

Minutes of the Thornham Parish Council Meeting held on Wednesday 11 January 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 & 1 Member of the Public who left after agenda item 3.

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

Planning Comment

A Parishioner was upset that her objection on a planning application was not addressed by the Council. Cllr Venes explained that it was addressed and all points were taken on board when the Council made its decision.

4. **To Receive Councillor Reports**
  - 4.1 County Councillor – Cllr Jamieson  
Cllr Jamieson was not present.
  - 4.2 Borough Councillor – Cllr Lawton.  
Cllr Lawton advised that he had very little to discuss as the Borough Council seem to be in election mode. Cllr Greef advised that he had reported the broken bin and found the lady in environmental services to be very polite and helpful.

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

5. **Minutes of Parish Council Meeting held on 15 December 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:  
Overgrown Trees  
Cllr Needham advised that he had spoken to the Parishioners concerned and felt that they were partly in agreement but wanted advice regarding what needed to happen to the tree/s. Cllr Needham had kindly been in contact with a tree surgeon who would give advice and a quote to undertake the necessary work.

Verge North of Church Street Cllr Needham advised that he had not given a map as the area was directly opposite the new cottages with the water outside. Cllr Needham asked that due to the lack of getting this cut and how important it is cut correctly would the council consider adding it to the Councils grasscutting

contractor. **It was resolved for Cllr Needham to show and ask the grasscutting contractor to undertake this additional work and for the Clerk to report the blocked grips to Highways.**

#### Offering of additional services from Norfolk Association of Local Councils

The Clerk advised that the information was currently not available to non-members but would be available for wages for the February meeting. **It was resolved for the Clerk to add to the February agenda.**

#### Evo Port

Cllr Venes advised that he had sent the letter that had been agreed by email to go to the campaign against.

#### Timers

The Clerk advised that she had checked the maintenance agreement and it would not be affected and she had ordered the timers.

#### Anglian Water

Cllr Venes advised that he had sent the emails round prior to the meeting regarding Anglian Water and the work they had achieved e.g. power jetting the sewers etc. Cllr Venes to continue to work with Anglian Water on drainage/flooding issues.

### **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 £67,267.15. Cllr Barrett asked when the third quarter audit could take place. The Clerk advised that it could be ready it was just a case of filing today's paperwork and pulling off the necessary reports. **It was resolved for the Clerk to get the folder to Cllr Barrett as soon as possible.**

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

Cllr Barrett advised that he had not seen a payment approval sheet this month. The Clerk advised that it had been sent with the bank rec on Sunday evening. Cllr Venes went through the payments one by one. **It was resolved for the payments to be made and for the Clerk to send through again the payments list, invoices, and bank rec.**

#### 6.3 Money Received.

The Clerk advised that £39.95 had been received via cheque from E-On Energy.

#### 6.4 Bank Rec December 2022

Clerk to resend.

### **7. Village Matters**

#### 7.1 Statement on Shore

Cllr Venes read out the following report: There is nothing to report at this time. There has been no communication from our solicitors or any other party since the last meeting, not surprising perhaps in view of the Christmas/New Year break.

#### 7.2 Telephone Box East End of the Village Glazing and Paintwork

The Clerk advised that she had chased the glazer and was informed that it would be achieved by Friday 20 January.

### 7.3 Streetlight Health and Safety

Cllr Barrett reminded Council of the current situation and that our Health and Safety consultant, Jan Mitchell, had spoken to both contractors about their views on the streetlights. Jan was clear that the Cozens report was fine and that we needed to address the issue of replacing the ten posts highlighted as they are now beyond their life expectancy. Five of these are concrete posts which are our responsibility and should be replaced as soon as possible. **It was resolved for the Clerk to obtain quotes to have these posts replaced.**

The Clerk advised that if we used the current streetlight maintenance contractor, they would be able to work with UK Power to ensure no loss of light, as disconnection and reconnection could be achieved at the same time and, so, should be cheaper .

As the other five lights are attached to wooden poles which carry an assortment of wiring, we believe they may be the responsibility of either UK Power or BT . All of the remaining 21 lights are also attached to varying types of pole and so **it was resolved that the clerk should send the Cozens report to both UK Power and BT , asking them which they are responsible for.**

Once responsibility is established, we will be able to deal with the remaining 5 posts that need replacing . In addition, we recommend that another report be carried out by the end of 2023 to review the condition of the amber lights and in a further four years a report should be carried out on the current good lights.

The aim is to have a plan in place to inspect all the streetlights on an acceptable Health and Safety basis and ensure that we know who has the responsibility of repair and replacement. In the meantime, K and M should continue to carry out the routine maintenance work.

**The new timers not to be put on until this work undertaken.**

### 7.4 Coronation Events -. Sub Committee Update

Cllr Venes asked who would be willing to come on the sub committee. Cllr Chesterman agreed to be on the committee and volunteered her daughter also. A meeting was agreed.

### 7.5 Proposal for new Dog Bin – Update

The Clerk had sent round an email from the Highway Engineer advising that there was not a lot of Highway Land in this area. Cllr Barrett advised that it was to go on the TUC land. The Clerk asked Cllr Barrett to give her permission in writing from the TUC that the bin could be sited on their land. **It was resolved for the Clerk to fill in the necessary paperwork and for Cllr Barrett to get the consent to place on TUC land.**

### 7.6 Asset Check.

Cllr Venes advised that there needed to be more descriptions regarding the placement of some of the assets. Cllr Venes had produced a report giving this detail. **It was resolved for the Clerk to add the descriptions to the current asset register.** The Clerk also advised that she had been attempting to photograph, what three words all assets and place the details on Parish-On-Line. The Clerk advised that she had started to take the photographs and what three words already. **It was resolved for the Clerk to work with Cllr Greef on undertaking this by the end of February.**

### 7.7 Asset Report/H & S Walk About Report

Cllrs Barrett, Venes and Greef walked around checking village assets with the Health and Safety Consultant. The points listed in the previous item were made.

It was also noted that some luminated highways signs were present on one of the columns and how would this be affected once the streetlights go over to the timer system. **It was resolved for the Clerk to advise NCC Highways of these signs on the lamp column on the Ringstead Road/High Street junction on the west side of the road and see if it would be an issue.** The rest of the Councillors thanked the Councillors for this valuable work.

## 8. Planning Applications and Determinations:

No planning applications have been received.

Determinations:

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. - **Withdrawn**

22/01002/F Thornham Tucks Close High Street Thornham Hunstanton Norfolk PE36  
6LY - New vehicular access to dwelling. **Refused.**

## 9. Governance:

### 9.1 Policies to review

a) Home Working. The Clerk had passed on to Health and Safety Consultant and was waiting for any comments/approval.

b) Health and Safety Cllr Barrett went through the documents one by one. Business Continuity Plan. **It was resolved for this to be adopted as the up to date copy.** Health and Safety Risk Assessment. **It was resolved for this to be adopted as the up to date copy. It was also resolved for the Clerk to purchase a two-drawer filing cabinet.** Health and Safety Policy. **It was resolved for this to be adopted as the up to day copy. It was resolved for the Clerk to update the website.**

9.2 Training no training undertaken since the last meeting.

## 10. Outside Agencies

### 10.1 To receive report from TVH&PF Ltd.

Cllr Venes advised that the support letter for the CIL grant had been achieved. Cllr Mocatta advised that the grant was about to be lodged with the Borough Council. Cllr Mocatta advised that there was a strategy meeting due to take place. The business plan will be reviewed there was lots of work now needing to be achieved as the hall is coming up to 10 years old. Some work had already been achieved and the main hall has recently been painted. The strategy meeting will also cover the car park and how to manage going forward. Currently 8-10 builder's vehicles are paying to park so they are not parked on the main road.

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

Mr Venes advised that the CIL Grant application for £13,901.00 had gone in today. £26,000 had already been secured. Cllr Venes advised that they had tried to maximise the match funding points etc. There were 19 supplementary documents covering evidence had gone with the application.

Cllr Barrett advised that the grant payment of £5,000 had been paid back as the Council have agreed to purchase the fence for the project instead. Three quotes had previously been sent round by the Clerk. **It was resolved for the Clerk to**

**place the order for the treated fence and gates with Norfolk Countryside and Care.**

The main part of the planting etc is due to start at the middle of 2023.

**11 Highways**

11.1 To Note latest developments from NCC Highways.  
 The Clerk advised that the sweeper was due Thursday of this week. Cllr Needham to try and stop parking in Church Street until the sweeper has been. The Clerk advised that she received a response regarding the cleaning of the drains and been advised that it was next due to be achieved in January 2025. **It was resolved for the Clerk to add the sides of the footpath going into Malthouse Court to the Rangers List.**

**12. Health and Safety and GDPR Updates**

Dealt with under policies.

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

Email from Parishioner regarding the amount of litter on the sides of Choseley Road. **It was resolved for this area to be added to the next village litter pick.**

**14. Items For Next Agenda**

Anglian Water  
 NALC Proposals re wages  
 Leaflet Display – Telephone Box  
 Councillor Allowances.

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

**Parish Council Meeting Wednesday 8 February 2023 at 7.00pm at Thornham Village Hall.**

With no further business the meeting closed at 21.03pm.

**Expenditure transactions - payments**

**Start of year.**

No	Payment	Gross	Headin	Invoice	Details	Cheque
66	11.01.23-66	£106.32	107	16/12/22	Clenshaw Minns - Wages for the half year	£106.32
65	B/T 11.01.23	£200.00	125	04/01/23	A.D. Needham - Ground Work for bench	£200.00
67	11.01.23-+67	£56.49	111	05/01/23	Npower Business Solutions - Streetlight Energy -December	£56.49
68	11.01.23-68	£138.60	115	09/01/23	JML Health & Safety - Health and Safety Walkabout	£138.60
69	11.01.23-69	£5,000.00	118	11/01/23	Thornham United Charities - Grant for Jubilee Meadow - Repaid	£5,000.00
Sub Total		£5,501.41				
<b>Total</b>		£5,501.41				

## **Action List**

### **Cllr Barrett**

- Write to the Clerk to give permission for the new dog bin to be placed on TUC Land.

### **Cllr Needham**

- Ask the parish Grass Cutting Contractor to cut the piece of Green that was not cut off Church Street.

### **Cllr Greef**

- Work with the Clerk to get all assets photographed and “What Three Words” notes and placed on Parish-on-Line.

### **Cllr Chesterman**

- Write up report on Telephone Box Usage.

### **Clerk**

- Update home working policy to Jan Mitchell comments
- Send through Accounts Folders to Cllr Barrett.
- Send through revised payment sheet and bank recs.
- Obtain Quote to replace the five defective concrete light columns
- Send Streetlight report to UK Power networks regarding the five other defective light columns
- Work with Cllr Greef to get all assets photographed and “What Three Words” notes and placed on Parish-on-Line by the end of February.
- Update asset register with better new descriptions.
- Send off new dog bin form
- Check with NCC Highways regarding their signs on poles that will go out when the timers fitted.
- Place order for TUC Fence and Gate
- Purchase a two-drawer fireproof filing cabinet.
- Place items on next agenda
- Make Payments