

Minutes of the Thornham Parish Council Meeting held on Wednesday 13 July 2022 at 7.00pm at Thornham Village Hall

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

Also present: Clerk, Cllr Lawton & 3 Members of the Public.

1. **To receive and consider apologies for absence:**
It was resolved to accept apologies from Cllr Chesterman & 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 Barrett gave a personal interest in anything concerning Thornham United Charities Cllr Venes gave a personal interest in Jubilee Meadow Working Party.
3. **Adjournment of Meeting to allow for public questions. (15 mins max 5 mins per Speaker.)**

Traffic Lights

A Parishioner asked when the traffic lights were due to be removed as Anglian Water finished the repair a while ago. Cllr Needham advised that there are a couple of numbers to ring regarding the lights and agreed to ring them tomorrow to see if they could be removed urgently.

Speedwatch/Parking Issues

Mr Staveley advised that he has a meeting on Monday with two Police Officers and they will look at finding another speedwatch sight within the village as one approved sight is not able to be used due to parked building works vehicles. Cllr Venes reported that the Police Community Liaison Officer had informed him that parking was a civil not criminal matter and complaints should be referred to KLWNBC Enforcement Team. Cllr Venes had also had contact with the Contracts Administrator who had advised that a number of contractor's vehicles would park on site as soon as space permitted. Mrs Staveley advised that three vehicles also belong to deli staff and they have been advised to park on Manor Farm. Cllr Venes agreed to have a word with the deli about this.

Mr Staveley advised that Brancaster have a number of parking cones, it is not possible for Thornham to obtain? Cllr Venes advised that these were offered a few years back when the staycation was popular due to covid but at the time no one in the village was prepared to take on the responsibility of bringing them in at night and putting them out in the morning so Thornham declined the Highways offer.

Church Street – Overgrown Verge

Cllr Needham advised that this verge was overgrown and when was it due to be cut. **It was resolved for the Clerk to check with the Borough Council.** Cllr Venes asked Cllr Greef if he would report any potholes and copy the Clerk and himself in.

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 advised that it was still very quiet at the Borough Council and lots of staff still working at home. Cllr Venes asked if there had been any appointments to the Planning Department yet. Cllr Lawton had not heard but would check and come back. Cllr Lawton advised that there is talk of labour and the independent Councillors joining forcing after the next election.

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

5. Minutes of Parish Council Meeting held on 8 June 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.**

5.2 Matters arising from the minutes:

Jubilee Celebrations

These had gone down very well. Cllr Venes was continuing to chase the expenditure from the event so that the Council could complete their accounts.

Telephone Transfer

The paperwork from the Community Heartbeat Trust for the transfer of the telephone box had received and returned.

AGAR

Cllr Venes asked the Clerk if there had been any requests to see the accounts. The Clerk advised that she had not received any requests.

6. Finance:

To review and consider any action necessary.

6.1 Finance Chair's Report

Cllr Barrett advised that the bank accounts stood at the end of June at £86,682.52. Cllr Barrett asked the Clerk when the first quarters accounts would be ready for checking. The Clerk advised that they were ready and she would get the folder to Cllr Barrett shortly. Cllr Barrett advised that he was just waiting to finalise the Jubilee event accounts. **It was resolved for Jubilee Account reconciliation to be on the next agenda.**

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. Cllr Venes wished to thank Cllr Barrett for checking the Solicitors bill thoroughly and managing to get a reduction of £1000. Cllr Venes said that he had also checked the Clerk timesheet and everything was in order. **It was resolved for this payment to be made once received from Clenshaw and Mimms.** 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 Cllr Barrett wished to add the two grants of £2750.00 for Thornham Village Hall and Playing Field Ltd and Thornham PCC. Cllr Venes advised that he still had one more payment for a licence from the Borough Council re road closure and signs for £31.50 **It was resolved for all these payments to be made.**

6.3 Money Received. The Clerk advised that £6.13 had been received in bank interest.

6.4 Bank Rec June 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. **It was resolved to accept.**

6.5 Managing Energy costs

6.5.1. Supplier and best price options. The Clerk advised that she would have to complete again if the Council decided to go for the timers. **It was resolved for the Clerk to wait until a decision had been made regarding the timers.**

6.5.2. Possible savings from use of Timer to regulate hours. Cllr Venes went through the costings to place timers on all the streetlights and turn off the lights between 12:00 to 05:30 approximately. Cllr Mocatta and worked on what the possible savings could be with the timers costing £70.00 per lamp. It worked out that in around 4 years the expenditure would balance out. Cllr Venes advised that the money for the timers could come out of the CIL monies which currently sat at £24,901.45.

It was resolved to open the meeting to allow Cllr Lawton to report.

Cllr Lawton advised that Brancaster had received a quote at £45.00 per lamp.

It was resolved to return to closed session and resolved for the Clerk to obtain another quotation.

Cllr Venes advised that advise had been sought from Jan Mitchell re turning off the lights regarding crime etc. Mrs Mitchell reported that there was very little evidence that the turning off streetlights affected crime but advised that undertaking risk assessments on each street would be a good idea. The Clerk advised that advise should be sought from the Insurance Company. **It was resolved for the Clerk to check with the Insurance Company regarding the possible switch off.**

6.6 Accounts Package

The Clerk advised that now she is no longer working at Dersingham Parish Council a stand-alone account needs to be set up for the accounts. After a discussion **It was resolved for a new three-year deal be set up with Edge IT Systems.**

7. Village Matters

7.1 Statement on Shore Cllr Venes read out the following report: Council received correspondence from both their solicitor and Kenneth Bush, the Solicitor working for the other party in the last week. Council needs to consider their response and will do so in the closed session at the end of this meeting. No progress on the Commons Registration process with NCC is apparent currently. Our solicitors have responded to requests to press on with the claim for costs for the appeal lodged and withdrawn by the other party. Following receipt of an invoice from Hayes and Storr to TPC, Cllr Barrett negotiated a substantial discount and a reduced invoice will be on Finance agenda this evening. Cllr Venes advised that further to this the Solicitor undertaking the Commons Registration check is waiting for a response from NCC regarding which forms he needs to undertake.

7.2 Coastal Path/National Trail Cllr Venes advised that he thought he would have seen work started on the boardwalk. Cllr Venes chased the trails team and

there is a hold up getting licenses etc from Natural England and the need to undertake new ecology assessments before the work can commence. It is now not likely to start until September at the earliest. Cllr Venes advised that it is very dangerous and felt that Health and Safety advice was also required regarding the delay.

- 7.3 Flooding Issues Cllr Venes advised that he had spoken to Daniel Wray and most of the work undertaken by Neil Evry will need to be undertaken again before the work can be achieved which again is likely to be September onwards. Cllr Needham advised regarding getting the ditches on the marsh completed. **It was resolved for Cllr Needham to ask for this work to take place at the end of September when it is still dry enough to complete the job fully.**
- 7.4 Parking Issues on the High Street This was covered under Public Comments.
- 7.5 Telephone Box East End of the Village. This was covered under matters arising. Cllr Greef reported that he had conducted a little survey online regarding the possible use and a lot of people wanted it to be a book library. This is also undertaken at the Church so may be able to do in conjunction. Cllr Needham reported that a Parishioner had been tidying up in there recently and was prepared to undertake this on a regular basis. **It was resolved for the Clerk to obtain a quote for painting and mending the glass.**
- 7.6 NWT Questionnaire re dogs and access to beach from Old Hunstanton through to Thornham Cllr Venes advised that he had put the information in The Link and the Village Hall Newsletter. **It was resolved that the Parish Council would not make any comment but individuals were encouraged to undertake if they wished to make comment.**

8. Planning Applications and Determinations:

Applications:

- 22/00883/F Application for VARIATION OF CODNITION 1 OF PLANNING PERMISSION 21/02468/F: Variation of condition 2 of planning permission 18/00267/F to amend drawings at York House 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.**
- 22/00656/F Application for Variation of Condition 2: 21/00159/F, Construction of new dwelling. at Lingwood High Street Thornham. **It was resolved to recommend approval as it is does not affect the neighbourhood plan.**
- 22/00857/F Revised 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.**

Determinations:

- 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 - **Granted**
- 22/00071/F REMOVAL OR VARIATION OF CONDITIONS 1, 2, 4, 7, 8, 9, 11, 12, 13, 14, 15, 17 AND 19 OF PLANNING PERMISSION 21/00321/F at The Pastures 6 Choseley Road Thornham - **Granted**
- 22/02304/F Retention of Temporary Access for the Construction of Plots 8 and 9 The Pastures 6 Choseley Road Thornham - **Granted**

9. Governance:

- 9.1 Policies to review
a) Home Working. The Clerk advised that she still had to complete and she would run by Jan Mitchell before bringing it back to the September Meeting. **It was resolved for the Clerk to update and bring to the September meeting.**
- 9.2 Annual Information Audit. The Clerk had sent round a copy of the completed information audit. **It was resolved to review in a years' time.**
- 9.3 One-Drive – Update. The Clerk advised that she was still working on an appropriate way. **It was resolved for the Clerk to investigate further and bring back to the September meeting.**
- 9.4 Training Cllr Greef asked the Clerk if she had any further information regarding health and safety training. **The Clerk to get Cllr Greef on appropriate training.**

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 their AGM was held last week and no members of the public were present. There are two new Trustees in Mike Ballantyne and Jason Laws. The finances are in a good position and these will now be uploaded to the Charity Commission site. There are lots of events planned and the ones that have happened have been well attended which gives a healthy cashflow. The estimated build cost of the Pavilion has come out at £600,000. This is not realistic. The Trustees are now looking at what can be achieved in replacing what is currently in place with Changing Rooms with a budget of £150,000 which hopefully can be achieved with various grants etc. The Clerk advised that Active Norfolk has just opened a grant up to £10,000. The Trustees also decided that they were no longer interested in taking over any of Jubilee Meadow as they felt they had sufficient land to manage the current events. There will be changes to the Car Park but this will be in the New Year. The Cinema should be up and running by September just waiting for the new equipment to arrive.

Cllr Venes thanked Mr Staveley for his report. The meeting returned to closed session.

10.2 To receive report from Thornham Jubilee Meadow Working Party.

Cllr Warham had previously circulated a report to all Councillors prior to the meeting. This will be placed on the website with these minutes.

10.3 To receive report from Big Tent Meeting 18 June 2022

Cllr Venes had previously circulated a report to all Councillors prior to the meeting. This will be placed on the website with these minutes.

10.4 To receive report from Saxon Shore Parishes Forum Meeting 30 June 2022

The Clerk had circulated this afternoon. These minutes will be placed on the website. Cllr Venes advised that he was very interested in finding out about the Census data for the 2021 at parish level, but it did not seem to be available yet.

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. Cllr Barratt asked for an update on getting the Streetlight comments to Jan Mitchell. The Clerk advised that she had not heard back from Cozens and would chase.

Cllr Greef advised that on the footpath at the back of Drove Orchard that has camp sites either side there is a hose pipe that is a trip hazard and could the Orchard be asked to put undergrown. **It was resolved for Cllr Greef to send photos to Cllr Jamieson and asked for something to be achieved on health and safety grounds.**

13. Correspondence: (see associated papers)

To review and consider any action necessary

- 13.1 Letter from Thornham Bag Ladies re Donation of Bench/Tree. Cllr Venes advised that he had sent round a letter received from the Bag Ladies asking if they could donate a bench or a tree to the village. Cllr Venes thought that the green triangle of grass at the bottom of Church Street and Ship Lane where there is a bench already could a bench be put the other way round and back-to-back or staggered. Cllr Venes asked if the Council would be prepared to provide the concrete pad for a bench made from recycled plastic could sit. **It was resolved for Cllr Venes and Cllr Needham to have a site visit and report back to the next meeting.**

14. Items For Next Agenda

Streetlight H and S Answers
Remembrance Wreath

15. Date, and Place of next meeting.

Parish Council Meeting Wednesday 14 September 2022 at 7.00pm at Thornham Village Hall.

EXCLUSION OF THE PRESS AND PUBLIC

The following resolution was passed: "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. After a full discussion of the factors surrounding the issue, **It was resolved to accept the guidance and advise from our Solicitor and for Cllr Venes to advise our acceptance.**

With no further business the meeting closed at 21.35pm

Thornham Parish Council

Expenditure transactions - payments

Start of year

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
24		£171.00	£0.00	£171.00	13/06/22 Shannon Bennett - Face Painting	
26		£220.00	£0.00	£220.00	15/06/22 English Country Gardens - To cut the grass	
27		£90.00	£15.00	£75.00	19/06/22 Dolphin Graphics - Jubilee Banner	
28		£220.00	£0.00	£220.00	02/07/22 English Country Gardens - To cut the grass	
25		£250.00	£0.00	£250.00	06/07/22 E H Priors - Hog Roast	
30		£2,227.20	£371.20	£1,856.00	07/07/22 Hayes & Storr Solicitors - Legal Fees	
29		£38.50	£0.00	£38.50	13/07/22 Sarah Bristow - Flowers for Katie	
31		£2750.00	£0.00	£2750.00	13/07/22 Thornham Village Hall & PF Ltd Annual Grant	
32		£2750.00	£0.00	£2750.00	13/07/22 Thornham PCC Annual Grant	
33		£31.50	£0.00	£31.50	13/07/22 Mrs A Whiting Jubilee Road Closure and petrol	
Total		£8,748.20	£386.20	£8,362.00		

Signature
Date

Signature

13/07/22 05:59 PM Vs:

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Action List

Cllr Venes

- Make a Site Visit with Cllr Needham re donation of Bench
- Advise Solicitor re Shore Road.

Cllr Needham

- Make a Site Visit with Cllr Venes re donation of Bench
- Sort out clearing of ditches on the marsh for end of September.

Cllr Greef

- Contact Cllr Jamieson re pipe over footpath.

Clerk

- Cloud Storage
- Obtain further quote re cost of Timers for the Streetlights.
- Set up three-year contract with Edge re accounts
- Obtain quote re painting telephone box
- Obtain quote to replace glass in telephone box.
- Update Homeworking Policy and get Jan Mitchell to check.
- Sort H & S Training for Cllr Greef
- Chase Health and Safety answers re streetlights from Cozens
- Make Payments
- Planning Comments