

Minutes of the Thornham Parish Council Meeting held on Wednesday 9 March 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 & 4 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.)**

Shore Road – Costs

A Parishioner advised that he had asked during the January meeting how much the costs were so far regarding Shore Road, but the answer was not put in the minutes. Cllr Venes apologised for this omission. The figure was current £47,000 since 2015.

Ponds

A Parishioner advised that the clearing out of the two ponds has left them in a horrible mess. Cllr Venes advised that it was necessary to get rid of the invasive Crassula Helmsii which was on the advisement of the NOA. There was no way of undertaking without making a mess and when it was achieved several years ago it soon recovered. Cllr Venes wanted to thank Stephen Bett for acting so promptly.

Second/Holiday Homes Business Rates

A Parishioner asked Cllr Lawton last month if he knew if the parish got any proportion of the business rates. Cllr Lawton advised that he had checked, and no revenue is received at parish level. Cllr Venes explained how the change in Regulations from May 2023 would affect as there would be more homes not being counted as holiday homes and having to pay rates which would raise the tax base and as such the precept will be lower per household.

Meeting interruptions

A Parishioner asked would it be possible to speak during the closed session in the meeting if they had something to say and might have forgotten in public time. Cllr Venes advised that the council has always be prepared to open meetings to allow Parishioners to speak if it is relevant to the subject being discussed. Any member of the public is welcome to raise their hand and ask to speak.

Staithe Lane

A Parishioner advised that the recent stormy weather had pull the hedge into the road and now cars were having to steer around. Cllr Venes advised that people who own the hedges along this area should be approached to cut back their hedges. The

Clerk to find out when the verge would be next cut by Highways. Cllr Needham to speak to those concerned.

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 Planning Department were short of staff and more soon to be leaving. Cllr Venes advised that this is having a large impact on getting answers to planning questions and though the planning department do a fantastic job it is getting impossible to get the information needed to make an informed decision on planning applications. Cllr Lawton also mentioned that the Councillor Allowance increase was coming up for a vote at the next Full Council Meeting and he is opposed to having an increase currently.

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

5. Minutes of Parish Council Meeting held on 9 February 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:

Highways

Cllr Venes reported that he had reported several issues and responses had been sent round to Councillors.

Streetlight Survey

The Clerk has been advised that she had finally be able to get hold of the contractor and he advised it should be with us within the next two months recent bad weather had put the testing back as unable to test in wet conditions.

Cloud Storage

The Clerk advised that some had been achieved but was having difficulty getting some information from a laptop as the screen was currently not working. The Clerk hoped to have this sorted soon.

Internal Auditor

The Clerk had emailed but no response. **It was resolved for the Clerk to chase.**

6. Finance:

To review and consider any action necessary.

6.1 **Finance Chair's Report**

Cllr Barrett advised that the current bank balance was £43,190.83. The Budget Comparison had been circulated and it was £1500 down on income as not all the CIL monies the council expected was actually received. The expenditure budget was also overspent on Village Maintenance due to having the drainage ditches that go on to the marsh cleared out at a cost of £540.00, contract re Grasscutting not agreed until after the budget was set and the on-going expenses with Shore Road.

- 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 £782.81 from the Borough Council to empty the dog bins. **It was resolved for all these payments to be made.**
- 6.3 Money Received. The Clerk advised that £2230.56 was due for the VAT for the period of 01.07.21 to 31.12.21 the claim had gone in but money currently not received.
- 6.4 Bank Rec February 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.**
- 6.5 To note resolution of NALGO pay claim
Cllr Venes explained that the backdated pay increase for the Clerk had been agreed. This meant a £78.00 increase per year. **It was resolved for the backdated payment to be made to the Clerk as per the national agreement.**

7. Village Matters

- 7.1 Statement on Shore Cllr Venes read out the following report: Council have had communication with both other parties in the dispute in their attempts to clarify the best way forward. Council will meet in private session at the end of this evening's meeting to agree their next actions.

Council have also been in contact with their solicitors to take note of their views on the above and also in pursuit of their claim for costs for the appeal withdrawn by one of the other parties. There is no progress to report at the time of writing re the costs issue.

- 7.2 Coastal Path/National Trail Cllr Venes advised that work on FP3 started on time and finished on time. Russell Wilson asked Cllr Venes to walk the finished path with him and Cllr Venes advised that the surface was soft at that time, but Cllr Venes has walked many more times and it is harder every time he walks. Cllr Venes advised that the NCC Officers must bid for the money to undertake such works and feedback is always helpful to help obtain further funding. Cllr Venes asked for feedback from the room. Everyone was delighted and felt safe and comfortable walking on the path now. The ecology had not been disturbed in the building process, great improvement only one area of concern and that was in one or two places the path had started to slip down the bank as no board rail is in place. Cllr Venes agreed to send this information off to Mr Wilson. Cllr Barratt advised that the path needs to be maintained and the grasscutting contractor had been briefed on undertaking in between NCC maintenance. Hedges would also be maintained by owners or grasscutting contractor to cut at their expense.
- 7.3 Casual Vacancy – Cllr Venes advised that no one had come forward and volunteered. Cllr Venes advised that now the 6 Councillors were working well and willing to wait for a willing volunteer.

It was resolved to open the meeting to allow for Mr Staveley to speak.

7.4 EV charging points at TVH/ Energy Conservation in Thornham Mr Staveley advised that he had not known he would be asked to speak so has nothing prepared but advised that solar panels were to be purchased and installed on the other half of the roof, more storage batteries purchased, and the hall will be able to run totally from this harvested energy.

It was resolved to close the meeting.

7.5 Telephone Box at East End of the Village The Clerk had agreed the transfer, but no paperwork had been received yet.

7.6 Crassula Helmsii Commonly called: Australian Swamp Stonecrop or New Zealand Pigmy Weed in Monty's Pit and Queen of Sheba Ponds, The Green. This item had been covered until public time and a thank you to the Cattlegate Holders for acting so swiftly.

8. Planning Applications and Determinations:

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 defer until the details can be given on the changes. Either a extraordinary meeting for email protocol will be used.**

Determinations:

21/01181/F Application for Single Storey rear extension and alterations to dwelling at Megget Ploughman's Piece Thornham – **Granted**

21/02338/F Application for Proposed gazebos over existing outdoor seating area (gazebo to match 20/01887/F) at The Orange Tree High Street Thornham – **Granted**

21/02403/F Application for Change external finish of building from render to vertical hit and miss boarding. Add small area for external seating for customers at Salon High Street Thornham. **Withdrawn**

9 Governance:

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

9.1.1. Compliments or Complaints Policy. **It was resolved for the Clerk to make the amendments and the Chair to sign**

9.1.2. Freedom of Information Model Publication Scheme Policy. **It was resolved for the Clerk to make the amendments and the Chair to sign**

9.1.3. Media Policy **It was resolved for the Clerk to make the amendments and the Chair to sign.**

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

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 amendment which was the solar panels will be put on the west side of the roof not the east.
- 10.2 To receive report from West Bottom Field Mr Warham had circulated a report. Cllr Venes reported one update to the report in that George Carter's Plans had now been received. Cllr Chesterman said that it seems to be the same news as last time there was a report. Cllr Venes advised that movement is happening but on the same topics and the group had not met but assured Cllr Chesterman that 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 Venes reported that a letter had been delivered to every household advising what was planned and how to get involved/attend the events. Cllr Chesterman advised that the local metal worker had declined to make the beacon as it was too larger project for him at this current time. Cllr Chesterman advised that she was going to look at Brancaster's beacon with the Chair and would hopefully be able to apply for the grant for the beacon soon.
- 10.4 To receive report form Saxon Shore Parishes Forum held on the 16 February 2022
Cllr Venes had circulated the minutes of the meeting. The main highlight of the meeting was a talk on Dark Skies by the Kate Dugan from Norfolk Coast Partnership.
- 10.5 To receive report from Big Tent Meeting held on the 26 February 2022
The minutes had been circulated. Cllr Venes advised that the group had agreed to allow members of the public to be present to hear the meeting. The next meeting it set for Saturday 18 June 2022 in the Village Hall.

11 Highways

- 11.1 To Note latest developments from NCC Highways.
- 11.2 Millennium Green
- Painting Posts. **It was resolved for the posts not to be painted white as it was felt it would not be in keeping.**
 - Purchasing Reflectors for Posts. Cllr Venes advised that he had investigated red and white reflectors for the posts. It was felt that circular ones would be more visible. Cllr Venes had found some that were 82mm wide. Cllr Needham agreed to fit. **It was resolved for the Clerk to purchase 16 reds and 16 white.** Cllr Needham advised that he was currently trying to push the grass back regularly in the hope that it would eventually stay back.
- 11.3 Thank You Letter re Highway's Officer. Cllr Venes advised that it was with sadness he announced that the local Highway Engineer was going to retire. The Highway Engineer had been a massive help in advising and helping the Council. **It was resolved for Cllr Venes to draft a letter of thanks and send round and when approval received to send the letter.**

12. Health and Safety and GDPR Updates

The Clerk advised that she had nothing to report but to advise that during her recent attendance at the virtual SLCC Conference she had attended a session on SAR's (Subject Access Requests), and this now covers councillor WhatsApp's groups etc.

13. Correspondence: (see associated papers)

To review and consider any action necessary

13.1 Letter regarding Norfolk Resilience Forum (NRF). **It was resolved for the Clerk to sign up the cascade alert system.**

13.2 Letter about disabled access onto the Harbour Wall Flood Bank. The Clerk advised that she had written to the resident and explained. Cllr Venes asked the Clerk to give the gentleman the details of Russell Wilson so that he can contact him and obtain further details of possible disabled usage.

14. Process regarding attracting new Councillors.

No current candidates.

15. Items For Next Agenda

Annual Information Audit

Effective use of Neighbourhood Plan.

16. Date, and Place of next meeting.

Wednesday 13 April 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.

17 Shore Road

-to consider issue of Litigation.

Council unanimously was resolved to proceed with the proposed course of action indicated by the Chair. It was also resolved unanimously that some details should be refined in discussion with other parties and that Hayes and Storr should be informed of PC's general intention.

Cllrs Barrett, Needham, and Venes were given a brief for the discussion **It was resolved for Cllr Venes will draft a reply to the letter received from a party in connection with this matter which will be copied to council prior to transmission.**

It was also resolved for Cllrs Barrett and Venes will continue to act as key liaison with Hayes and Storr.

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

Thornham Parish Council

Expenditure transactions - payments

Start of year

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60	B/T 09.03.22- 60	£16.00	£0.00	£16.00	28/02/22	Norfolk Parish Training & Support - Seminar 31.03.22 1/3 payment for	£16.00
61	B/T 09.03.22- 61	£48.00	£0.00	£48.00	28/02/22	Norfolk Parish Training & Support - Seminar 31.03.22 Colin Venes	£48.00
62	B/T 09.03.22- 62	£782.81	£130.47	£652.34	28/02/22	KLWNBC - Dog Bin Empty	£782.81
63	B/T 09.03.22- 63	£216.00	£36.00	£180.00	28/02/22	Dolphin Graphics - Printing Jubilee Flyer	£216.00
64	B/T 28.03.22- 64	£33.16	£5.53	£27.63	28/03/22	Equilance Ltd - 20 White Reflectors and 20 Red Reflectors for The Green Posts	£33.16
Total		£1,095.97	£172.00	£923.97			

Action List

Cllr Venes

- Draft Thank you Letter to NCC Highways Engineer and send round and if all in agreement send.
- Sign Policies

Cllr Needham

- Speak with hedge owner in Staithe Lane

Clerk

- Cloud Storage
- Chase and Send appointment letter to Internal Auditor.
- Ask Highways when next verge cut of Staithe Lane
- Make amendments to policies for Chair to sign.
- Purchase 16 white and 16 red reflectors
- Make Payments
- Planning Comments
- Make sure items for the next agenda go on the agenda.