

Minutes of the Thornham Parish Council Meeting held on Wednesday 8 February 2023 at 7.00pm at Thornham Village Hall

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

Also present: Clerk. Cllr Lawton & 2 Members of the Public.

1. To receive and consider apologies for absence;

Everyone present.

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. Cllr Mocatta gave a personal interest in anything concerning Thornham Village Hall and Playing Field Ltd.

3. Adjournment of Meeting to allow for public questions. (15 mins max 5 mins per Speaker.)

No questions received.

4. To Receive Councillor Reports

4.1 County Councillor – Cllr Jamieson

Cllr Jamieson was not present but had sent a report earlier this evening. **It was resolved for this to be added to the website.**

4.2 Borough Councillor – Cllr Lawton.

Cllr Lawton advised that there was to be an information meeting regarding Evo-Port by one of the Project Leaders on 1st April 2023 at 7.30pm at the Princess Theatre, Hunstanton. Ticket only via Eventbrite. Cllr Venes advised that he had not heard back from our MP regarding the objection letter sent. Cllr Lawton advised that he still had £250.00 of his members fund if any group/organisation in the village had a project that needed support.

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

5. Minutes of Parish Council Meeting held on 11 January 2022

5.1 To consider and approve the minutes. It was resolved not to approve the minutes. Cllr Barrett had an amendment to item 7.3 Streetlights. Cllr Barrett advised that he believes there is not enough detail. It was resolved for Cllr Barrett to send through the advised wording. These minutes will wait for the wording and then go for approval at the next meeting.

5.2 Matters arising from the minutes:

Overgrown Trees

Cllr Needham advised that he had spoken to the tree surgeon and the parishioner had not got back to him regarding the tree. **It was resolved for Cllr Needham to speak with the Parishioner again but if nothing has been achieved by the next meeting then this will need to be reported to Highways.**

Verge North of Church Street Cllr Needham advised that he had spoken with the grasscutting contractor and he will undertake. Cllr Needham advised that it would be good to speak with Mr Bett regarding cutting back the area first so it is more manageable. **It was resolved for Cllr Needham to ask.**

Policies

Home Working Policy. The Clerk advised that she had received the amended policy from the Health and Safety Consultant but it now involves another two policies. **It was resolved for the Clerk to undertake a draft and get to the council next month with the whole policy review update.**

Fireproof Cabinet

The Health and Safety Consultant had got back to the Clerk regarding the burn time of the cabinet as two hours. The Clerk agreed to obtain prices. Cllr Mocatta advised that it needed to include delivery into the loft. Cllr Barrett advised that it would be very heavy around 200kg. **It was resolved for the Clerk to get three quotes to including delivery to the loft and for Cllr Mocatta to get back to the Council regarding if the floor could take the weight.**

Cllr Needham advised that whilst talking to Trustees could Cllr Mocatta suggest that the bins are moved further away from the building after the fire at Walsingham Village Hall recently. **It was resolved for Cllr Mocatta to take up.**

Rangers or no Rangers

Cllr Venes asked if the Highway Rangers exist or not. They send an email asking if there is anything to put on the Rangers list and then the Highway Engineer advises that they do not exist. The Clerk advised that they no longer exist but they have not thought of another way of reporting items that previously the Rangers would have undertaken.

6. Finance:

To review and consider any action necessary.

6.1 Finance Chair's Report

Cllr Barrett advised that the Bank position as of today is £66,443.01. Cllr Barrett had nothing more to report.

6.2 Third Quarter Review

Cllr Barrett advised that he had expected this within a week of the last meeting. The Clerk advised that she had not been able to deliver due to family and sickness. Cllr Chesterman and Cllr Mocatta to undertake.

6.3 Monthly Accounts for Payment (Please see list attached)

Cllr Barrett advised that he could not gain access to the wages on-line. Cllr Venes advised that he remembered the password. The Chair and Chair of Finance have the password. The Clerk advised that she had sent in PDF format so councillors did not have to go onto the system to obtain. Cllr Mocatta advised that the wages should have been achieved earlier. **It was resolved for all payment to made.**

6.4 Money Received.

The Clerk advised that no payments had been received. Cllr Venes asked the Clerk to undertake a VAT reclaim. **It was resolved for the Clerk to undertake.**

6.5 Bank Rec January 2023

Cllr Barrett advised that all was in order.

6.6 To consider Norfolk ALC Payroll Services

Cllr Venes advised that the Clerk had sent through the details of what is currently being spent. The Clerk is paid quarterly. The Norfolk ALC system would be

monthly. Cllr Venes asked if it would be achieved quarterly. The Clerk advised that Norfolk ALC had not been asked to provide quarterly wages for any other councils currently and did not feel that undertaking for one non member council would be entertained, but may be considered if more councils request. Cllr Barrett felt that it was a conflict of interest with the Clerk working for Norfolk ALC. **It was resolved that even though more expensive the council will stay with their current provider as they have provided a good service and offer the quarterly service.**

6.7 Councillor Allowances

Cllr Venes advised that he had gone to NPTS and asked for the details and the Clerk had provided the paper from the Borough Council with all the details. Parish Councillors can claim £317.00 per year and Council Chairs can claim £634.00 per year under the current plan. This needed to go through PAYE and would need to be allocated within a budget which had not been agreed this year. This is not expenses e.g., printing costs and mileage which can be paid without question subject to the necessary receipts/invoices being provided. **It was resolved to leave for the new council to decide going forward.**

7. **Village Matters**

7.1 Statement on Shore

Cllr Venes read out the following report: There is nothing to report.

I e-mailed both our solicitors at Hayes & Storr on 25th January requesting an update for the PC meeting.

DT responded noting nothing new to report re Shore Road/ JP or his legal team.

He is continuing to press AG and his Clerks re costs information but has received no response.

NS did not respond re the Commons Registration process. I e-mailed NS again on the morning of 3rd February noting again our meeting on 8th. At the time of writing on 4th February I have received no reply. If any information arrives before the PC meeting, I will print and bring to the meeting as an oral update.

Cllr Venes explained that he had received a reply and Cllr Venes asked to take this excluding press and public at the end of the meeting. **It was resolved to take excluding press and public.**

7.2 Telephone Box East End of the Village Paintwork and Leaflet Display

The Clerk advised that the painter would undertake when the weather is better.

Cllr Chesterman showed the Council some see through tough plastic leaflet pockets that you can obtain from the Tourist Information Centre. **It was resolved for Cllr Chesterman to undertake to obtain.**

7.3 Streetlight Health and Safety

Cllr Barrett explained that three quotes were necessary and that details of who owns the other streetlights should also be sought including UK Powernetwork and British Telecom in written format. The Clerk advised that when the survey was first received, she had sent the report to UK Powernetwork to undertake the work that they were responsible for e.g. the tail covers etc. The Clerk had been informed that the brackets on the wooden poles were the Parish Council's responsibility but the post were the property of BT. Cllr Venes said that Cozens should be one of the quotes. The Clerk advised that if they undertook the work then they should not be asked to undertake the survey the following time. Council did not agree. **It was resolved for the Clerk to get three written quotes and some answers regarding ownership of the existing poles.**

7.4 Coronation Events -. Sub Committee Update

Cllr Venes had emailed round the minutes:

Wednesday 1st February at Greenwoods.

Present: Ali Chesterman, Melanie Venes, Colin Venes

Apologies: Becca Chesterman

Key Dates: TPC and Boro Elections Thursday 4th May 2023

KCIII Coronation Ceremony Saturday 6th May

Day to celebrate Coronation Big Lunch/Village Picnic Sunday 7th May

Public Bank Holiday – Celebration of Volunteering Monday 8th May

Action Points:

In keeping with the discussion at SSPF we will keep event in Thornham simple:

- Do-it-Yourself Village Picnic, on Playing Field and use of Hall.
- A Village get together, no street parties, just the one event
- No plans for Monday's Volunteer Day
- No knowledge of Church response/service as yet

Village Picnic – more detail:

Publicity in Link (CV to do for March) – Bringing the village together but not advertised externally.

Timing From 2.00pm to 7.00pm

As DiY suggests people bring their own food and drink and chairs et al

No Bar or Food offer

AC to investigate and report on possible Children's Entertainer and Face Painter

Some Play equipment to be provided for family use but no supervised activities by WP.

CV to liaise with TVHPF (MB/SM) re Sound system and Play area developments

MV to talk to CB re floral mementos of Coronation e.g., rose bush?

AC to investigate Sunflower seeds for family gardens and ETSI memento offers.

CV to arrange for Gazebo's.

CV has applied for KLWNBC £200 grant.

WP to recruit a few more volunteers to assist with arrangements.

Pageant Master says KCIII wants no beacons. Further information/guidance awaited.

Cllr Venes reported that he had put a request in to the Borough Council for the £200 grant.

Cllr Greef asked if Cllr Venes would like some boards showing all the photographs taken during the Jubilee celebrations. Cllr Venes advised that he would like them for the Annual Parish Meeting which is on 14 March 2023.

7.5 Proposal for new Dog Bin – Update

The Clerk to undertake the What, Three, Words for the area this weekend whilst undertaking the asset check and fill in the form and hopefully when the Borough take on emptying more dog bins the council will be ready to purchase and place. Cllr Lawton agreed to asked the Borough if they knew when this might be.

7.6 Asset Check.

The Clerk advised that she had changed the descriptions and was hoping to undertake the photographs and what three words this weekend and then plot on Parish-on-Line. Cllr Barrett advised that he would like this work completed by the end of the month. The Clerk advised that it is in addition to her hours but will try for the end of the month.

7.7 Anglian Water

Cllr Venes advised that he still maintains contact with Daniel Wray at Anglian Water.

8. **Planning Applications and Determinations:**

Applications:

04/01501/NMAM_ Application for NON MATERAL AMENDMENT TO PLANNING PERMISSION 04/01501/F:, Construction of 13 houses, Land West of Cartwell House, Ship Lane, Thornham – **Now decided**

Determinations:

22/01058/F Retention of 2 metre high fence to the eastern boundary of the land, Land North of Coach House High Street Thornham - **Refused**

22/01814/F Variation of Condition 1 of Planning Permission 22/00369/F to allow alterations to Plot 3 Quavers, High Street, Thornham – **Granted**

04/01501/NMAM_ Application for NON MATERAL AMENDMENT TO PLANNING PERMISSION 04/01501/F:, Construction of 13 houses, Land West of Cartwell House, Ship Lane, Thornham – **Granted**

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 Lazy Winds Ship Lane Thornham **Granted**

Cllr Venes advised that he was most disappointed with the decision to allow the application on Church Cottage.

9. **Governance:**

9.1 Policies to review.

a) Home Working. Please see matters arising from the minutes.

9.2 Training no training undertaken since the last meeting.

10. **Outside Agencies**

10.1 To receive report from TVH&PF Ltd.

Cllr Mocatta advised that the CIL grant had been sent to the Borough Council. She thanked the support of Cllr Lawton, Parish Council, Cllr Jamieson, Bag Ladies and the Cricket Club. Cllr Mocatta advised that the grit bin was now in place, there are new glasses and a dishwasher in the kitchen, and cricket nets and goal nets on order. Cllr Mocatta also advised that there is going to be a review of the use of the loft area due to accessing. Cllr Mocatta advised that the builders were still using the carpark and that car parking charges are due to change from the 1 March 2023.

10.2 To receive report from Thornham Jubilee Meadow Working Party

Cllr Venes advised that a leaflet was delivered through the door of every household in the village. Some work has commenced on the field and the fencing should be in place by the end of February and the main work undertaken in the summer.

10.3 To receive report from Saxon Shore Meeting.

Cllr Venes advised that the minutes had been sent round to all councillors. Cllr Venes advised regarding a meeting due to Tennis Week. Cllr Greef agreed to attend.

10.3.1. To agree a joint letter from the Saxon Shore parish Council Forum should be sent to KLWNBC re joint concern at planning issues.

Cllr Venes advised that the Saxon Shore Forum were wanting to write to the Borough Council regarding the inconsistency in decision made by the Planning Department. **It was resolved for Cllr Venes to write and letter for approval and then to share with and join forces with the neighbouring parishes.**

11 Highways

11.1 To Note latest developments from NCC Highways.

The Clerk advised that she had gone to NCC Highways and reported the pavements due to the vegetation from unkept gardens on Castle Cottages, when a lady advised that she had fallen on the moss. NCC Highways will come and inspect the pavements and take up with Freebridge/Households and recharge if necessary. The Highway Engineer advised the Clerk to go to the Police and Borough Council regarding the parked cars causing problems regarding visibility at the junction. **It was resolved for the Clerk to undertake.**

11.2 Mud left on the road.

Cllr Venes advised that the mud has been washed away. Cllr Greef advised that shingle is the issue now.

12. Health and Safety and GDPR Updates

Nothing to report.

13. Correspondence: (see associated papers)

Cllr Barrett had a leaflet regarding ID for voting at the May Elections. The Clerk advised that there was going to be meeting with all Clerk so they were able to advise Councillors and the public regarding the election process. **It was resolved for the Clerk to place on the website.**

14. Items For Next Agenda

Policy Schedule.

15. Date, and Place of next meeting.

Parish Council Meeting Wednesday 8 March 2023 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 re 'contracts' and documentation'.. After a full discussion of the factors surrounding the issue, **It was resolved for Cllr Venes to send a letter of acknowledgement to the Principal trustee of the Cattlegate Holders.**

17 **CL56**

It was resolved for Cllr Venes to check with NPTS to seek advice and for Cllr Mocatta to ask Solicitor if able to draw up letter.

With no further business the meeting closed at 21.25pm.

Thornham Parish Council

Expenditure transactions - payments

Start of year.

No	Payment	Gross	Heading	Invoice	Details	Cheque
70	b/t 08.02.22- 70	£90.00	113	18/01/23	Glass and Glazing King's Lynn - Replacement Glass in the Telephone Box	£90.00
71	17.02.22- 71	£54.85	111	03/02/23	Npower Business Solutions - Streetlight Energy Jan	£54.85
72	08.02.23- 72	£372.43	101	08/02/23	HMRC - PAYE - HMRC PAYE £263.20. Employers NI £77.04, Employees NI £32.19	£372.43
73	08.02.23- 73	£1,020.89	101	08/02/23	Sarah Bristow - Wages October to December	£1,020.89
Sub Total		£1,538.17				
Total		£1,538.17				

Action List

Cllr Venes

- Write up Planning Letter re Saxon Shore and Borough Council.
- Check NPTS re legal advice.
- Acknowledge Email re Shore Road.

Cllr Barrett

- Get amendment to the minutes re 6.3 to the Clerk for the next meeting.

Cllr Needham

- Ask Mr Bett to cut the piece of Green so easier going forward with the contractor.
- Ask Parishioner re tree to be cut.

Cllr Greef

- Attend meeting re Tennis Week

Cllr Chesterman

- Obtain plastic leaflet pockets.

Cllr Mocatta

- Ask Trustees re weight in the loft regarding the fireproof cabinet.
- Ask Trustees regarding moving litter bins away from the building.
- Ask Solicitor re CL56

Clerk

- Add Cllr Jameson's Piece to the minutes.
- Draft new Policies re Working from Home Policy
- Policies review update for next meeting.
- Quote for Fireproof Cabinet including delivery to the loft.
- Vat Reclaim
- Streetlight quotes and ownership
- Report cars on Castle Cottages
- Election Paperwork on website
- Send off new dog bin form.
- Place items on next agenda
- Make Payments