

Minutes of the Thornham Parish Council Meeting held on Thursday 13 April 2023 at 7.00pm at Thornham Village Hall

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

Also present: Clerk. Cllr Lawton & 3 Members of the Public.

**1. To receive and consider apologies for absence:
It was resolved to accept apologies from Cllr I Barrett**

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 Venes 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.)

Thank You

A Parishioner wished to thank the Parish Council for all their work for the last four years. Another Parishioner asked that the following be recorded, my thanks for all the hard work and effort the Council have put in on behalf of the village. In particular, give thanks to the outgoing Chairman, Colin Venes, who has led the Council with great enthusiasm and application of detailed effort, over what has been a particularly difficult term of office.

Litter Bins

A Parishioner asked could something be achieved regarding the rubbish bins that are left out for days on end, making the footpaths unwalkable and the village look untidy and dangerous when windy. It was agreed for something to be placed in The Link, and the Village Hall Newsletter. The item should also be an agenda item for the Saxon Shore next meeting.

Speedwatch

Mr Staveley gave his report as had to leave the meeting. He reminded Cllr Greef that he agreed to attend the Speedwatch meeting with him on the 19 April. Mr Staveley advised that unfortunately due to ill health a lot of the group were not able to undertake a speedwatch session currently. It was agreed for a call for volunteers to be placed in the Village Hall Newsletter. Mr Staveley advised that there had been very little in engagement from the Police since starting a new initiative in November and Mr Staveley is hoping to be able to have a word with the Chief Constable at the meeting on the 19th.

Mr Staveley left the meeting.

Tennis Week

A Parishioner advised that focus needs to be made on activities during this week. Cllr Greef advised that he had attended the meeting with the Police over this matter.

4. To Receive Councillor Reports

4.1 County Councillor – Cllr Jamieson

Unfortunately, Cllr Jamieson is not present and no report had been received.

4.2 Borough Councillor – Cllr Lawton.

Cllr Lawton advised that nothing was happening at the Borough Council currently as the Council was in the pre-election period.

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

5. Minutes of Parish Council Meeting held on 8 March 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 following amendment had been made. 7.2 should read Clerk and New Councillors.**

5.2 Matters arising from the minutes:

Statement NS&I

The council have asked around but cannot find anyone who is directly related who wishes to make a claim. **It was resolved for the Clerk to email back and advise of the situation and ask that the money is given to the bank for one of their charities.**

6. Minutes of Extra-Ordinary Parish Council Meeting held on 30 March 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 after noting that the meeting finished at 9.00pm.**

6.2 Matters arising from the minutes:

Item 7

Cllr Venes advised that he wished to invoke standing orders to allow to overturn a decision on Item 7 of this meeting. **It was resolved to invoke Standing Order and to overturn the decision made regarding the new brackets and LED Lights that was awarded to K & M Lighting.**

Cllr Venes advised that the Clerk had picked up before placing the order that the LED lanterns were not included in the price stated at the meeting. Cllr Mocatta had undertaken some research and photographs of the fuse boxes and Cozens had agreed that there would not be any further charges than quoted. Cllr Venes proposed that the order be placed with Cozens at a cost of £1075.00. Cllr Venes advised that they were now the cheapest of the three quotes received and secondly they showed very good attention to details re H & S matters involved. **It was resolved for the Clerk to place the order.**

Broken Drain Cover

Cllr Needham advised that he had reported to Highways and they had deemed it to be urgent but it is still waiting for repair. **It was resolved for Cllr Venes to write to NCC Highways.**

7. Finance:

To review and consider any action necessary.

7.1 Finance Chair's Report

Cllr Mocatta took this item in Cllr Barrett's absence. Cllr Mocatta advised that the accounts folder was received yesterday but with Cllr Chesterman's absence the audit had not been possible. Cllr Mocatta advised that herself and Cllr Chesterman would get together and undertake the 3rd and 4th quarter reviews.

7.2/3 Third & Fourth Quarter Review

As per previous items these would be looked at and report to follow for the next meeting.

7.4 Monthly Accounts for Payment (Please see list attached)

Cllr Venes went through each payment. **It was resolved for all payments to made.** Cllr Mocatta advised that she had been handed a note tonight for expenses for Speedwatch from 2016 to 31 March 2023. **It was resolved for the Clerk to ask for some receipts and to explain the importance of financial requests meeting financial regulations to which the Clerk and Finance and Staffing are always willing to advise.**

7.5 Money Received.

The Clerk advised that the VAT rebate had been received some bank interest and the Precept should be in the account.

7.6 Bank Rec March 2023

This would be checked at the same meeting as the 3rd and 4th quarter Audit.

8. **Village Matters**

8.1 Statement on Shore Road

Cllr Venes read out the following report: The good news is that there is nothing to report other than the Hayes & Storr invoice noted at item 7.4. There has been no recent communication from our legal team on any other issue. This indicates that progress is being made with the registration of Shore Road and nothing has been heard from either of the other parties previously involved. While I would have hoped that the matter could have been concluded in this term of office the wheels of legal administration do grind exceedingly slow. However, we do now have the sense of real progress.

Cllr Needham advised about the fence that was put up around the Fen Path. Wire netting was now in place and it now looks slightly better.

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

Cllr Chesterman advised that she had not undertaken costing and asked Cllr Needham if he would assist her in measuring the area involved. Cllr Needham advised that he would be able to assist. Cllr Chesterman advised that she would get the costings and report at the next meeting.

8.3 Streetlight Health and Safety

The Clerk advised that UKPowernetwork had advised that the streetlights are their property unless it has steeple bars then it belongs to BT. The Clerk advised that all Thornham's belongs to UKPowernetwork. Cllr Venes asked the Clerk to obtain in writing. **It was resolved for the Clerk to ask for this to be placed in writing.**

8.4 Coronation Events -. Sub Committee Update

Cllr Venes had circulated the following notes:

Thornham Coronation Big Picnic

Sunday 7th May 2.00pm – 7.00pm Thornham Playing Field

A brief reminder that there will be a village social event to celebrate the

Coronation of King Charles III. This is a simple 'Do-it-Yourself' Picnic, bring your own food and drink.

Theo Bazeley-Smith will be providing entertainment from 3.00 to 5.00pm. There will be 200 Sunflower plants in small pots as mementos that can be planted in your garden. These will be available to village residents who pay council tax/precept, one per household, at the event. First come, first served.

No speeches, no beacon, no fireworks just a chance to meet and socialise hopefully in the sun. Admission is free, please take your own litter home.

The event has been subsidised by Thornham Parish Council. Normal Parking regulations and fees will apply, but parishioners who have registered their car with TVHPF are exempt from charges. If you have not yet registered contact info@thornhamvillagehall.co.uk

The hall will be open so toilet facilities will be available.

- 8.5 Assets and Mapping. The Clerk advised that all the assets were now on Parish-On-Line but she still needed to put on the valuations from Edge if required. Cllr Greef asked if the Councillor could have access. The Clerk advised that she would sort out access. **It was resolved for the Clerk to sort out access.**
- 8.6 Anglian Water Update Cllr Venes advised that there was nothing to report.
- 8.7 Helicopters Cllr Mocatta advised that there was a lot of helicopter activities over the weekends from people going to the deli. Cllr Mocatta advised that some of them are flying dangerously low. People using the playing field/tennis court having to take cover. **It was resolved for Cllr Venes to speak with Mr Goddard.**
- 8.8 NCC Proposed Speed Limit. Cllr Venes advised that this had been circulated. Cllr Venes went through all the proposed speed limits from Old Hunstanton to Brancaster. Cllr Venes proposed that we agree the proposed changes. **It was resolved to accept the new speeds and for the Clerk to notify NCC re the decision on the consultation.**
- 8.9 Thornham Farm Tree Planting. Cllr Venes advised that an email had been received regarding the proposed tree planting project. This is the same project that was mentioned some years back but there has been a lot of licenses, reports and applications made. Cllr Venes advised that the company representative would come and talk at a meeting in either May/June.

9. Planning Applications and Determinations:

Applications:

21/01826/NMA-1 NON-MATERIAL AMENDMENT to Planning Permission to 21/01826/F: Extension and alterations to existing dwelling, Thornleys Barn, High Street. Thornham. Cllr Venes advised that he had not been able to find any details on the planning portal. Other Councillors had the same problem.

It was resolved for the Clerk to advise the Borough Council that the Council were not able to make a comment due to no details are available.

Determinations:

None received.

10. Governance:

10.1 Policies to review.

Emergency Dependents Leave Policy. **It was resolved to defer for the New Council.**

Flexible Working Policy. **It was resolved to defer for the New Council.**
Safeguarding Policy. Cllr Venes advised that he was happy to accept the policy with no changes needed. **It was resolved to accept the policy and for it to be reviewed in a year's time.**

10.2 Training no training undertaken since the last meeting.

11. Outside Agencies

11.1 To receive report from TVH&PF Ltd.

Cllr Mocatta advised that she only wished to invite all parishioners to an event to mark the 10th Anniversary of the Village Hall on Saturday 23 September. The event will be free but tickets will need to be obtained so that numbers are correct for the hog roast. Cllr Greef asked Cllr Mocatta if she would like copies of the original photographs of the late Majesty. Cllr Mocatta asked Cllr Greef if he was able to display that would be great.

11.2 To receive report from Thornham Jubilee Meadow Working Party

Cllr Venes gave the following report:

Update since last report to TPC in March 2023.

- New fencing and gates installed, an excellent job of work which improves safety for all. Thanks to Ian Gibb for this.
- To improve successful new hedge growth Rory Hart will undertake some selected spraying, possibly end of this week.
- No major work then until June 2023 when we will follow the work plan drawn up by our consultant Ed Cross. JW and EC are discussing practicalities with a local farmer.
- This work will include some spraying, ploughing or possible new alternative ground break up and finally seeding. This to run through to Autumn 23
- Ed Cross is in direct communication with Emorsgate Seeds to finalise exact composition of seed mix and cost.
- JW is pursuing all key elements including lease arrangements with solicitors.
- JW and IB liaising with FiPL and other grant donors re payments now work has started and planned.
- Working party liaising with Gemma at NWT who is co-ordinating our Thornham Jubilee Meadow Bio Blitz event on Saturday 3rd June. Many partners already committed and displays in hall and walk routes planned.

11.3 To receive report from the Big Tent Meeting held 25 March.

Please see notes attached.

12 Highways

12.1 To Note latest developments from NCC Highways.

Staithe Lane

A Parishioner reported during the Annual Parish Meeting that it was dangerous walking in Staithe Lane as there was no refuge from cars due to parked vehicles. The Clerk had emailed the Highway Engineer regarding a putting in a low wooden fence with reflectors. The Highway Engineer had advised "Unfortunately I cannot agree to stones

being placed out on our network as these area a liability issue for NCC so therefore not allowed. As with the majority of rural lanes we also do not place bollards, either plastic or wooden along the edges unless there is a definitive hazard such as a deep watercourse or sharp bend alongside that motorists or walkers need to be aware of. Instead there should always be enough room in the verge to allow for members of the public to step off the metalled carriageway and into the verge to keep themselves safe as motorists pass.

The PC may wish to consider a trod along its length to enable walkers to walk along this section of road. This could be funded under PPS / Local Member if you wanted to consider it. Let me know your thoughts and I can get a quote arranged for you if you would like.”

The Clerk advised that stone where never mentioned as they were rejected and had to be removed previously. **It was resolved for Cllr Venes to write to the Highway Engineer explaining Council’s views on parking at the junction of Staithe Lane and the A149 and the associated Health and Safety risks to pedestrians.**

13. Health and Safety and GDPR Updates

Nothing to report.

14. Correspondence: (see associated papers)

No correspondence received that was not on the agenda.

15. Items For Next Agenda

Contract with Edge re Income banding
Harassment and Bullying Policy

16. Date, and Place of next meeting.

Annual Parish Council Meeting Wednesday 10 May 2023 at 7.00pm at Thornham Village Hall.

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.

17 Finance and Staffing Working Party

Council noted the confidential report of the Finance and Staffing working Party report from Cllr Mocatta

With no further business the meeting closed at ???pm.

Thornham Parish Council

Expenditure transactions - payments

Start of year

No	Payment	Gross	Heading	Invoice	Details	Cheque
80	31.03.23- 80	£64.00	105	31/03/23	De-Fib Warehouse – De-Fib Pads	£64.00

Total £64.00

New Financial Year

01/04/23	NALC				S Mocatta Course	£64.49
01/04/23	Hayes & Storr Solicitors				Shore Road	£699.60
01/04/23	Npower Business Solutions				March Electricity	£52.72
01/04/23	English Country Gardens				Grasscutting	£110.00
01/04/23	Viking Direct				Stationery	£64.19
01/04/23	T Bazeley-Smith				Entertainer for Coronation	£140.00
01/04/23	NPT & S				Subs	£194.04
01/04/23	HMRC				PAYE	£560.96
01/04/23	S Bristow				Wages	£1300.47

Total £3,186.47

Action List

Cllr Venes

- Write to Highway Engineer re Staithe Lane and Manhole Cover.
- Speak with Mr Goddard re helicopters.

Cllr Chesterman

- Obtain costing re telephone box.

Clerk

- Place order for New Brackets and LED Lanterns.
- Work out Access to Parish-on-Line for Councillors
- Ask for receipts re Speedwatch letter.
- Ask for the Streetlight Ownership wooden poles in writing.
- Notify NCC re speed consultation.
- Make Planning Comments
- Place items on next agenda
- Make Payments

Notes of Big Tent Meeting held in Thornham Village Hall

On Saturday 25th March 2023 at 10.00am

Present: Patricia Hewitt, Chair, TUC, John Warham TVHPF and TUC, Janet Needham, PCC and TUC, Ian Barrett, TPC and TUC, Jeremy Cave TVHPF, Colin Venes, TPC and Note-taker.
There were no members of the public present.

1. Welcome PH welcomed everyone to the meeting.

The meeting noted the legacy that Graham Boal had left the village by his introduction of the idea of the Big Tent meeting which has proved so helpful in a number of areas through the effective co-operation of the constituent groups over the last four years.

2. To note any Action taken from the September 2022 Big Tent meeting.

The meeting noted the joint letter produced by TPC and TUC which was delivered to every house in the village in September 2022 offering support and signposting helpful agencies during the potentially difficult autumn and winter months.

The success of the co-operation between TVHPF and Daco construction project on the High Street which resulted in the parking arrangement had improved road safety for all and benefitted TVHPF. It was hoped that such co-operation could be repeated.

3. Updates from the 4 constituent groups

i. PCC - Arrangements for the Interregnum

JN confirmed that with the imminent departures of both Rev Rachael Dines and Rev. Kirsty Allan life would be more difficult for the PCC A number of weddings are already booked and clergy will be required to conduct these and the services in the benefice churches. There will be a heavy workload on Megan and Janet, who will be responsible for organising replacements along with Sue B of the PCC. There are some retired clergy in the area who can assist.

PH thanked JN for the update and the work of the PCC.

ii. TUC - To include Jubilee Meadow Working Party Report

PH noted that with the loss of Graham Boal there was a vacancy for a Trustee for TUC. PH will recommend the appointment of Colin Venes as a Trustee to the next TUC meeting. On a personal note PH said how much she and her daughter had enjoyed their walk last week along the permissive path along the Jubilee Meadow and noticed the excellent work done in the fence installation and hedging planting and laying of the hedge.

JW reported on progress with the Jubilee Meadow highlighting the information circulated via both TVHPF Newsletter and the flyer distributed through the village. Copy to JC. He was pleased to report a real buzz of support for the project throughout the village. This was also evidenced by the tremendous response to the request for Owl Box/Small BirdBox sponsorship far exceeding expectations. Sponsors had agreed that their donations could be used for alternate purposes on the meadow project. Similarly, the speed of response from Harry Bett re request to move hay bale had enabled efficient erection of gates to the meadow. There had also been much positive comment about the laying of the hedge and how good it looked and well it worked.

JW pleased to report that another Bio Blitz event planned for Saturday 3rd June 2023, from 10.00 to 4.00pm. This will include the wider village as well as Jubilee Meadow but it will enable a detailed

wildlife audit of the Meadow before the major transformation to Wildflower meadow begins, this will provide a base-line for subsequent audit and analysis. Also taking part in the Bio Blitz event will be: NWT, RSPB, NOA, Norfolk Rivers Trust, Richard Campney of One Stop Nature Shop in Burnham Deepdale, and Ed Stocker from Norfolk Coastal Partnership. The early help and advice from Andrew Jamieson of Drove Farm had been massively helpful in guiding the project team to key advisers and craftsmen e.g. Ed Cross, Ian Gibb and Rory Hart.

JW reported the successful outcome to the team's bid to KLWNBC CIL fund, with an award just under £14K. This, along with grants from FiPL, NRT, BagLadies of Thornham, and Parish Council will enable the whole meadow transformation work to be undertaken in one go with major work starting in June.

PH asked if there were a time frame re opening requests for Memorial tree planting and benches. There was a general discussion re various factors influencing the timing including maintaining momentum, estimating response, not being over-demanding, timings of key actions, an effective booking system and controls . Further consideration to be given to this.

PH thanked the project team for their work and the excellent progress on the Meadow so far.

- iii. TVHPPF – JW invited JC to detail staffing update. JC confirmed the resignation of EB from her accounts role. Trustees had agreed to expand the role to include the administration of car parking arrangements in addition to accounts and book-keeping. MB and JC had advertised the expanded role, interviewed two good candidates for the post and appointed Sam Reid. He should be in post by mid- April. JC noted EB had done a very good job for TVHPPF in her time in the post. JW summarised the current staffing arrangements of TVHPPF with three part-time employees as the business has grown. JC noted Trustees were careful to note the cost of this level of employment but income had grown, particularly as a result of car park facility. There was a discussion about the valuable role of both volunteers and paid staff in ensuring a successful community facility.

JW was pleased to report that TVHPPF had also succeeded with a grant application to KLWNBC CIL fund. £15K had been awarded to fund both a set of Monkey bars which will provide a more robust challenge to older children/young teens than the existing equipment and also a set of Adult Gym equipment to supplement the existing items. Both sets of equipment will be sited within the fenced play area. The installation is planned for May and June. JW suggested that an additional bench or picnic table might also be added at some point. JW concluded by noting the symbiotic relationship between Deli and TVHPPF, and it was noted similarly with the Drove complex. The same relationship is likely to develop with the Jubilee Meadow, making the west end of the village a desirable destination.

PH thanked JW for his detailed report and work.

- iv. TPC – CV had previously cc'd a briefing paper on the key issues – see below.

TPC Briefing Note for Big Tent Meeting Saturday 25th March 2023
Streetlight Replacement

- A safety inspection showed five concrete posts were due for replacement as they had considerably exceeded their recommended service life: two in Castle Cottages, two in Ploughman's Piece and one in Shepherd's Pightle. We also need 5 brackets replacing on other wooden posts.
- New streetlights are steel construction with a 30 year life, a 10 year guarantee and will be fitted with LED lights.
- We have had three quotes for the work and by the time of our meeting I anticipate being able to name the chosen contractor.
- The funding for this can come from the Parish Council CIL fund.

Coronation Big Picnic

- As recommended by the Palace we are celebrating the Coronation of King Charles III on Sunday 7th May. There will be a Village Big Picnic on the Playing Field from 2.00pm to 7.00pm.
- The timing is difficult in terms of parish council but planning has been taken on by a working party from the PC, with Ali Chesterman and Colin Venes working with Rebecca Chesterman and Melanie Venes. Other volunteers will assist with the event.
- To reduce the workload and to recognise the King's wish for a simpler event this will be a Do-it-Yourself picnic – ie no central catering provision, bring your own food and drink (and take your own empties and litter home please!)
- There will be entertainment – Theo Bazeley- Smith will entertain children and adults from 3.00pm to 5.00pm.
- The King requested that authorities did not give out Coronation Mug momentos that finish in landfill, rather he urged tree planting etc. We have ordered 200 Sunflower plants in 9cm pots for residents to collect and plant in their own gardens.
- NB Sunflowers are one of the plants on the Coronation stamp collection set
- Costs of both the entertainer and the sunflowers are being met by the PC.

Parish Council Elections

- Election for Boro and Parish Councillors will be held on Thursday 4th May
- Nomination papers can be submitted from Tuesday 21st March until 4.00pm on Tuesday 4th April. Papers must be hand delivered to Boro Offices in Chapel Street, Kings Lynn.
- There are seven posts to fill on TPC.
- You will need photo ID to vote in person at the polling station
- I am told that the count will be completed on Friday 5th May.
- I trust that the new council will want to continue with Big Tent meetings.

Additionally at the meeting he noted that council have now unanimously agreed their preferred contractor. The contract administration is to be completed. No start dates yet available.

There were no further questions.

PH thanked CV for his report and for his work for the Big Tent meetings since their inception and his work on parish council.

4. Items of common interest: NWT and the issue re Dogs/ Fencing et al.

The open meeting held at TVH on 16th March was noted and agreed as a positive move forward.

5. Urgent items missed from agenda- none.

6. Date/time of next meeting: **Saturday 10th June at 10.00am in TVH.**

There being no further business PH thanked everyone for their attendance and contributions and closed the meeting at 10.55am.

Colin Venes Note-taker

25th March 2023