

Minutes of the Thornham Parish Council Meeting held on Wednesday 8 June 2022 at 7.00pm at Thornham Village Hall

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

Also present: Clerk & 5 Members of the Public.

Cllr Needham advised the Meeting that Charles Milner ex Parish Councillor and Church Warden had sadly died over the weekend.

- 1. To receive and consider apologies for absence;  
It was resolved to accept apologies from Cllr I Barrett & Cllr Mocatta.**
- 2 To receive Declarations of Interest**  
Cllr Needham gave a personal interest in anything concerning Thornham United Charities and PCC. Cllr Greef has 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.)**

#### Pastures Development

A Parishioner asked if the Social Housing was still a provision within the scheme. Cllr Venes advised that there were two houses on the site that would be passed over to the control of Freebridge Housing Association for Social renting.

#### West Bottom Field

A Parishioner thanked Cllr Greef for asking that the field now be called Jubilee Meadow and for the TUC for adopting it. A Parishioner then asked regarding the suggestion of the Heritage Perry Orchard and how it was going to work and would buildings be erected. Cllr Venes advised that it has not been fully agreed yet, but similar to the Stewardship Scheme prior to Brexit, this might be covered by the new ELMS (Environment Landscape Management System) and attract funding to make it viable as it is farming in protected landscapes. There would be no construction.

#### Legal Action

A Parishioner asked if more information could be given regarding this action. Cllr Venes advised that it is obviously sensitive but he can confirm that after taking solicitors advice the Council were seeking an amendment to the Common's Register and actively seeking cost reimbursement.

#### Jubilee Celebrations

Cllr Venes wished to thank everyone involved in the very successful Jubilee Celebrations last weekend. It was a great event and a lot of hard work by the organisers especially Katie and team of volunteers.

#### Dog Notice on Playing Field

Cllr Chesterman said that she found the notice erected by Thornham Village Hall and Playing Fields Ltd was not in good order. No dogs unless Cricket Dogs! Cllr Venes advised Cllr Chesterman to speak to Mr Warham.

#### Mobile Post Office

Cllr Venes advised that he had received at least five complaints from parishioners advising that the Mobile Post Office is not turning up at all and never at the time it is advertised. **It was resolved for the Clerk to find out what is happening regarding this needed provision.**

#### Norfolk Wildlife Trust

The Norfolk Wildlife Trust has just opened a survey regarding dogs being allowed on Holme Beach. This is down to protecting breeding birds etc. Cllr Venes said anyone with an interest should fill out the survey and let their feelings be known.

#### **4. To Receive Councillor Reports**

##### 4.1 County Councillor – Cllr Jamieson

Cllr Jamieson was not present at the meeting.

##### 4.2 Borough Councillor – Cllr Lawton.

Cllr Lawton was not present at the meeting.

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

#### **5. Minutes of Annual Parish Council Meeting held on 18 May 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. Addition to 8b. However, NCC offered to sell to the Council at a cost of approximately £10,000, and so, acting on professional advice from Highways, the Council registered two licenses: one to maintain grass area and trees, the other to note the noticeboard, dog litter bin and bus shelter.**

##### 5.2 Matters arising from the minutes:

###### Accounts

AGAR Accounts Statement and Electors Rights to look over the Accounts information is on the website and the Noticeboard.

###### Telephone Transfer

The Telephone box transfer from Community Heartbeat Trust has been acknowledged just waiting the paperwork.

###### Sign Repair

Cllr Greef advised that the sign's electrics had finally been repaired. The Clerk advised that the new Highway Engineer was Damien Jefferies.

#### **6. Finance:**

To review and consider any action necessary.

##### 6.1 Finance Chair's Report

Cllr Barrett was not present but had no report but one would be given next month after the first quarter.

##### 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 there would still be a payment to Npower for the Streetlight Energy but she had not received the invoice prior to the meeting. **It was resolved for all these payments to be made.** Please see attached list. Cllr Venes asked that the

Clerk investigates the cost of timers for the streetlights. The Clerk also sought permission to check out electricity contracts as more were now available. **It was agreed for the Clerk to undertake.**

6.3 Money Received. The Clerk advised that no payments had been received.

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

## 7. **Village Matters**

7.1 Statement on Shore Cllr Venes read out the following report: At the time of writing there is nothing to report. This is hardly surprising as it is only three weeks since we saw the solicitors and had the last report to council. More significantly perhaps, the half-term holiday and the additional two-day bank holiday combined with the continuing difficulties in staffing at County Hall may be slowing speed of response. This is despite an e-mail on 31<sup>st</sup> May to our legal team asking for an update.

7.2 Coastal Path/National Trail Cllr Venes advised that all three landowners were now in agreement to the grasscutting contractor undertaking the maintenance of the vegetation around the footpath. The contractor will now deal direct and there will be no further involvement by the Council. Cllr Venes explained that he thought he would have seen work starting on the boardwalk. Cllr Venes agreed to chase the trails team if work does not commence soon, as they had previously advised May/June start.

7.3 Casual Vacancy – Cllr Venes advised that he was anxious regarding the Council going forward. The council could be very short of Councillors this time next year after the election. He urged everyone to help with recruitment and any suggestions would be most welcome.

7.4 Flooding Issues Cllr Venes advised that Neil Evry has left Anglian Water and a new gentleman Daniel Wray is taking on the work but apart from undertaking the survey and getting rid of the FOG (Fats Oils and Grease) in the system we are pretty much starting from scratch again.

7.5 Parking Issues on the High Street Cllr Venes thanked Sam Staveley for undertaking work on this. The situation with parked vehicles attending building sites in the village along the High Street has got to the stage of being a very serious health and safety situation happening. The Borough Council did not take any notice when we asked for a Traffic management Plan to put as a planning requirement and there can be up to 13 vehicles parked on the side of the road. Yes, they are avoiding people driveways but anyone wishing to leave their property has blind vision wise as you cannot see around the parked vehicles. The Community Liaison Officer did not want to know saying it is down to the Borough Council to enforce. The Clerk advised that the Police should undertake. Cllr Venes advised that the Beat Officers have been left a message but no response. The Clerk advised that may be the Nuisance Team at the Borough Council can assist. Cllr Venes to try and organise a meeting with the Contractor and try the Nuisance Team.

## 8. Planning Applications and Determinations:

Applications:

22/00857/F                      Application for Proposed First Floor side extension at Dundrum Cottage, High Street, Thornham.     **It was resolved to recommend approval as it is does not affect the neighbourhood plan and not a significant non listed building.**

Determinations:

No determinations received.

## 9. Governance:

9.1        Policies to review

a) Home Working. The Clerk explained that the policy that was sent round was the Health and Safety for Norfolk ALC personnel. Cllr Venes explained that he felt that there were some interesting things regarding home working and wished the Clerk to look at bringing them into the Council's Home Working Policy. **It was resolved for the Clerk to update and bring to the September meeting.**

9.2        Annual Information Audit. The Clerk advised that there were two ways that Councils seem to address information audits. One is by way of the Publication Scheme which the Council has just reviewed and the other which was brought out with the new Data Protection of making a list of calls/enquiries received by the Council. This can have Data Protection Issues in itself and most Councils no longer achieve. **The Clerk to check with NPTS for their comments.**

9.3        One-Drive – Update. The Clerk advised that this item needs looking at in a different way than System 3 are advising as not practical. The Clerk to investigate further. Cllr Chesterman advised that she uses google.doc all the time at work and she is willing to help if she can. **It was resolved for the Clerk to investigate further.**

9.4        Terms of Reference for Finance and Staffing Committee. Cllr Venes had previously sent round an amended copy. **It was resolved to accept the updated version.**

## 10. Outside Agencies

**It was resolved for the Council to go into open session to allow for Mr Staveley to address the Council.**

10.1 To receive report from TVH&PF Ltd. Mr Staveley advised that the Trustees are happy with the finances and they are in a good position. The AGM is due to take place on the 7 July 2022, where an in-depth finance report will be available. Mrs Stephanie Mocatta is taking a six-month sabbatical and it is just proving that Mrs Mocatta undertakes more than her fair share. Mike has currently Volunteered to undertake the minutes. A discussion needs to take place regarding the carpark going forward but it seems to be running well revenue wise currently. The planning permission was granted for the Pavilion and the group is now looking into employing a quantity surveyor to give a price for the whole building or segments one, two and three. Mr Staveley believes that with the cost of material on the rise he feels that costing segments two and three may not be possible. Mr John Warham Chair of the Trustees is busy

working on the replacement of the cinema system at a reduced cost of £4800 to £5000 as no dish is now required. It is hoped that cinema and live by satellite will be up and running again in September. The Solar panels are working well with the new batteries and the hall is now 70% self-sufficient regarding energy usage. There is the usual sausage sizzle and good winter warmers booked but more details soon. It is hoped to have open gardens next year. Trustee Liz Watson will be undertaking our H & S Inspection review on the 23 June. The Grounds are being kept in good condition by Marcus & Adrian, Tennis Coaching is going well and tennis in general is thriving. There are also plans to enlarge the outdoor gym.

A Parishioner asked a question regarding the number of seats available for the cinema when it starts up again, will it still be restricted to 50. Mr Staveley advised that it will be all down to covid and the risk assessments at that time.

**It was resolved to return to closed session.**

#### 10.2 To receive report from West Bottom Field

Cllr Venes had previously circulated the following:

- The Working Party gave a presentation to the Annual Parish Meeting on 18<sup>th</sup> May and took comments and outlined current thinking
- Following the meeting the Trustees of Thornham United Charities, the owners of the field, agreed to change the name to The Jubilee Meadow, Thornham
- The Working Party met with Gemma Walker, Senior Community Officer of Norfolk Wildlife Trust, and Ed Stocker, Ecologist and Farming in Protected Landscapes Advisor a part of Norfolk Coastal Partnership, on 19<sup>th</sup> and 20<sup>th</sup> May
- These two meetings were massively positive and have given great impetus to the project team. We will continue to work in partnership with NWT and NCP as well as our immediate local partners.
- Both GW and ES were very enthusiastic and supportive of the basic idea of project and are impressed with the scale and potential for the project. They have offered support and advice and other key contacts to help us. We meet with ES again at the beginning of July and have invited the local NWT warden to join us.
- The team are signed up to various training events organised by NWT, are now immersing themselves in the Norfolk Coastal Management Plan and starting on the process of drafting a grant application to Farming in Protected Landscapes for funding for the project.
- We now have names and contacts with local specialists who will have the technical expertise and equipment to undertake the technical work necessary to realise the project.
- An Action Plan to identify key tasks/ timelines/costs will be prepared to support the grant bid
- We will be supporting an NWT event in TVHPF on 5<sup>th</sup> November 2022, a BioBlitz led by GW as this will form an essential element of our assessment of the current biodiversity of WBF/JM
- We will continue to report progress to PC and the community.

Cllr Needham advised that he still did not like the idea of splitting the field into several parts and felt that it should be kept as one and funding sourced by other means, even if the Parish Council accepted the costs.

Cllr Greef asked if dogs would still be allowed to use. Cllr Venes advised at this current time dogs would still be allowed to use as they do now.

Cllr Needham was concerned regarding Norfolk Wildlife Trust and using for grants etc as they tended to put in clauses that affected the use etc and he did not want them to be the driving force. Cllr Venes advised that the group would be looking at a number of grants.

## 11 Highways

11.1 To Note latest developments from NCC Highways.  
Nothing to report currently.

## 12. Health and Safety and GDPR Updates

The Clerk advised that she had nothing to report.

## 13. Correspondence: (see associated papers)

To review and consider any action necessary

13.1 Norfolk Wildlife Trust. Cllr Venes advised that a letter had been sent round by the Clerk today and put on the website regarding a consultation regarding nesting birds and whether to ban dogs from Holme Beach. Cllr Venes urged everyone who had an opinion to respond to the consultation.

13.2 A thank you card had been received from a family visiting on holiday that joined in the Jubilee Celebrations.

## 14. Items For Next Agenda

## 15. Date, and Place of next meeting.

**Parish Council Meeting Wednesday 13 July 2022 at 7.00pm at Thornham Village Hall.**

With no further business the meeting closed at 20:46pm

# Thornham Parish Council

## Expenditure transactions - payments

Start of year

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque e
22	B/T 08.06.22- 22	£47.40	£0.00	£47.40 07/06/22	Huntingfield Enterprises Limited - Cakes for Jubilee Celebrations	£47.40
<b>Total</b>		£47.40	£0.00	£47.40		

## **Action List**

### **Clerk**

- Cloud Storage
- Order Flowers for Katie
- Look into the cost of Timers for the Streetlights.
- Check out electricity contracts.
- Find out about mobile Post Office
- Update home working policy
- Seek Advisement re Annual Information Audit
- Make Payments
- Planning Comments