

Minutes of the Thornham Parish Council Meeting held on Wednesday 15 December 2022 at 7.00pm at Thornham Village Hall

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

Also present: Clerk & 3 Members of the Public

1. **To receive and consider apologies for absence:  
It was resolved to accept apologies from Cllr A Chesterman.**
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.)**

Planning Comment

Cllr Venes explained that there was a comment from a parishioner at the last meeting implying that the Councillors were lazy and had not looked at the planning portal regarding a planning application. Cllr Venes advised that all Councillors had attempted to access the documents some multiple times and had not found. Cllr Venes was concerned regarding this that he spoke to the planning department at the Borough Council to ask for guidance and was informed that the application was uploaded to the portal but that there had been a problem with access. Cllr Venes wished to advise the public that this Council always took their duties very seriously especially planning and are totally vested in doing the best for this village on every front.

A parishioner accused Cllr Venes of finger pointing at him and that he never said anything about being lazy. Cllr Venes advised that he had mentioned no names and was merely attempting to set the public record straight. With this the parishioner left the meeting.

Overgrown Trees

Cllr Needham advised that there were several overgrown trees and not only were they obstructing the pavement but were affecting electricity cables. **It was resolved for Cllr Needham to have a quiet word with the households concerned. If this did not get the situation resolved then the details to be past on to NCC Highways.**

4. **To Receive Councillor Reports**
  - 4.1 County Councillor – Cllr Jamieson  
Cllr Jamieson was not present and had sent his apologies and a report that will be put on the website.
  - 4.2 Borough Councillor – Cllr Lawton.

Cllr Lawton was also not able to be with us due to the change of day and was at a neighbouring parish.

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

## **5. Minutes of Parish Council Meeting held on 9 November 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:

Verge North of Church Street Cllr Needham advised that this still had not been cut. The Clerk advised that she had been promised by the Borough Council that it would be cut by the end of the week and that was after the last meeting. **It was resolved for Cllr Needham to advise exactly where this piece is on a map so that the Clerk can take up with the Borough Council again.**

Harbour Carpark Cllr Venes advised that one of the posts had been removed.

## **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 £67,307.27. Cllr Chesterman, Cllr Mocatta, and himself had conducted the half year audit of the accounts and found everything in order.

### 6.2 Budget 2022-23 (Please see Attached)

Cllr Barrett went through the draft budget line by line. Cllr Barrett highlighted items like bank interest and CIL Payments. He advised that there could be more legal costs with regards to Shore Road. He advised that the predicted bank balance at the end of 22/23 should be around £60,579.00 but around £25,000 of that money is ring-fenced with CIL. Cllr Barrett advised that looking on the worst-case scenario and planning and getting best value the draft budget should leave the council in the same situation minus CIL monies. So, he proposed keeping the Precept at £35,000 for 2023/24. **It was resolved to adopt the draft budget.** Cllr Mocatta had undertaken a CIL report (Please see attached). This showed what had been received in CIL and how much had been spent and how much needed to be spent in what period so that there was no possibility of clawback. **It was resolved for CIL monies to be used and for the parishioners/groups to be asked if they required any assistance with infrastructure.**

### 6.3 Precept 2023-24

Cllr Barrett proposed that the precept for 2023 to 2024 be kept the same at £35,000. **It was resolved for the Precept to be £35,000 and for the Clerk to request this amount from the Borough Council.** Cllr Venes thanked Cllr Barrett, Mocatta and Chesterman for all their hard work.

### 6.4 Monthly Accounts for Payment (Please see list attached)

Cllr Barrett advised that he had not seen a payment approval sheet this month. The Clerk apologised and thought she had sent one through with the agenda. **It was resolved for the payments to be made.**

### 6.5 Money Received.

The Clerk advised that no monies had been received.

6.6 Bank Rec November 2022

Cllr Barrett advised that all was in order.

6.7 To consider NALC offer re Payroll and other Services

The Clerk advised that she was unable to give them the non-member rate as yet as it had not been agreed. Cllr Venes asked that the Clerk advise when the figures are known.

7. **Village Matters**

7.1 Statement on Shore

Cllr Venes read out the following report: As agreed at the last parish council meeting, council have formally instructed their solicitors to register Shore Road in its entire length from The Green to the shoreline with Land Registry. This task has been assigned to the partner specialising in conveyancing and land matters, who is also pursuing the issue re Commons Registration with NCC. It appears the Commons Register does not show Shore Road in its entirety and our solicitor is also attempting to resolve this matter. There has been no further contact from the other party or his legal team.

We have been informed that some progress has been made on the attempt to recover costs on the appeal initiated and then withdrawn by the other party. Our barrister and his clerks have been attempting to produce the required information for solicitors to consider.

I have asked the solicitor who is our principal liaison with Hayes and Storr and also our Land and Commons Registration specialist to update me on these matters. At the time of writing I have no new information to hand. If anything arrives before the meeting I will share with council.

Separately, Cllr Barrett has now made contact with the appropriate person in Crown Estates to pursue our shared item of interest. There is nothing to report at this point and I suspect no progress is likely until the new year.

7.2 Centre Port/Port Evo – to consider TPC initial reaction.

Cllr Venes went through this proposal and explained that it would destroy this area and cannot be allowed to progress. **It was resolved for Cllr Venes to write to Cllr Lawton, Cllr Jamieson, James Wild MP, and the Chairman of the action group to note Thornham Parish Council's opposition to the scheme.**

7.3 Flooding Issues

Cllr Venes had now gone full circle with contact at Anglian Water and was now back with Daniel Wray. They had agreed to undertake a camera survey at the beginning of 2023 and to undertake work on the three chambers and undertake a serviceability check on the pumping station.

7.4 Parking Issues on the High Street

Cllr Venes advised that he felt the situation was improving as the work was getting completed on the properties. Mr Staveley had agreed to report at the next meeting after he had undertaken the special survey.

7.5 Telephone Box East End of the Village.

Cllr Venes advised that Cllr Chesterman was due to report on the telephone box. **It was resolved to defer until the next meeting. It was also resolved for the Clerk to chase the glazing firm as the glass still had not been replaced and the paint and painter were ready to undertake.**

- 7.6 Streetlight Health and Safety  
**It was resolved for this item to be deferred until the next meeting when Jan Mitchell had undertaken the health and safety visit.**
- 7.7 Coronation Events - Sub Committee – Terms of Reference  
 Cllr Venes had written and circulated a paper regarding the organising of an event with willing volunteers for the Coronation. **It was resolved to accept the paper and Cllr Venes agreed to write a piece for the Link Magazine asking for Volunteers.**
- 7.8 Proposal for new Dog Bin  
 Cllr Barrett advised that he had frequently walked the permissive path by Drove Orchards and noticed the amount of dog waste that has been left. Cllr Barrett had marked the spot on a map and gave to the Clerk to show position of proposed dog bin. **It was resolved for the Clerk to undertake obtaining a licence to place a dog bin at the end of the permissive path.**
- 7.9 Streetlights switch-off proposal  
 Cllr Venes had written and sent round prior to the meeting a motion regarding undertaking the switch off between 12.00pm and 5.00am on all lights apart from the ones next to Monty's Pit and Queen of Sheba Pond. **It was resolved for the timers to be in place from 1 April 2023 and for the Clerk to order.** The Clerk advised that she wished to check if placing the timers by a company not currently under contract with the Council for the streetlight maintenance might break the maintenance contract. **It was resolved for the Clerk to check this out first.**
- 7.10 To confirm Thornham Parish Council will submit a joint application with Thornham United Charities to KLWNBC CIL Fund to support the development of Thornham Jubilee Meadow.'  
 Cllr Venes explained the position and how it would help with the scoring criteria etc. **It was resolved for the Council to undertake with Thornham United Charities.** Cllr Mocatta advised that Thornham Village Hall and Playing Field Ltd were also going to submit an application for playground equipment. **It was resolved as the deadline was before the next meeting that the Council would write a letter of support.**

## 8. Planning Applications and Determinations:

Jason Laws gave a presentation and answered questions regarding a proposed development at Ringstead Road Barns.

Applications:

- 22/01960/F Application for a The removal of the existing 3no.antennas and replacement with 3no. antennas, 6m extension to existing lattice tower, installation of 3no. transmission dishes, 9no. Remote Radio Units (RRHs), relocation of existing cabinet and ancillary development thereto including 1no. GPS module at Land At Thornham Lyng Farm, Mast Telecom, Ringstead Road, Thornham Norfolk . **Decision to approve by email protocol**
- 22/01913/F Application for Construction of 2 new dwellings following demolition of existing dwelling at Lombardy High Street Thornham. **Decision to approve by email protocol**

22/00306/F Application for Proposed extension and alterations to existing dwelling at Church Cottage Church Street Thornham. **It was resolved to recommend refusal and for Cllr Venes to write to the Planning Department.**

14/00401/NMA-1 NON MATERIAL AMENDMENT TO PLANNING APPLICATION 14/00401/F -Construction of 9 dwellings (revised design), Plot 10 And 12, St Georges Court, Ship Lane, Thornham. **It was resolved to recommend approval**

22/02124/F Application for Replacement Boundary Wall and New Gates at Lingwood High Street Thornham. . **It was resolved to recommend approval**

22/02137/F Application for Variation of Condition 2 of Planning Permission 21/02109/F: Proposed one and a half storey front and rear extensions, single storey rear extension and internal alterations at Lazy Winds Ship Lane Thornham. . **It was resolved to recommend approval**

**It was resolved for Cllr Venes to write and advised the Planning Department of the decisions.**

Determinations:

22/01842/LDE Application for a Lawful Development Certificate for the existing use of site as garden land, 6 Pastures Court, Thornham. **Was Lawful**

22/01791/F Application for Proposed First Floor side extension at Dundrum Cottage High Street Thornham **Granted.**

## 9. Governance:

### 9.1 Policies to review

a) Home Working. Everyone was happy with the policy. **It was resolved for the Clerk to pass on to Jan Mitchell for comment.**

9.2 Training no training undertaken since the last meeting.

## 10. Outside Agencies

10.1 To receive report from TVH&PF Ltd. No report as have not met.

10.2 To receive report from Thornham Jubilee Meadow Working Party written by John Warham.

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

- We're off! The first steps to creating the Jubilee Meadow started three weeks ago, with the planting of various hedging/trees along the perimeter border with the A149. 400 trees were supplied free of charge by the Woodland Trust.

- Yesterday, our expert tree planter, Rory Hart arrived to plant another set of hedging/trees provided via the Borough Council.
- We are hoping that fencing will be in place over the next few weeks, again, along the A149 boundary
- We have agreed the terms of a long-term lease with Drove Orchards, visited and agreed the boundary with Drove and Cruso & Wilkin. We await the final map showing the dimensions on the field and the legal agreement to be provided by our advisors, Brown & Co. Our target is to have all this in place by year end.
- This will be the last visible activity on the field until mid-year at the earliest, when the serious business of preparing the land for seeding will start.
- During Q1 the WP will produce an up-to-date brochure, giving further details on what work is planned.

## **11 Highways**

11.1 To Note latest developments from NCC Highways.

Cllr Needham asked about the Sweeper and Church Street. The Clerk advised that they had said that they would give her two days warning so that the Cars could be asked to move for the day. Cllr Needham asked about the drains. The Clerk advised that she needed to check. **It was resolved for the Clerk to check when the drains were due to be cleaned out.**

**It was also resolved for the Clerk to report that the catch was broken on the bin in Church Street.**

## **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 and Jan had advised that if she heard anything she would get back to her. **It was resolved for Cllr Barrett and Cllr Greef to speak with Jan Mitchell when she attended the Village walk around.**

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

None received other than on the agenda.

## **14. Items For Next Agenda**

Asset Check.  
H & S Risk Policy  
Asset Report  
H & S Walk About Report

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

**Parish Council Meeting Wednesday 11 January 2023 at 7.00pm at Thornham Village Hall.**

With no further business the meeting closed at 21.15pm

**Finance and Staffing Working Group  
15<sup>th</sup> December 2022  
Proposals for Budget, Precept and Three-Year Plan**

**Background**

The Parish Council has delegated the analysis on setting the budget and precept to the F&S Working Group. This is the report of the Working Group for consideration by the full PC. The F&S Working Group looked at:

- What we had spent to date in current financial year
- What we expect to spend by year end April 2023
- What we expect to spend in 2023/24
- How much income we expect in 2023/24
- How much money would be left in the bank at April 2023
- What contingencies /reserves we should set up
- What the immediate priorities are for the village in 2023/24
- What level we should set for the Precept for 2023/24 taking all the above into account

**How much have we spent to date and how much more do we expect to spend by April 2023?**

The F&S Working Group decided to start by addressing the actual amount of money we expected to spend by the Year End April 2023. We reviewed the actual expenditure to date and then forecast our expenditure to Year End.

We noted that:

- The largest / exceptional item in the year to date, was the Shore Road legal fees
- At the end of November the reconciled Bank Balance was £67,267
- We have assumed a very small additional income of £50 from now to the Year End
- We have assumed ‘normal expenditure’, extrapolated at £7,400. The unknown is any additional legal fees, this is not included in the £7,400 and is impossible to estimate.
- This gives us an estimated bank balance at year end of £60,579

This is a rough estimate but is the ‘best guess’ at this stage. As stated, the largest unknown by far is any additional legal fees we may be obliged to pay in respect of Shore Road.

**What do we expect to spend in 2023/24**

Based on the numbers we had worked out for this year, we then looked at a reasonable and prudent budget for 2023/24:

	<b>2022/23 Budget</b>	<b>2023/24 BUDGET</b>
Clerk Salary / NI	4,725	5,500
Insurance	800	840
Audit Fees	280	300
Subscriptions	450	500

Dog Bin	650	800
Training	200	700
Office Expenses	250	250
Chair's Allowance	250	250
Thornham Church PCC	2,750	2,750
Streetlighting maintenance	750	750
Streetlight Energy	1,000	1,000
Streetlight new	-	1,500
General Village Maintenance	3,000	3,000
Community Car Scheme	300	400
Health & Safety	600	750
TVHPF Support	2,750	2,750
Legal Fees	12,500	12,000
Contingency / Misc.	400	160
Newsletter/website	200	300
Coronation	-	2,000
Defibrillator	-	-
Jubilee Meadow support	-	2,750
Election / Co-option	-	1,000
S137	-	-
Queen's Jubilee	2,000	-
<b>TOTAL EXPENDITURE</b>	<b>33,855</b>	<b>40,250</b>

### **Income for 2023/24**

In order to decide the Precept, we also need to look at the Income for 2023/24.

We looked at our income sources, the Precept and CIL monies being the major ones, as below:

	<b>2022/23 Budget</b>	<b>2023/24 BUDGET</b>
Precept	35,000	35,000
Community Support Grant	110	NIL
Cattlegate Holders	-	NIL
Wildfowlers	-	NIL
Bank Account Interest	10	250



CIL Payments	4,578	5,000
<b>TOTAL INCOME</b>	<b>39,698</b>	<b>40,250</b>

### **At what level should we set the Precept for 2023/24 taking all the above into account?**

The following factors were taken into consideration:

- That we should be prudent and budget for the possibility that the Shore Road legal dispute may continue into 2023/24 financial year and that if this is so, there would be a significant cost to bear
- The current economic climate and potential hardship of any increase
- The income and expenditure expected in 2023/24
- The fact that the precept has remained the same for the last two years
- The need for careful stewardship of the Parish finances will ensure that there should be no reduction in the services provided in the next financial year
- **We therefore recommend, particularly given the current economic climate, keeping the current precept £35,000 and submit this proposal to the full Council for discussion.**

### **Reserves**

Using the Reserves policy of the PC and estimating that we will have a balance of £60,000 at the end of the 2022/23 year the suggested Reserves are as follows:

<b>Reserves 2022/23</b>	
CIL Balance	28,000
TVH – pavilion	5,000
Legal Expenses	12,000
9 months general running costs	15,000
<b>Total</b>	<b>60,000</b>

### **Commentary**

During our deliberations we were acutely aware that there is an impending energy and cost of living crisis that may affect our parishioners badly and we are therefore recommending no increase to the current precept for 2023/24

The precept remaining at £35,000 in 2023/24 will mean that a Band D property owner will pay £93.96 in total. Payments are made over 10 instalments of £9.40, or put another way, the cost equates to 26p per day.

This cost covers the provision of street lighting, dog bins, new defibrillator, bus shelters, general village maintenance, financial support for the parish church, the jubilee field and village hall, insurance and much more.

Finance & Staffing Working Group  
December 2022.

## Thornham Parish Council

### Expenditure transactions - payments

Start of

year

No	Payment	Gross	Heading	Invoice	Details	Cheque
58		-£26.26		05/10/22	Npower Business Solutions - Streetlight Energy -October	
	1	£43.62	111		October Payment	
	2	-£69.88	111		Credit Note October	
59		£48.70		01/11/22	Npower Business Solutions - Streetlight Energy -November	
	3	£74.96	111		Charges	
	4	-£26.26	111		Credit Note	
60	15.12.22-60	£330.00	113	30/11/22	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
61	15.12.22-61	£135.36	107	02/12/22	System 3 Business Solutions - 365 programme	£135.36
62	15.12.22-62	£80.00	125	06/12/22	A.D. Needham - Ground Work for drainage	£80.00
Sub Total		£567.80				
<b>Total</b>		£567.80				

## **Action List**

### **Cllr Venes**

- Write to Planning Department re Planning Applications
- Write to MP CC, DC etc. re Port Evo
- Write a piece for link re Coronation re volunteers etc.

### **Cllr Barrett/Cllr Greef**

- Speak with Jan Mitchell regarding H & S Report on Streetlights.

### **Cllr Needham**

- Speak with Householders re overgrown trees.
- Mark on a map and get to the Clerk regarding the piece of Green that was not cut.

### **Cllr Chesterman**

- Write up report on Telephone Box Usage.

### **Clerk**

- Get home working policy to Jan Mitchell for comment
- Report Grass when received map from Cllr Needham
- Send off Precept request
- Chase glazer re Telephone box repair
- Check out the timers re streetlight maintenance contract
- If OK Order Timers
- Ask when drains due to be clean out.
- Place items on next agenda
- Make Payments