	Equilance Ltd - 20 White Reflectors and 20 Red Reflectors for The Green Posts	£33.16
Sub Total	£2,787.82	£79.31	£2,708.51			
Total	£2,787.82	£79.31	£2,708.51			
Total	£2,195.82	£17.31	£2,178.51			

Action List

Cllr Venes

- Write to Borough Council Planning re 22/00306/F
- Get Hedge Quotes to Owners for Agreement
- Write acknowledgement letter re Shore Road

Cllr Barrett

- Undertake Council account audit of last quarter of 2021/22

Cllr Chesterman

- Undertake Council account audit of last quarter of 2021/22
- Speak with Developer re parked vehicles

Clerk

- Cloud Storage
- Chase Norfolk County Council re next verge cut of Staithe Lane and Ploughman's Piece Pavement
- Make amendments to policies and put on the website
- Chase telephone box transfer
- Ask Streetlight Contractor to replace plastic bands for metal bands
- Send Streetlight Survey report to UKPowernetworks for their responsibilities
- Schedule streetlight survey for 2024
- Sent all information to Jan Mitchell
- Seek Advisement re Annual Information Audit
- Make Payments
- Planning Comments
- Make sure items for the next agenda go on the agenda.