

THORNHAM PARISH COUNCIL

Minutes of the Thornham Parish Council Meeting held on Wednesday 10th May 2023 at 7.00 pm at Thornham Village Hall

Present:

C Venes (Outgoing Chair), Cllr S Mocatta (Chair), Cllr A Chesterman, Cllr A Needham, Cllr S Greef, Cllr D Arthur

Locum Clerk: Sarah Raven

Members of the Public: 1

1. Elect a Chair for the Coming Year:

Cllr Stephanie Mocatta was elected as Chair unopposed. This was PROPOSED, SECONDED and AGREED.

Welcome by Cllr S Mocatta to the public. It was explained that Sarah Raven would be taking the minutes as Locum Clerk for the meeting.

2. Elect a Vice Chair for the Coming Year:

Cllr Alison Chesterman was elected as Vice Chair unopposed. This was PROPOSED, SECONDED and AGREED.

3. Declaration of Office from Chair and Vice Chair

These were signed by Cllr S Mocatta and Cllr A Chesterman

4. Consider Apologies for Absence:

It was resolved to accept apologies from Cllr I Barrett and Cllr A Jamieson (personal).

5. To Award a Dispensation to Cllr I Barrett and Cllr A Jamieson regarding signing the declaration of acceptance.

It was AGREED to allow both Cllr I Barrett and Cllr A Jamieson extra time to sign the Declaration of Acceptance to become a Councillor due to being absent at this meeting following the election.

6. Declarations of Interest and requests for Dispensations by Councillors in any of the Agenda items listed:

Cllr A Needham gave a personal interest in matters concerning Thornham United Charities and PCC. Cllr S Greef gave a personal interest in matters concerning the PCC. Cllr S Mocatta gave a personal interest in matters concerning Thornham Village Hall and Playing Field Ltd and as a resident of Staithe Lane.

7. Elect Members for the Finance and Staffing Committee:

It was AGREED to change the Finance and Staffing Committee to an Advisory Group. It was PROPOSED, SECONDED and AGREED that Cllr I Barrett is Chair together with Cllr A Jamieson and Cllr A Chesterman as members.

8. Terms of Reference for Finance and Staffing Committee:

It was AGREED to move this to the June meeting once the locum clerk had reviewed the terms of reference.

9. Appointment of Parish Council representatives to serve on the following Committees/Organisations:

Church Committee – Mrs J Needham

RSPB – Cllr S Greef

Cattlegate Holders – Cllr A Needham and Cllr I Barrett

Village Hall & Playing Field Ltd – Cllr S Mocatta

Saxon Shore Parish Forum – Cllr S Greef, Cllr A Needham and Cllr D Arthur

10. Reports:

Church Committee – Report Attached

The Parish Council thanked the Church Wardens for their hard work.

11. Review Standing Orders:

It was AGREED to move this to the June meeting once the locum clerk had reviewed the Standing Orders.

12. Review Financial Regulations:

It was AGREED to move this to the June meeting once the locum clerk had reviewed the Financial Regulations.

13. Review Code of Conduct:

It was AGREED to move this to the June meeting once the locum clerk had reviewed the Code of Conduct.

14. Thornham Parish Council Annual Accounts 2022/23

Report attached. Thanked Cllr I Barrett and Cllr A Chesterman for help and support.

At the end of the financial year the Parish Council finances are in excellent financial shape.

Community Account £1796.00

Deposit Account £62,044.80

CIL (Community Infrastructure Levy) needs to be monitored once a quarter to keep up with regular spending.

Year End completed with some non-material items outstanding. Internal Auditor is Glynis Allen who has agreed to complete the internal audit. This will be completed once handover from Clerk.

15. Date, Time Place of next Annual Parish Council Meeting:

The Annual Parish Meeting and Annual Parish Council Meeting to be 8th May 2024.

16. Adjournment of Meeting for Public Questions:

Hedges:

Hedge has now been cut near the bus stop on High Street. Dairy Farm House hedge needs cutting back as overhanging.

Social Media:

Social Media concerns regarding messages about the parish council holding closed sessions. The issue of statements on social media was discussed, and the fact that issues could be confused by this, It was agreed that the Parish Council was the appropriate place for the public to discuss any potential issues or misunderstanding and we would encourage parishioners to attend.

New Noticeboard:

Noticeboard in need of repair. To be placed on agenda for discussion at next meeting.

17. Councillor Reports:

17.1 County Councillor – Cllr Jamieson – None

17.2 Borough Councillor – It was noted the new Borough Councillor is now Cllr Tom De Winton. The Parish Council thanked Bob Lawton for all his hard work and help whilst a Borough Councillor.

18. Minutes of the Parish Council Meeting held on 13 April 2023

18.1 Approval the Minutes: The Minutes were amended with the closing of the meeting amended to 9.15 pm. It was resolved for these to be signed by the Chair as a true and accurate record.

18.2 Matters arising from the minutes:

NS& I:

The Parish Council could not find anyone directly related to the claim. It was resolved a letter to be sent to NS&I to explain the situation.

Streetlights:

Work had started on the new streetlights. It was resolved that the locum clerk to liaise with Cozens for an update.

Speed Watch

Expenses incurred for £250 estimate of electricity, travel etc. It was resolved for the locum clerk to research the financial position. To be placed on the June agenda.

Parish Online

Cllr S Greef would like to be added to the Parish Online for administration purposes. All Councillors to have read access.

Staithe Lane:

Reflector posts to be placed on corner of A149 and Staithe Lane. Locum clerk to contact Highways for an update.

19. Finance:

19.1 Out-going Financial Chair's Report: Attached.

19.2 Monthly Accounts for Payment: Due to process of changing clerks this was not available.

19.3 Money Received: Due to process of changing clerks this was not available.

19.4 Bank Reconciliation April 2023: Due to process of changing clerks this was not available.

20. Village Matters:

20.1 Statement on Shore Road – Attached

Phone Box - The board needs to be placed in the phone box and painting to be completed. Cllr A Chesterman and Cllr A Needham to liaise regarding completing and report back at next meeting.

Castle Cottages Road – Cars and trailers parking dangerously. It was resolved for the locum clerk to write to Freebridge.

Overgrown Garden – Environmental Health had been contacted due to vermin which has not resolved the situation. Parish Council unable to assist.

21. Governance:

21.1 – Training: Locum Clerk to circulate training and forum sessions to all Councillors.

22. Outside Agencies:

22.1 Report from TVH&PH Ltd: None

22.2 Report from King's Coronation: Attached.

23. Highways

23.1 Note latest development from NCC Highways: Parishioners encouraged to report direct to Norfolk County Council.

Completed: Hall Lane, Green Lane, manhole cover.

A149 – Locum Clerk to email Highways for an update on when the A149 will be resurfaced through Thornham.

24. Health and Safety and GDPR Updates:

None. Scheduled to be produced for next meeting.

25. Planning Applications:

23/00557/F - Application for Extension above attached garage to provide new bedroom suite; alteration to fenestration and materials at Portland High Street Thornham – It was resolved to SUPPORT.

22/00649/NMA_1 - Application for NON_MATERIAL AMENDMENT TO PLANNING PERMISSION 22/000649/F: Front and rear single storey extensions and alterations

to dwelling 4 Green Lane Thornham – No documents on the Borough Council portal.
Locum Clerk to liaise with Borough Council.

Determinations:

22/01960/F Application for the removal of the existing 3 no. 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 Lane at Thornham Lyng Farm Mast Telecom Ringstead Road Thornham Norfolk – **Granted**.

22/01913F Application for construction of 2 new dwellings following demolition of existing dwelling at Lombardy High Street Thornham **Granted**

21/01826/NMA_1 Application for NON-MATERIAL AMENDMENT TO PLANNING PERMISSION 21/01826/F: Extension and alterations to existing dwelling Thornleys Barn High Street Thornham **Withdrawn**

26. Correspondence:

None

27. Items for Next Agenda

- Assets
- Village Matters Advisory Group
- Planning Advisory Group
- Meeting in July to be moved to Thursday 13th July.

28. Date and Place of Next Meeting:

Wednesday 14th June 2023 at 7.00pm at Thornham Village Hall.

Meeting closed at 8.20pm

..... Chair Dated:

**THESE MINUTES ARE UNCONFIRMED UNTIL APPROVED BY FULL COUNCIL
AND SIGNED ABOVE BY THE CHAIR**