

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

Present: Cllr C Venes (Chair) Cllr I Barrett Cllr A Needham
Cllr S Greef.
Also present: Clerk. Cllr Jamieson & 1 Member of the Public.

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

Set Aside

Cllr Greef asked regarding the set aside on Choseley Road. Cllr Venes explained that it was never a permissive path and the land was probably part of the HLSS Scheme and public access was not a right.

Thornham Beach

Cllr Greef asked what was happening on the beach as more and more is being fenced off. Cllr Venes explained that it was for nesting birds and the NWT are having a meeting on the 16 March between 10-12 at the Village Hall to explain.

Ivy

Cllr Needham advised that there were lots of ivy on a tree in Hall Lane and he wished to cut the bottom of it. Everyone present was happy for the Cllr Needham to undertake.

Mud on The Green

Cllr Venes advised that earth is being moved from one place to another on a property and there was lots of mud on the road. Cllr Venes advised that he did not get time to go later in the day to see if it had been cleared. This needs reporting if it has been left.

- 4. To Receive Councillor Reports**

4.1 County Councillor – Cllr Jamieson

NWT - Beach

Cllr Jamieson advised that he was not happy in the way the NWT had handled the dog issue on the beach and believe that better communication was needed and it should have been advised to people long before the fencing was actually put in place. 2000 people had undertaken the consultation so it is not a light matter. More agencies could have helped get the word out if informed of the plan much sooner.

County Deal

Cllr Jamieson advised regarding the County Deal. The County had agreed to this model as it leaves the District with their current responsibilities, though one or two District Leaders are unhappy. The deal is what it is, that is what is on the table.

£20 million for 30 years not index linked but made up of 60% revenue and 40% capital. Public Works Loans can be accessed on the revenue so that more money can be made available. If like others that have gone down this route it should open up to more monies going forward. Having direct links with Government has helped get the £500K for King's Lynn recently. Cllr Jamieson went on to advise that the current £8 million for Adult Learning is very prescriptive currently where we are told the subjects the money can be spent on. This would change and we could use the money on training that is needed in our area, Off-shore engineering and Caring etc. The model on the table does not have a Mayor but a directly elected leader. Voted by the people of Norfolk in the same way as the Crime Commissioner. This will give better democratic engagement.

Cllr Venes thanked Cllr Jamieson for his report.

- 4.2 Borough Councillor – Cllr Lawton.
Cllr Lawton had given his apologies as he was unwell.

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

5. Minutes of Parish Council Meeting held on 11 January 2023

- 5.1 To consider and approve the minutes. **It was resolved for these to be signed by the Chair as a true and accurate record after the amendment had been made.**

- 5.2 Matters arising from the minutes:
All dealt with at the last meeting.

6. Minutes of Parish Council Meeting held on 8 February 2023

- 6.1 To consider and approve the minutes. **It was resolved for these to be signed by the Chair as a true and accurate record.**

- 6.2 Matters arising from the minutes:

Overgrown Trees

Cllr Needham advised that a tree surgeon had undertake the work to remove the overhang of the pavement but had not completed the work around the cables. Cllr Needham advised that he would talk with the owner again if he got chance.

It was resolved for Cllr Needham to speak with the Parishioner again.

Verge North of Church Street Cllr Needham advised that he had spoken with the owner and he had gone over and cut the verge etc so that the grasscutting contractor can now keep in good order.

Fireproof Cabinet

Cllr Venes explained the situation and now it was felt that a cull of the items that it was not necessary to keep was in order, then anything that we needed to keep should be scanned and put in the cloud and on a hard-drive as back up. Anything that has of historical value to be sent to the Norfolk Records Office. Cllr Greef was concerned about shredding paperwork before the election, Cllr Needham felt that the hall Trustees should allow the parish council a small amount of storage. **It was resolved that nothing would happen before the election and that the Trustees be asked to allow for a small amount of storage to be available.**

7. Finance:

To review and consider any action necessary.

7.1 Finance Chair's Report

Cllr Barrett advised that the Bank position as of today is £64,124.15. Cllr Barrett reported that it should leave us well within our £50,000 budget for the end of the year. Cllr Venes thanked Cllr Barrett and the Finance Committee for all their hardwork over the year.

7.2 Third Quarter Review

Cllr Barrett advised that this had not been able to go ahead as December's bank statement, budget comparison, income and payments transactions were not in the folder as per Cllr Mocatta's email circulated to Council. Cllr Venes advised that a checklist would be helpful for the new Councillors to follow. The Clerk advised that she had always used a recycled folder and coloured paper as indexes. The Clerk felt that an interim internal audit would be a good idea and then anything not correct can be corrected prior to the end of the year audit. Cllr Barrett advised that the budget comparison report was incorrect. The Clerk advised that she does not use the package on a daily basis now and she might have missed unticking a box on the report. **It was resolved for the Clerk to check and resend the report if it was still incorrect then the Clerk to arrange a zoom meeting between Edge, Cllr Barrett and the Clerk. It was resolved for the Clerk to buy a new folder, and indexes and to undertake the folder again and make sure everything was in place for the April meeting.**

7.3 Grant for Bio Blitz.

Cllr Venes advised that the successful Bio Blitz was taking place again on Saturday 3 June 2023 and asked that we make a contribution of £85.00 to be added to the payments list. All in favour. **It was resolved for the payment to be added to this month's payment list.**

7.4 Monthly Accounts for Payment (Please see list attached)

Cllr Venes went through each payment. Cllr Venes and Cllr Barrett were not happy with paying the Clerk's SLCC subs now it was not shared between other councils. Cllr Venes felt that NALC as the Clerk's Primary Employer should be asked to pay the fee. **It was resolved for all payment to made except the SLCC subs.**

7.5 Money Received.

The Clerk advised that no payments had been received. The Clerk advised that she had put in a VAT refund request for £268.84 up to 31 December 2022.

7.6 Bank Rec February 2023

Cllr Barrett advised that all was in order.

8. Village Matters

8.1 Statement on Shore Road

Cllr Venes read out the following report: Council agreed in principle the Statement of Truth document requested by our solicitors for the Commons Registration process re Shore Road. The formal document was signed and returned to Hayes & Storr on Monday 27th February. Registration can be a slow process, we will be updated by our conveyancing solicitor when there is any news.

8.2 To formally confirm the agreement made using the e-mail protocol that Thornham Parish Council authorise the Chair to sign the Statement of Truth that was previously circulated to accompany the Commons registration of Shore Road as requested by our solicitors, Hayes & Storr.' **It was resolved for Cllr Venes to sign the Statement of Truth.**

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

It was resolved for the item to be deferred until Cllr Chesterman is present.

8.4 Streetlight Health and Safety

The Clerk advised that she is having problems finding the correct person at BT to check. Next week she is going to try Open Reach again. **It was resolved for the clerk to undertake.**

8.5 Streetlight to receive quotes for replacement of five Concrete Columns and to vote on contractor. The Clerk had circulated quotes and one was not received until gone five this evening. There were substantial differences within the quotes. **It was resolved for the Clerk to go back to each contractor and ask for a lifespan of the new steel columns and if they were to any BS standard and the LED lights what type of LED and any lifespan etc for them.** This information to be emailed round and a decision to be reached by email protocol and purchased if possible in this Council year. This would come from the CIL Reserves.

8.6 Coronation Events -. Sub Committee Update

Notes of the first meeting were circulated to Council. This report notes progress since that meeting.

Main event – The Big Picnic. In keeping with the requests and advice from the Palace so far we, like most other local parishes, are keeping events low key. Thus the Big Picnic is a DIY affair with the invitation confined to the parish and people will bring their own food and drink. It is intended to be an informal social get-together for the village. The event will run from 2.00pm to 7.00pm. Should the weather prove inclement we will move into the hall but the hope is to picnic on the field.

We will have an entertainer to provide a fun element for the mid-afternoon between 3.00 and 5.00pm. Theo is local, has DBS certification, is an Equity member and has public liability insurance. He will have an assistant to help him. He has met with CV on site and the location and general outline of activities and fee have been agreed. If TPC agree at meeting on 8th March contract will be formally signed.

As King Charles has specifically requested that Coronation mugs which finish up contributing to landfill are not given out as mementos we are keeping with the spirit of his request. We have ordered 200 Sunflower plants from Wards Nurseries, Ringstead. They will be planted in 9cm pots and given out, one to each resident or second home household in the village, but not to commercially rented properties. It is likely that we will recommend that they are collected from the Field at some point during the Big Picnic.

Costs so far: Entertainer £140, Sunflower plants £190. At time of writing I do not know if the grant application to KLWNBC for £200 has been successful. However, Council did take the precaution of setting a sum of £2,000 aside in the 2023-24 Budget for possible Coronation expenses. This should prove more than sufficient to cover the potential costs of this low-key celebration.

8.7 Asset Check.

Cllr Greef had sent round a photograph of each bench and had referenced them. Cllr Venes thanked Cllr Greef for this excellent work. The Clerk had also photographed the assets including the bench's and had plotted them on Parish-On-Line and handed round a sample map with the bench's locations and on the systems it list all the information from the asset register and what three words description. **It was resolved for the Clerk to complete by undertaking the rest of the Streetlights.**

8.8 Anglian Water

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

9. **Planning Applications and Determinations:**

Applications:

23/00303/F Application for Minor alteration to rear (north facing elevation) : Replace existing 1500mm wide rear french doors to lounge with 2400mm sliding doors at Plumtrees Green Lane Thornham. **It was resolved for the Clerk to advise the Borough Council that the Council approves of the application as it does not conflict any of the N/Plan policies.**

Determinations:

22/00306/F Proposed extension and alterations to existing dwelling at Church Cottage Church Street Thornham– **Granted**

10. **Governance:**

10.1 Policies to review.

a) Home Working. The Clerk had sent round the updated policy schedule and the new policies regarding the Home Working Policy. The Grant Awarding Policy, the guide to Thornham, the Data Protection Policy and the Freedom of Information Policy were all reviewed and agreed. **It was resolved for the Clerk to update the schedule and to list the new policies for the next agenda and send round again.**

10.2 Training no training undertaken since the last meeting.

Cllr Jamieson left the meeting.

11. **Outside Agencies**

11.1 To receive report from TVH&PF Ltd.

No report as no Trustees present.

11.2 To receive report from Thornham Jubilee Meadow Working Party

Cllr Venes advised that the project was moving ahead nicely. The fencing was due to start Friday of this week or Monday of next. Cllr Greef asked if the footpath would be affected when the ploughing of the field took place. Cllr Barrett advised that the permissive path would remain.

12 **Highways**

12.1 To Note latest developments from NCC Highways.

Nothing to report.

13. **Health and Safety and GDPR Updates**

Nothing to report.

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

14.1 To note email correspondence re NS&I Statement. This was discussed, Cllr Venes to talk to a parishioner who might know and Cllr Greef to speak with a

parishioner who also know. **It was resolved for this to be undertaken and then the enquirer informed.**

14.2 Email from Parishioner regarding no pavement on Staithe Lane and the need for protection **After discussion it was resolved for the Clerk to ask NCC Highways if they would consider putting a low timber structure with some simple reflectors on like Ship Lane and around The Green to prevent parking close to the junction of Staithe Lane and High Street to improve pedestrian and vehicle safety.**

14.3 Letter from the Borough Council re TPO A letter had been received advising of a TPO on a tree in Old School Court.

15. Items For Next Agenda

Policies

3rd quarter review

Streetlight Ownership

16. Date, and Place of next meeting.

Parish Council Meeting Thursday 13 April 2023 at 7.00pm at Thornham Village Hall.

With no further business the meeting closed at 21.20pm.

Thornham Parish Council

Expenditure transactions - payments

Start of year

No	Payment	Gross	Heading	Invoice	Details	Cheque
75	12.03.23-75	£936.00	105	28/02/23	KLWNBC - Dog Bin Emptying/removal	£936.00
74	12.03.23-74	£47.88	111	03/03/23	Npower Business Solutions - Streetlight Energy Feb	£47.88
77	08.03.23-77	£112.00	104	06/03/23	SLCC - Clerks membership Payment not agreed.	£112.00
78	12.03.23-78	£53.98	126	12/03/23	Defibsalesandtraining.Co.Uk - De-Fib Pads	£53.98
79	12.03.23-79	£85.00	118	12/03/23	Thornham United Charities - Bio Blitz	£85.00
Sub Total		£1,234.86				
Total		£1,234.86				

Action List

Cllr Venes

- Write up Planning Letter re Saxon Shore and Borough Council.
- Sign the Statement of Truth re – Shore Road. (Achieved Prior to the Meeting)
- Speak with parishioner re NS& I Account.

Cllr Needham

- Ask Parishioner re tree to be cut.

Cllr Greef

- Speak with parishioner re NS& I Account.

Cllr Chesterman

- Obtain plastic leaflet pockets.

Clerk

- Re-Send Budget Report and if necessary arrange zoom with Edge.
- Purchase new Accounts Folders and indexes
- Get Accounts folder in new folder and put in the two missing items.
- Finish photographing the Streetlights and put on Parish-on-Line.
- Put on next agenda new Policies re Working from Home Policy
- Update Policies review schedule.
- Streetlight quotes and ownership
- NCC Highways re Reflectors
- Make Planning Comments
- Place items on next agenda
- Make Payments