

Minutes of the Thornham Annual Parish Council Meeting held on Wednesday 18 May 2022 at 6.00pm at Thornham Village Hall

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

Also present: Clerk, Borough Cllr Lawton & 9 Members of the Public.

1. **To Elect a Chair for the coming year.**
Cllr Venes was proposed by Cllr Barrett and Seconded by Cllr Mocatta. **It was resolved for Cllr Venes to be the Chair of the Council for the next year.**
2. **To Elect a Vice Chair for the coming year.**
Cllr Chesterman was proposed by Cllr Needham and Seconded by Cllr Greef. **It was resolved for Cllr Chesterman to be Vice Chair of the Council for the next year.**
3. **To receive signed Declaration of Office from Chair and Vice Chair**
Cllr Venes and Cllr Chesterman duly signed their declaration of office forms.
4. **To elect members to sit on the Finance & Staffing Working Party**
It was resolved for Cllr Barrett, Cllr Chesterman, and Cllr Mocatta to sit on the Finance and Staffing Working Party.
5. **To Consider apologies for absence**
Everyone present.
6. **To receive Declarations of Interest and requests for Dispensations by Cllrs in any of the Agenda Items listed.**
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 PCC. Cllr Venes gave a personal interest in West Bottom Field Working Party and Planning Application 22/00569/F.
7. **Appointment of Parish Council representatives to serve on the following Committees/Organisations:**
Church Committee – Mrs J Needham was happy to continue.
RSPB – Cllr S Greef was happy to continue.
Cattlegate Holders – Cllr A Needham & Cllr I Barrett were happy to continue.
Village Hall & Playing Field Ltd – Mr Sam Staveley was happy to continue.
8. **To receive reports from: Written reports to be circulated prior to the meeting.**
 - a. Church Committee – Mrs J Needham had circulated her report prior to the meeting. (Please see appendix 1) Mrs Needham reported that since she sent the report some one had a car accident and hit and damaged the church wall. Luckily, no one was seriously injured.
 - b. The Chairman – Cllr C Venes had circulated his report prior to the meeting. (Please see appendix 2) Cllr Venes added that since writing the report Sally Bettinson Highway Engineer who has now retired kindly signed up licenses to the Parish Council to maintain the Village Green. This was after undertaking a mapping of the village it was found that in 2008 NCC had registered The Green as being owned by NCC. Cllr Venes advised NCC that it was owned by the Parish Council and the Council put the bus shelter etc. in place.

9. To Review Standing Orders

Cllr Venes advised that this had been reviewed and no amendment were necessary at this time. **It was resolved to adopt as the current standing orders as of May 22**

10. To Review Financial Regulations

Cllr Venes advised that this had been reviewed and no amendment were necessary at this time. **It was resolved to adopt as the current financial Regulations as of May 22**

11. To review Terms of Reference for Finance and Staffing Committee

It was resolved for these to be deferred until the June meeting.

12. To review Code of Conduct.

Cllr Venes advised that this had been reviewed and no amendment were necessary at this time. **It was resolved to adopt as the current Code of Conduct as of May 22**

13. Thornham Parish Council Annual Accounts 2021/22

Cllr Venes thanked Cllr Barrett for his leadership of the accounts.

a) Internal Audit Report.

The Internal Auditor had checked the accounts as per the account regulations and found everything to be in order. **It was resolved to accept the internal audit report.**

b) Signing of the Annual Governance Statement.

Cllr Venes read through the statements one by one and took a vote on each statement and ticked the boxes accordingly. **It was resolved for the Chair to sign the statement.**

c) End of Year position/Accounting Statements.

Cllr Barrett gave the following report:

The headline number is £ 44,325 which is the bank account balance as at 31st March 2022. This means that we have produced a cash surplus for the year of £ 2363.

Income (excluding VAT) for the year amounted to £ 38931 which is below budget by £ 1169. This is wholly due to a timing difference over the receipt of some CIL monies which we expected during this year but was actually received in the 2022/23 year.

Our expenditure (excluding VAT) of £36424 was over budget by £12324. £11887 of this was due to legal expenses incurred by us losing a costs claim over an appeal re Shore Road.

General Village Maintenance was £ 2324 over budget as we decided during the year to employ a contractor to cut the grass areas, so this had not been budgeted for.

All other costs are in line with budget, with many coming in under budget.

Contingency/Misc. includes the donation to the community car scheme and flower purchase.

The CIL balance is building up nicely. We have £ 11628 in the pot, but this money is ring fenced for any infrastructure expense that we may incur or plan for.

It is essential that we maintain adequate reserves in the Bank to ensure that we can cover the costs to run the PC for at least twelve months and deal with any major issues that we can foresee.

Our current most do annual costs are running at about £ 18000, we are aware that some streetlights could need replacing soon costing £ 15000 and we must ring fence the CIL money of £ 11628 totaling £ 44628. Our year end bank balance is £ 44325, so we are currently covered.

Thank you to Cllr Chesterman and the newly added Cllr Mocatta, for their work during the year, it is most appreciated especially when both have plenty going on outside of the PC

Finally, thanks to Sarah in her role of RFO and the Edge system which does produce some good and comprehensive reports. **It was resolved to accept the end of year figures.**

d) Annual CIL Report

The Clerk had filled in the form. Cllr Needham asked if the Borough Council could ask for the money back if it was not used within a certain period. The Clerk advised that they could but not if ring-fenced for a special project/s. **It was resolved for the Chair to sign the form and the Clerk to send to the Borough Council.**

14 Date, Time, Place of next Annual Parish Council Meeting.

It was resolved for the next Annual Parish Council Meeting to be held after the election on Wednesday 10 May 2023.

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

No questions.

16. To Receive Councillor Reports

4.1 County Councillor – Cllr Jamieson

Cllr Jamieson was not present at the meeting and has sent his apologies and a report. (Please see appendix 3) Cllr Venes offered a vote of thanks to Cllr Jamieson who had assisted the Council in many ways over the last year.

4.2 Borough Councillor – Cllr Lawton.

Cllr Lawton advised that it has been a funny couple of years with Covid. Things at the Borough Council are still not back to normal and some staff still working from home which does not make it easy to get in contact with them. Cllr Lawton hoped that everyone would be behind their desks soon. The Planning Department are low on numbers and unfortunately it looks like some work has been pushed down the private route. Cllr Venes offered a vote of thanks to Cllr Lawton who had assisted the Council in many ways like Cllr Jamieson over the last year.

It was resolved for the meeting to return to closed session, and it was resolved for the meeting to be suspended at 6:40 to allow the setting up of the room and for conversation with the Annual Parish Meeting starting at 7.00pm.

The meeting reconvened at 7:48pm.

17. Minutes of Parish Council Meeting held on 13 April 2022

17.1 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.**

17.2 Matters arising from the minutes:

Staithe Lane

Cllr Needham advised that the hedge had now been cut back

Telephone Transfer

The Clerk advised that the money had been paid and received but no transfer completion documentation had been received. **It was resolved for the Clerk to continue to chase.**

Reflectors

The Clerk had given them to Cllr Needham tonight.

18. Finance:

To review and consider any action necessary.

18.1 Finance Chair's Report

Cllr Barrett gave the following report. The Precept of £35,00 had been received and also £13,274.00 in CIL payments. As of this morning the bank balance was £89,331.00. £24,900 is CIL monies and ring-fenced.

18.2 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 a couple of extra invoices received this afternoon for £220.00 from English Country Gardens for grasscutting and Clenshaw Minns for £107.28 for undertaking the wages. **It was resolved for all these payments to be made.** Please see attached list.

18.3 Money Received.

The Clerk advised that as Cllr Barratt had advised the Precept of £35,00 had been received and also £13,274.00 in CIL payments. The Clerk was waiting for the VAT rebate.

18.4 Bank Rec April 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.**

19. Village Matters

19.1 Statement on Shore

Cllr Venes read out the following report: Following communications with both the other parties involved in the issue and discussion in council and with our legal team there was a consensus that it was now appropriate for Council to begin the formal process of registering ownership of Shore Road with Land Registry. Cllrs Barrett and Venes were mandated by Council to liaise with our solicitors.

A meeting has been arranged for mid-May with our current solicitor and a colleague at Hayes & Storr specialising in conveyancing/land registration. It may be possible to give a brief oral update on this meeting at the PC meeting. At the time of writing there is no update on our claim for costs re the withdrawn

appeal despite Cllr Barrett's correspondence with a senior partner at Hayes & Storr. There is currently a lack of information from the barrister who represented us which appears to be delaying matters.

Council hope that the matter may be drawing to a natural conclusion and have indicated this to their solicitor, but it is important that everyone understands that there are two other parties involved who can impact the process. Council have agreed with their solicitor that their intention is to minimise any further legal involvement and thus cost.

Addenda 17 May 2022

Cllrs Barrett and Venes met with two solicitors from Hayes & Storr on Monday 16th May, one of whom is a director of H&S and a conveyancing expert. After discussing the current situation and taking professional advice and guidance IB and CV agreed a strategy to progress the matter as mandated by Council. Council and parishioners will be kept informed of progress.

19.2 Coastal Path/National Trail

Cllr Venes advised that three owners of the hedges on the side of FP3 have now been spoken to. Two owners are in agreement with the work taking place one is not in agreement. Cllr Venes to speak with again.

19.3 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.

20 Governance:

To review and consider any action necessary

20.1 Training.

Nothing to report.

20.2 Reports from recent Training

The Clerk had sent round the notes from her Conference that she attended.

20.3 Annual Information Audit

The Clerk advised that she had the necessary form. The Clerk would work on the form.

20.4 One-Drive – Update

The Clerk advised that she had been given the instruction from the IT Company but on first glance it looked like access would be by invitation and on each report, letter minutes and the Clerk did not think that current Councillors would be interested currently of minutes from 2004. The Clerk to investigate to see if a different way. Cllr Mocatta advised that she had experience with one-drive and would assist if necessary.

21. Outside Agencies

21.1 To receive report from TVH&PF Ltd.

Cllr Venes advised that the AGM is set for July and would be advertised around the village in plenty of time. The accounts etc will all be presented.

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

Cllr Chesterman advised that volunteers had been earmarked for the different events etc and everything coming together nicely. Cllr Chesterman showed one of the mugs that would be presented to the Children and Volunteers. Cllr Barrett was concerned that no risk assessments had been seen by the council yet. Cllr Venes advised that the forms had been given to the group. Cllr Venes

advised that if they are not in placed and agreed with the insurance company then the Council will have no option but to cancel the events that the Council were responsible for. **It was resolved for Cllr Chesterman to speak with the working group.**

22. Highways

22.1 To Note latest developments from NCC Highways.

Cllr Greef was concerned because he had reported wire live by a Road Sign and had not received an acknowledgement. The Clerk advised that she would report direct not through the website and see that it is actioned urgently. The Clerk advised that she had not heard who Ms Bettinson replacement might be yet. Cllr Venes asked to be informed once the information was available.

23. Health and Safety and GDPR Updates

Nothing to report.

24 Planning Applications and Determinations:

Applications:

22/00569/F Application for Double Storey Rear Extension, Single Storey Side Extension and Front Porch Gardeners Cottage High Street Thornham. **It was resolved to recommend refusal. The Council noted the property was within the Conservation Area and is noted as an important unlisted building at the eastern run of significant unlisted buildings fronting on to the High Street so not in keeping with the local character and style. Over development when the drawing was corrected the extension would be around a 70% increase on the original size of the cottage which goes against H5 of the neighbourhood plan.**

22/00778/F Application for Extensions and alterations to dwelling 3 Green Lane Thornham. **It was resolved to recommend approval.**

22/00791/F Application for Interior alterations and reconfiguration of existing dwelling, construction of porch to the front of the property and conversion of garage into habitable space Loke End, Hall Lane, Thornham. **It was resolved to recommend approval.**

22/00649/F Application for Front and rear single storey extensions and alterations to dwelling at 4 Green Lane Thornham. **It was resolved to recommend approval.**

It was also resolved to note that 21/02304/F the Parish Objection was withdrawn as it was only temporary and needed to be in place to support 1-7 being sold.

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 -*
Granted

25 Correspondence: (see associated papers)
 NCC Consultation re Minerals and Silica Sand. **It was resolved for the Clerk to check that it did not affect the village in any way.**

26 Items For Next Agenda

26.1 To consider items that need to go on the next agenda.
 One-drive
 Telephone box

27 Date, and Place of next meeting.

Wednesday 8 June 2022 at 7.00pm at Thornham Village Hall and Playing Fields Ltd

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.

28 Shore Road

-to consider issue of Litigation.

It was agreed for Cllr Venes and Cllr Barrett to instruct the solicitors to work on details regarding the Common's Register.

With no further business the meeting closed at 21:26pm

Thornham Parish Council

Expenditure transactions - payments

Start of year

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
12	B/T 18.05.22- 12	£63.39	£0.00	£63.39 01/04/22	KLWNBC - Election Expenses	£63.39
13	B/T 18.05.22- 13	£1,508.40	£251.40	£1,257.00 28/04/22	Hayes & Storr Solicitors - Legal Fees	£1,508.40
17	B/T 18.05.22-	£220.00	£0.00	£220.00 02/05/22	English Country Gardens	£220.00
16	D/P 03.05.22- 16	£299.95	£49.99	£249.96 03/05/22	Baker Ross - Bunting	£299.95
15	B/T 13.05.22- 15	£200.00	£0.00	£200.00 06/05/22	E H Priors - Deposit for Hog Roast for Jubilee	£200.00
14	B/T 11.05.22- 14	£150.00	£0.00	£150.00 14/05/22	Berkeley Studio Ltd - 80 x Jubilee Mugs at £7.50 each Deposit	£600.00
18	d/p 18.05.22- 18	£120.00	£20.00	£100.00 16/05/22	Dolphin Graphics - Jubilee A3 POSTERS	£120.00
19	B/T 18.05.22-	£107.28	£17.88	£89.40 17/05/22	Clenshaw Minns - Wages for the year	£107.28

Total	£2,669.02	£339.27	£2,329.75
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Action List**Cllr Venes**

- Instruct Solicitor re Common Register

Cllr Barrett

- Instruct Solicitor re Common Register

Cllr Chesterman

- Speak with Jubilee Working Group re Risk Assessments

Clerk

- Cloud Storage
- Send off CIL Form
- Send off AGAR Form
- Public Notice re AGAR
- Chase telephone box transfer
- Report bare wire on Road Sign
- Undertake Annual Information Audit
- Make Payments
- Planning Comments
- Make sure items for the next agenda go on the agenda.