

Minutes of the Thornham Parish Council Meeting held on Wednesday 12 October 2022 at 7.00pm at Thornham Village Hall

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

Also present: Clerk, 4 Members of the Public, and Steve Sharp, Architect.

The meeting was started with one minute silence to our late Queen and then God Save the King.

1. **To receive and consider apologies for absence;  
It was resolved to accept apologies from Cllr Venes.**
- 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.
3. **Adjournment of Meeting to allow for public questions. (15 mins max 5 mins per Speaker.)**

#### Coronation

Cllr Mocatta advised that has anyone got any idea regarding the coronation and this will need to be taken into account when undertaking the budget. **It was resolved for this item to be placed on the agenda.**

#### Oil Thefts

Cllr Needham advised that it was concerning about the thefts but only one was from a residential property. Two radio mikes were also taken from the church.

#### Lombardy House

The owner and architect of Lombardy house came and talked about the proposed alterations. A Parishioner present advised that it goes against the Neighbourhood Plan and needs to be rejected when formally asked to comment.

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 Parish Council Meeting held on 13 July 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:  
All items on the agenda.

## 6. Finance:

To review and consider any action necessary.

### 6.1 Finance Chair's Report

Cllr Barrett gave the following report. Our Bank position on 30 September is £76594.85 made up of Current account £1590.17 and Savings account £75004.68. Interest received in September is £24.22.

I mention interest as the rates receivable have now gone up dramatically in recent months with good chances that they may move higher after the November Bank of England meeting. I therefore suggest that we investigate alternative places to put our excess cash as we have a very healthy balance, the larger part could be with us for some time. At 2%, an easily achieved rate, we would receive some £ 250 per quarter as opposed to £ 25 keeping it in Barclays, based on an investment of £ 50000. Other reputable institutions covered by the government guarantee scheme are now offering 4%. Any views on this would be appreciated.

The quarterly audit to the end of June has been carried out and all is in order. We will be carrying out the second quarter audit during October.

The Annual External Report results have been received and we have earned a 'nothing to report' result. Well done to Sarah, Ali, Steph, and Glynis.

Our CIL balance is now £ 24901. We have, so far, not reported any expenditure against this, even though we have costs such as streetlight repairs, ditch digging etc that could be offset against that balance. I think that at this year's reporting time we should carefully review our spend on CIL attracting costs and report them in. This will reduce the amount that Borough Council could clawback should a change in policy ever arise. Any projects that we have agreed but not yet paid for can also be added to this list. As this money can only be spent on certain types of infrastructure and maintenance, we should be thinking about any projects that would come under these headings and that would benefit Thornham.

Sarah has re-confirmed our position with the Pension Regulator under the Pensions Act 2008.

Jubilee costs.... We have now received the costings from Katie. A final payment of £307.10 is due to her. The net cost to the PC will, therefore, be £1336, subject to a final check when the half year figures are available. This is within the £2000 budget set.

Streetlighting costs.... The monthly amount that we have paid over the last year has fluctuated and made the calculation to justify the timers a difficult one, but this is my take on it.

Our electricity bills in 2021 were around £ 60 per month. Government/industry experts believe that for 2022/23 these will double from October 1<sup>st</sup>, 2022. So, this would give us a charge of £ 120 per month. Estimated savings have been calculated at approx. 40% being ,5 hours a night. This gives savings of £ 120 x 40% x 12 = £576 per annum. Cost of 32 new photocells is £ 1226, giving a payback period of 2.1 years, which is excellent. Using the current pricing of

electricity at £ 60 per month, which we know will increase, there is a payback period of 4 years which is still satisfactory.

So, from a financial view, as long as all other matters can be agreed, it looks a good thing to do and will qualify as a CIL offset as well. Are there any other costs involved in the project.?

Our insurance invoice is here which is as expected at £799.25. We have good cover at a good price.

Our next major task is to recommend a budget and precept for 2023/24 which needs to be approved by January 31<sup>st</sup>, 2023. latest.

- 6.2 Monthly Accounts for Payment. (Please see list attached) The Clerk had sent round a payment list with the agenda and the Clerk read out all the payments. **It was resolved for this payment to be made.** The Clerk advised that as long as she had receipts that covered the Jubilee amount owing, she would be able to pay. **It was resolved that if the receipts were in place this could be paid.**
- 6.3 Money Received. The Clerk advised that £24.22 had been received in bank interest.
- 6.4 Bank Rec July 2022 Cllr Barrett advised that he was happy. All in agreement to accept the bank rec.
- 6.5 Bank Rec August 2022 Cllr Barrett advised that he was happy. All in agreement to accept the bank rec.
- 6.6 Bank Rec September 2022 Cllr Barrett advised that he was happy. All in agreement to accept the bank rec.
- 6.7 Completion of External Audit. Covered in Cllr Barrett's Report.
- 6.8 Jubilee Bank Reconciliation Covered in Cllr Barrett's Report and Item 6.2.
- 6.9 Managing Energy costs
  - 6.9.1. Possible savings from use of Timer to regulate hours. **It was resolved for the risk assessments to be undertaken by Cllr Mocatta and Cllr Greef and if found to be acceptable then the timers to be put in place and lights to be turned off from 12 to 5. These timings to be review on a yearly basis. Any problem areas identified e.g., round pond it was resolved for the lights to remain on.**

## 7. Village Matters

### 7.1 Statement on Shore

Cllr Barrett read out the following report written by Cllr Venes: This is the first report since the July meeting. The following two points would have been reported at the September meeting and were copied to Council at the time they came to me. Regrettably, at the time of writing there have been no further updates.

An e-mail from our solicitor on 7th September noted, 'I have not had any further communication from Kenneth Bush since we advised them that you would only

be prepared to meet with the appropriate party once the issue as to the ownership of the eastern ditch was resolved.

I am continuing to chase AG and his clerks on the costs issue.' Another e-mail from a director at Hayes and Storr re the Commons registration noted, 'We have heard from the council regarding the application to amend the register. They say that the register reflects the application made at the time. Interestingly, they point out that the road from the green to the start point was highway. This status has since been removed for some unknown reason; I will ask them to investigate further on that point. In the meantime, I will consider any further options you may have in claiming the roadway and come back to you as soon as possible.'

I suggest that Council may want to ask Cllr Barrett and myself to ask our two solicitors for a further update on progress on these issues and possible commendations for moving forward. **It was resolved for Cllr Venes and Cllr Barrett to discuss with Solicitors.**

#### 7.2 Coastal Path/National Trail

Cllr Chesterman advised that the work is on-going.

#### 7.3 Flooding Issues

Cllr Needham has provided a quote to get the drainage clearance on the marsh to stop any flooding. **It was resolved accept the quote and for Cllr Needham to organise the supplier and to undertake the work including removing and reinstating the fence.**

#### 7.4 Parking Issues on the High Street

The Village Hall Car Park is being used but there are still a lot of vehicles parking on the road and the Speedwatch Team are currently unable to undertake the check in certain circumstances. Cllr Chesterman said the yellow lines would solve the parking, but with the expense involved it was ruled out. Cllr Mocatta said that it is not worth investigating yellow lines again.

#### 7.5 Telephone Box East End of the Village.

The Clerk advised that she had received a quote to paint the £90.00 and the paint should not be more than £100. She had also received a quote for £75.00 to replace the broken glass. **It was resolved for the Clerk to obtain the paint and to place the order for the work to be completed.** Cllr Chesterman said that we need to decide on the use as must not be left empty once repaired. **It was resolved to place on the next agenda.**

#### 7.6 Streetlight Health and Safety

Cllr Barrett advised that this was over the safety of the Streetlights and the questions asked by Jan Mitchell. The Clerk advised that she had chased but nothing has been received. **It was resolved for the Clerk to ask Jan if she can attempt to get her answers.**

#### 7.7 Vegetation around Streetlight at bottom of Church Street on the corner with The Green.

This has now been achieved. The Clerk to ask the Borough Council when they will be cutting the verge at the bottom of Church Street.

### 7.8 Queen Jubilee/Memorial Bench Plinth.

Cllr Barrett advised that a bench would be nice on the piece of green at the bottom of Church Street the other way round from the bench already in place. **It was resolved for Cllr Barrett to advise the Bag Ladies that this would be a suitable location. It was also resolved for Cllr Needham to put in a concrete base once the bench arrives.**

## 8. Planning Applications and Determinations:

Applications:

Applications:

22/01002/F Application for New vehicular access to dwelling. at Tucks Close High Street Thornham. - Email protocol

22/01058/F Application for Retention of 2-metre-high fence to the eastern boundary of the land at Land North of Coach House High Street Thornham. **It was resolved to recommend approval.**

22/00579/F Application for **Single** Storey rear extension, loft conversion and alterations to dwelling at Rose Cottage High Street, Thornham. – **Note Email Protocol Decision**

22/01599/F Application for dormer roofs added to existing loft conversion rear single storey extension at Sea View the Green, Thornham. **It was resolved to recommend approval.**

Determinations:

22/00334/F Application for Retrospective Retention of shed for agricultural use at Land North of Coach House High Street Thornham - **Granted**

22/00431/F Application Erection of 2No. 4.5m x 7.5m (when open) albatross, rectangular parasols with a central mast in the front beer garden. For further information please see Supporting Letter at The Orange Tree High Street Thornham – **Granted**

22/00649/F Application for Front and rear single storey extensions and alterations to dwelling at 4 Green Lane Thornham Norfolk PE36 6NQ - Front and rear single storey extensions and alterations to dwelling - **Granted**

22/00778/F Application for Extensions and alterations to dwelling at 3 Green Lane Thornham - **Granted**

21/00857/F Application for Proposed First Floor side extension Dundrum Cottage High Street, Thornham - **Refused**

22/00656/F Application for Variation of Condition 2: 21/00159/F, Construction of new dwelling at Lingwood High Street Thornham – **Granted**

- 22/00579/F Application for Single Storey rear extension, loft conversion and alterations to dwelling at Rose Cottage High Street Thornham - **Granted**
- 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 **Withdrawn**
- 22/02468/F Application for NON-MATERIAL AMENDMENT TO PLANNING PERMISSION 21/02468/F: Variation of condition 2 of planning permission 18/00267/F to amend drawings at York Cottage High Street Thornham. **Withdrawn**

## 9. Governance:

- 9.1 Policies to review  
a) Home Working. The Clerk advised that she still had to run by Jan Mitchell before bringing it back to the November Meeting. **It was resolved for the Clerk to update and bring to the November meeting.**
- 9.2 One-Drive – Update. The Clerk advised that she had linked the current documents onto the one-drive and shared with the Councillors unfortunately due to settings it would not allow her to share with any email with a different domain. This to Cllr Chesterman, Cllr Needham and Cllr Greef have access and Cllr Greef confirmed that he had now received access.
- 9.4 Training The Clerk advised that she had given the option of an on-line course on Health and Safety for Cllr Greef but Cllr Greef would prefer as face to face. **The Clerk to get Cllr Greef on appropriate training when available.**

## 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 they now had a new Trustee in Hilary Dyson and unfortunately lost Liz Watson who is leaving the area. Mr Staveley advised that they were currently undertaking a full review with regards to Health and Safety. The hall bookings are now up to pre covid times and the amounts are looking good. The Pavilion project is currently on hold and the group are looking at a much-reduced scheme. Car Parking is due to be discussed at the December meeting. The Cinema nights are due to start up again on the 16 November with Operation Mince Meat and in December with The Duke. They are waiting for an adaptation to enable live streaming.

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

- 10.2 To receive report from Thornham Jubilee Meadow Working Party.

Mr Warham had previously circulated a report to all Councillors prior to the meeting. Cllr Barrett read out the following: Jubilee Meadow Project wins Major Grant Award. I am delighted to be able to tell you that we have just heard that we have been awarded a grant totalling just less than £19,000 towards the cost of setting up, and managing, Jubilee Meadow. FiPL (Farming in Protected Landscapes), an offshoot of DEFRA, has given us £14,000 and NRT (Norfolk Rivers Trust) have given us matched funding of £4,939. This is literally breaking

news, so we do not yet have the full details. We will pass these on to you as soon as we have them.

This is fantastic news for the village. The panel was most impressed with the size and scope of the project, which fits in clearly with their objectives. We have been supported throughout this process by Ed Stocker of the Norfolk Coastal Partnership, Gemma Walker and Garry Hibbett of NWT, Ed Cross at Abbey Farms, and our County Councillor, Andrew Jamieson.

I would like to thank the other members of the Working Party, Ian Barrett and Colin Venes and Stephanie Mocatta (part-time), for the countless hours they have spent putting this bid together and achieving such a fantastic result.

We now know we have a real live project. We now have to make it happen and there will be a number of meetings over the coming weeks to flesh out the action plan. One thing is sure. We will need the support, enthusiasm, and volunteer effort of many in the village to deliver this project. We have taken care to consult the village at every stage of the process.

Now we have to work together to make it happen.

The Clerk advised that the Community Payback Scheme might be able to help with some of the necessary work.

## **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 even after chasing and felt that if he was going to reply to anyone it was probably Jan Mitchell. **It was resolved for the Clerk to ask Jan Mitchell if she would mind trying to contact him direct.**

## **13. Civility and Respect Pledge.**

**It was resolved to defer until another meeting.**

## **14. Norfolk Police – Scam Aware Presentation.**

There is a meeting happening next Wednesday here at the hall at 10:30 everyone is welcome to attend.

## **15. Letter to Parishioners re Streetlighting and possible use of timers.**

The Clerk advised that three letters have been received in favour of the lights going out. One said about how it would be enforcing the Dark Skies. The Clerk advised that she had acknowledged receipt of all emails but Cllr Venes felt that a piece around Dark Skies needed to be sent to the parishioner who sent it. **It was resolved for Cllr Venes to write to the Parishioner.**

## **16. Correspondence: (see associated papers) To review and consider any action necessary**

- a) Email from Parishioner regarding Castle Cottages. The Clerk advised that she got a call from Freebridge over another matter but spoke to the lady about the email

received. It was resolved for Cllr Greef to obtain photographs of the untidy gardens and pavements and for the Clerk to report as requested by Freebridge the gardens, pavements and the dangerous carparking.

- b) CIL Applications going forward. The Clerk advised that new rules had been drawn up regarding the application process for the Borough Council CIL Fund. The Clerk had circulated.

## 17. Items For Next Agenda

- 17.1 To consider items that need to go on the next agenda.  
Cllr Mocatta asked that Coronation & Telephone Box Use.  
The Clerk will also add the deferred items from this agenda.

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

**Parish Council Meeting Wednesday 9 November 2022 at 7.00pm at Thornham Village Hall.**

With no further business the meeting closed at 21.10pm

# Thornham Parish Council

## Expenditure transactions - payments

Start of year

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
37	B/T 14.09.22-	£110.00 113	05/07/22	English Country Gardens - To cut the grass		£110.00
38	DD 17.08.22- 38	£61.90 111	03/08/22	Npower Business Solutions - Streetlight Energy -July		£61.90
39	B/T 14.09.22- 39	£292.80 104	12/08/22	Edge It Systems - Year one of a three year contract		£292.80
40	B/T 14.08.22- 40	£799.25 102	17/08/22	BHIB Insurance Brokers - Insurance 2 year of 3-year deal		£799.25
41	DD 26.09.22- 41	£61.87 111	12/09/22	Npower Business Solutions - Streetlight Energy -August		£61.87
42	DD 19.10.22- 42	£63.67 111	05/10/22	Npower Business Solutions - Streetlight Energy -September		£63.67
43		£240.00 103	18/08/22	PKF Littlejohn LLP – Audit		£240.00
44		£313.22 110	08/08/22	K & M Lighting Services - Yearly Streetlighting Contract		£313.22
43		£240.00 103	18/08/22	PKF Littlejohn LLP – Audit		£240.00
45		£70.00 107	21/09/22	Paris Print - Important Information for all residents' letter		£70.00

**Total** £2,252.71



## **Action List**

### **Cllr Venes**

- Advise Solicitor re Shore Road.
- Write to Parishioner re Dark Skies.

### **Cllr Barrett**

- Advise Solicitor re Shore Road.

### **Cllr Mocatta**

- Risk Assessments on Streetlights

### **Cllr Needham**

- Sort out clearing of ditches on the marsh as soon as possible and to remove and reinstate fence.

### **Cllr Greef**

- Take photographs of problems in Castle Cottages.
- Risk Assessments on Streetlights

### **Clerk**

- Ask Jan Mitchell to speak with contractor direct re streetlight audit.
- Forward information from Cllr Greef to Freebridge.
- Purchase pain for telephone box
- Place order re painting telephone box
- Place order to replace glass in telephone box.
- Update Homeworking Policy and get Jan Mitchell to check.
- Sort H & S Training for Cllr Greef
- Order bench to be donated to Bag Ladies
- Make Payments
- Planning Comments