

Minutes of the Thornham Parish Council Meeting held on Wednesday 9 November 2022 at 7.00pm at Thornham Village Hall

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

Also present: Clerk & 8 Members of the Public

- 1. To receive and consider apologies for absence:  
It was resolved to accept apologies from Cllr S 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 anything concerning Jubilee Meadow Project Working Party. 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.)**

Overnight Parking/Parking - Harbour

A Parishioner advised that the "No Parking Signs" have been removed at the harbour and there were four campervans parked overnight last night. Cllr Venes advised that these signs were put in place by NCC Highways. Cty Cllr Jamieson advised that he would speak with NCC Highways over getting them replaced. Cllr Chesterman asked about cars parking in the top car park as many cars are too wide to get through the posts. This is causing people to park on the verges. **It was resolved for Cllr Venes to write to NWT re this issue.**

- 4. To Receive Councillor Reports**

- 4.1 County Councillor – Cllr Jamieson

Cllr Jamieson started by saying about the new boardwalk on the coast path and everyone agreed it was amazing.

Cllr Jamieson advised that he was undertaking a webinar with Norfolk ALC re the budget on the 22 November starting at 7.00pm.

Cllr Jamieson advised that he has been working to get yellow lines from Brancaster, Brancaster Staithe and Burnham Deepdale to help if there are further staycations. After working on this for a year suddenly there has been an action group started up because they do not wish the yellow lines to be placed. Cllr Jamieson understands that everyone should have a voice but would have hoped that the group could have spoken sooner. Cllr Jamieson also asked for comments on lowering the speed limit from Old Hunstanton to Burnham Deepdale along the A149. He would like input from village on what they believe the speed limited should be through and in between their villages.

Cllr Greef asked if anything can be achieved with tractors using the coast road particularly large ones with trailers. Cllr Jamieson advised that they are going to the bio-digester at Holkham.

Cllr Jamieson advised that the other main item he was working on was a single TRO from Hunstanton to Weybourne.

Cllr Venes thanked Cllr Jamieson for his report.

4.2 Borough Councillor – Cllr Lawton.

Cllr Lawton advised that he had very little to report. The Borough Council Planning Department have not been able to recruit. They have decided to speed up planning applications they will cut down on delegated decisions and double the amount of planning committee meetings they have per month.

Cllr Lawton advised regarding parking, residents were complaining regarding parking outside the White Horse but now do not want yellow lines outside their properties.

Cllr Venes thanked Cllr Lawton for his report.

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

**5. Minutes of Parish Council Meeting held on 12 October 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 amendment.**

**7.5 add the Telephone Box at a cost of be added after paint in the first line.**

5.2 Matters arising from the minutes:

Castle Cottages **It was resolved for the Clerk to go back to Freebridge and advised that they would need to send a representative to look at the parked cars, unkept gardens and pavements the Council were not able to get the photographs requested.**

Coronation Cllr Venes advised this was missed off the agenda. **It was resolved for a sub committee of the Finance and Staffing Committee to be started to look into an event for the village.**

**6. Finance:**

To review and consider any action necessary.

6.1 Finance Chair's Report

Cllr Barrett gave the following report. Our Bank position as of today is £75,719.94 of which around £25,000 is CIL monies that have to be used for infrastructure.

6.2 Monthly Accounts for Payment. (Please see list attached) **It was resolved for the payments to be made.** Cllr Venes advised that Cllr Barrett had to pay for some trees from NCC but they will not reimburse TUC they can only reimburse the parish council because Cllr Jamieson is paying for them from his members fund. **It was resolved that when NCC pay the PC the PC will refund Cllr Barrett.**

6.3 Money Received. The Clerk advised that £1014.13 had been received from the Custom and Excise for VAT rebate.

- 6.4 Bank Rec October 2022. Cllr Barrett had looked and agreed they had been undertaken and were correct.
- 6.5 Budget Setting 2023/24. A working group have been looking at the budget for 2023/24 and will be reporting the proposal to Council at the next meeting. The Clerk had brought the accounts folder this evening so the half yearly audit check can be achieved.

## 7. Village Matters

### 7.1 Statement on Shore

Cllr Venes advised that he had prepared a statement but further advisement had been received so this item will be taken excluding press and public. **It was resolved for this to be taken excluding press and public.**

### 7.2 Coastal Path/National Trail

As previously stated in Cllr Jamieson report that had now been completed and was marvellous. **It was resolved for the Clerk to write and thank the Trail Team.**

### 7.3 Flooding Issues

Cllr Needham advised that the work on the drain had taken place and had gone really well and the contractor had been able to get as far as needed and had done a brilliant job. Cllr Needham advised that the rest of the drains in the village now need attention e.g. swept to get rid of the leaves before they go down the drains and then end up blocking the drain and runs down, even though a pool had been made to collect the leaves to stop them going further it would easily get full with the amount of leaves around. **It was resolved for the Clerk to try and get the date for the road sweeper coming to the village so that parked cars could be asked to park elsewhere especially in Church Street. It was also resolved for the Clerk to find out when the grass at the bottom of Church Street would be cut as they advised it would be cut several months ago and still not achieved.**

Cllr Venes advised that he was still chasing Anglian Water re the drain survey.

### 7.4 Parking Issues on the High Street

Mr Staveley advised that he had been asked to undertake a special speed watch week which was a county wide initiative. He had planned to undertake late in the afternoon when most of the contractors vehicles had gone for the night. Mr Staveley advised that at the last meeting there was a discussion which he believes the minutes do not reflect and would like the situation discussed again. Cllr Venes advised that the subject would not be lost but could not be discussed for six months.

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

Cllr Needham had received an email from a Parishioner asking if the telephone box could be used as an information centre. Cllr Greef advised that these suggestions had been made at the start and was a good idea. Cllr Venes advised that businesses, event organisers could put up their cards/leaflets and be charged and any money can go into the maintenance. Cllr Needham advised that the parishioner who was currently looking after the box had said that they would be willing to continue. **It was resolved for Cllr Chesterman to undertake a paper for the next meeting.**

## 7.6 Streetlight Health and Safety

Cllr Mocatta and Cllr Greef had both undertaken a survey of the streetlights to see if any needed to be kept on between 12pm and 5am for safety reasons. They had both come up with the same light apart from top of Staithe Lane and the new road/Ringstead junction. **It was resolved for the Cllr Greef to write a paper for the next meeting and Cllr Mocatta to also undertake.**

## 8. **Planning Applications and Determinations:**

Applications:

22/01842/LDE Application for a Lawful Development Certificate for the existing use of site as garden land, 6 Pastures Court, Thornham. **It was resolved for this item to go to email protocol as no documents available on the portal until late this evening.**

22/01791/F Application for Proposed First Floor side extension at Dundrum Cottage High Street Thornham. **It was resolved for Cllr Venes to chase the Planning Officer as the modification were not obvious and we supported the first application.**

22/01913/F Application for Construction of 2 new dwellings following demolition of existing dwelling at Lombardy High Street Thornham. After a lengthy discussion **it was resolved for Cllr Lawton to call the application in and for Cllr Venes to ask the applicant to make his proposal in writing to the planning department and then for the Council to vote on the revised plans.**

Determinations:

22/00569/F Application for *Double Storey Rear Extension, Single Storey Side Extension and Front Porch* Gardeners Cottage High Street Thornham **Withdrawn.**

## 9. **Governance:**

### 9.1 Policies to review

a) Home Working. The Clerk had sent round a new lone worker policy and asked the council to approve and then she would send to Jan Mitchell to make sure that she was in agreement with the council adopting it. **It was resolved for the Clerk to place on the next agenda when the council have had time to look at it.**

9.2 Training Cllr Venes advised that he and the Clerk had attended the Borough Council training session and he had sent round a report.

9.3 Annual Parish Council Meeting 2023. **It was resolved for this to take place on 8 March 2023 and the Clerk to book the hall.**

## 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 the Cinema night 16 November with Operation Mince Meat has 54 people booked in. Hoping to have live by satellite up in the New Year. Financially sound. Car Parking is due to be

discussed at the December meeting. New goal posts are being purchased. A new website is in the process of being undertaken and the annual get together will take place on the 15 December.

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

10.2 To receive report from Saxon Shore Parish Forum -27 October 2022 -Port Evo Project.

Cllr Venes reported that the minutes have been circulated. There will be more information regarding the project at the December Meeting.

10.3 To receive report from Thornham Jubilee Meadow Working Party.

Mr Warham had previously circulated a report to all Councillors prior to the meeting. Jubilee Meadow – Report

- Grants totalling £21,000 have been secured via FiPL (DEFRA), Norfolk Rivers Trust and Norfolk's Resilient Coast (Norfolk Coast Partnership)
- Thornham PC has generously agreed in principle to make a grant of £5,000 to the Jubilee Meadow. With an action plan now in place, and other grant funding secured, we will ask the PC to activate this grant.
- Meetings have been held with the Grant Providers and Ed Cross (as our Consultant from Abbey Farm, Flitcham) and a detailed Action Plan has been agreed
- We will work with the Grant Providers to provide a steady flow of information about progress on the meadow, with the declared intention of involving local residents in the process. Brochures will be printed, as well as articles in the Thornham Newsletter, Link and T&A
- The necessary Insurance policies are being put in place with NFU
- Work will start before the end of this year to infill the gaps in the hedging bordering the A149. This area will, at the same time, be reinforced with fencing
- 2023 will be the year when the field is prepared for seeding of both the annual and perennial wildflower meadow.
- Work will include, spraying the field with glyphosate, ploughing areas to be sown with wildflower seeds, preparing the seed bed and sowing the annual and perennial seed.
- This work will take place in the second half of 2023 and we hope to have our first display of annual wildflowers in 2024.
- The area to be converted to meadow has been consolidated to a 2.8 ha. Perennial meadow with a further 0.25ha as an annual wildflower meadow
- The remaining area will be left as rough grassland in the short term unless and until further grants are obtained to complete the whole area.
- Negotiations are in hand to secure a long term lease with Drove Orchards on 1.6ha. of land at the west of the field for conversion into a traditional Heritage Orchard

## 11 Highways

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

## 12. Health and Safety and GDPR Updates

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 not heard any more. **It was resolved for the Clerk to chase Jan Mitchell.**

**13. Correspondence: (see associated papers)**

None received other than on the agenda.

**14. Items For Next Agenda**

14.1 Asset Check.

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

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

With no further business the meeting closed at 22.20pm

**EXCLUSION OF THE PRESS AND PUBLIC**

To consider passing the following resolution: "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**

**It was resolved to instruct Hayes& Storr, their solicitors, to commence the registration of Shore Road with the Land Registry with immediate effect**

**17 CL56 – Update**

**It was resolved for a Clerk to send a letter to Crown Estates over CL56.**

Thornham Parish Council

Expenditure transactions - payments

Start of year

No	Payment	Gross	Headin	Invoice	Details	Cheque
53	B/T 09.11.22- 53	£384.97	101	05/10/22	HMRC - PAYE - HMRC PAYE £264.20. Employers NI £84.66, Employees NI £36.11	£384.97
54	B/T 09.11.22- 54	£1,020.23	101	05/10/22	Sarah Bristow - Wages June to Sept and arrears & Pay Increase	£1,020.23
46	B/T 09.11.22- 46	£330.00	113	13/10/22	English Country Gardens - To cut the grass on the following areas within the village 17 times a year: Parish Signs at both ends of the village, Corner of Church Street and the Green, Ship Lane, and Church Street Junction, Hall Land and High Street Junction and the Millennium Bus Shelter Green. There will be additional works e.g., pruning bushes and trees and these will be agreed	£330.00
51	B/T 09.11.22- 51	£150.00	119	13/10/22	Stephen Martyn - Website Host and Development	£150.00
47	B/T 09.11.22- 47	£25.20	107	21/10/22	System 3 Business Solutions - Virus Software	£25.20
50	B/T 09.11.22- 50	£595.00	115	31/10/22	JML Health & Safety - Annual Health and Safety Fee	£595.00
48	Direct Debit	£35.00	104	01/11/22	Information Officer - Registration	£35.00
49	B/T 09.11.22- 49	£5,000.00	118	01/11/22	Thornham United Charities - Grant for Jubilee Meadow	£5,000.00
52	B/T 09.11.22- 52	£554.40	125	08/11/22	A McGinn Groundworks & Equestrian Construction Ltd - Drainage Works	£554.40
55	BACS 09.11.22	£16.00	128	09/11/22	Royal British Legion - Wreath	£16.00
56	BACS 09.11.22	£307.11	129	09/11/22	Katie Shelton - Jubilee Fund	£307.11
Sub Total		£8,417.91				
<b>Total</b>		£8,417.91				

### Action List Cllr Venes

- Advise Solicitor re Shore Road.
- Write to NWT re Harbour Parking
- Advise Planning Application Applicant to send him amendments re the application.

**Cllr Barrett**

- Advise Solicitor re Shore Road.

**Cllr Mocatta**

- Write up Risk Assessments on Streetlights

**Cllr Chesterman**

- Write up report on Telephone Box Usage.

**Cllr Greef**

- Write up Risk Assessments on Streetlights

**Clerk**

- Chase Jan Mitchell re contractor re streetlight audit.
- Inform Freebridge they will need to send someone out.
- Pay Cllr Barrett for the trees when NCC have paid.
- Write and thank the Trails Team re the boardwalk.
- Check when the Road Sweeper is due.
- Check when grass to be cut bottom Church Street.
- Book the hall for the APM
- Send letter re CL56.
- Place items on next agenda
- Make Payments
- Planning Comments