

THORNHAM PARISH COUNCIL

Minutes of the Thornham Parish Council Meeting held on Wednesday 14 June 2023
at 7.00 pm at Thornham Village Hall

Present:

Cllr S Mocatta (Chair), Cllr A Chesterman, Cllr A Needham, Cllr S Greef, Cllr I Barrett

Locum Clerk: Sarah Raven

Members of the Public: 7

1. Apologies for Absence:

It was resolved to accept apologies from Cllr D Arthur and Cllr A Jamieson (personal).

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

Cllr A Chesterman Item 12.1

3. Public Participation:

- Bins being left out overnight – Could a reminder be placed in the Newsletter to remind everyone regarding not leaving bins out.
- Village Hall Trustee - Parishioner apologised that he did not consult Parish Council regarding stepping down from Village Hall Trustee. Cllr S Mocatta thanked the parishioner for his work with the Village Hall and on behalf of the Parish Council. Cllr S Mocatta explained she would be the representative for the Parish Council.
- Big Tent Meeting in June – It was discussed whether anyone would take over dealing with this. Cllr S Mocatta would speak with Church and other parishioners in taking this forward.
- Hedges – These are very overgrown and obscuring pavements. Agreed to place in Newsletter to remind people to trim hedges.
- Road Closure from junction of High Street and Church Street – Anglian Water are closing Church Street in October. This is for lining of the sewage pipe. Vans will be parked on grass verge. Locum Clerk to contact Anglian Water on what work is being completed and how long work will take. If parking on the grass verge could this be left how they found it as in October may get churned up.

4. Councillor Reports:

4.1 County Councillor Cllr A Jamieson – None

4.2 Borough Councillor – Cllr T De Winton introduced himself. The Borough Council is still preparing since the election of new Borough Councillors. Cllr De Winton is focused on the coasts and is assigned on the planning committee and audit committee at the Borough Council. He is also

involved with the Churches. Discussed the neighbourhood plan and Locum Clerk to send Cllr T De Winton a copy. Discussion on issues surround parish councils along the coast. Cllr S Mocatta thanked Cllr T De Winton for attending.

5. Minutes of last council meeting 31st May 2023

5.1 Consider and Approve the Minutes: The Minutes were circulated before the meeting. The minutes were APPROVED and signed as a true copy by the Chair Cllr S Mocatta.

5.2 Matters arising from the Minutes – None.

6. Finances

6.1 Finance Chair Report – Cllr I Barrett explained the financial position of the Parish Council. Current Account is £3757.06 and Reserve Account £92,287.92 totalling £96044.98. CIL balance as at end of 31 March 2023 £23,722. VAT to be reclaimed. Locum Clerk to schedule to do this quarterly and the Finance & Staffing Advisory Group to be held at end of July.

6.2 Accounts for Payment :

Payments:	£
Colin Venes (Plants for Coronation)	190.00
Norfolk Parish Training Courses DA	92.00
Cozens (UK) Ltd (5 New LED) CIL	1290.00
Cozens (UK) Ltd (5 new columns) CIL	8370.00
Npower	72.47
C & E Handyman Services (Painting of Telephone Box) CIL	90.00
English Country Gardens	550.00
Npower	67.78
Glynis Allen Internal Audit	50.00

These payments were APPROVED. It was APPROVED to transfer from the Reserve account to Current account the sum of £10,000.

6.3 Money Received:

Receipts	£
Colin Venes (Sunflower Plants)	20.00

6.4 Bank Reciliation April and May 2023 – These had not been dealt with as yet.

6.5 Internal Audit Report – This was prepared by Glynis Allen and had been signed off with no comments.

6.6 The Annual Governance Annual Return - Annual Governance Statement (Section 1) was read out. The statement was APPROVED and signed by the Chair and Locum Clerk.

- 6.7 The Annual Governance Annual Return – Accounting Statements (Section 2) was read out and explained. This was APPROVED and signed by Chair and Locum Clerk.
- 6.8 Bank Reconciliation and Significant Variances – Both documents were APPROVED.
- 6.9 Commencement for the Exercise of Public Rights – These were set for public to view the accounts between 3rd July and 11th August 2023.
- 6.10 Asset List – This would be updated at the Finance & Staffing Advising Group. Cllr S Greef had completed an inspection of the assets.
- 6.11 CIL Report – This was APPROVED and signed by the Locum Clerk and Chair. Drainage to be continued in the future and claimed under CIL. Cllr A Needham to liaise with Locum Clerk when this needs to be completed for a quote.
- 6.12 Noticeboard to purchase under CIL monies – It was resolved for the Locum Clerk to liaise with Cllr A Needham and Cllr S Greef regarding noticeboards.
- 6.13 Speed Watch Expenses – The Team had expenses back from 2016. A payment of £335.00 was APPROVED. Any future payments would need to be in the financial year. Mileage to be paid at £0.45 per mile. An estimate of electricity was acceptable.
- 6.14 Mobile Phone for Clerk – It was resolved for the Locum Clerk to research prices for the next meeting.
- 6.15 Report for Grant of £200 for Coronation – The report for the Borough Council had been prepared and sent in respect of the £200 grant for the coronation. Chair thanked Cllr A Chesterman and parishioner for their work with the coronation.
- 6.16 Bank Mandate for Barclays – It was resolved the previous Chair should be taken off the Mandate and Cllr S Mocatta and Locum Clerk be included in the Mandate for access to the Barclays online accounts.

7. Village Matters

- 7.1 Advisory Group for Village Assets – It was resolved that an Advisory Group be set up for village assets. This would include Cllr A Needham and Cllr S Greef.
- 7.2 Advisory Group for Planning – It was resolved that an Advisory Group to be set up for Planning. This would include Cllr A Chesterman and Cllr D Arthur. Locum Clerk to update the Planning Policy.
- 7.3 Progress on Streetlighting and Timers – 5 new LED lights and 5 new columns have been completed. An earlier decision was made to have timers on streetlights for them to go off at midnight and come on at 5 am or until light. Reason for timers is Dark Skies and saving of electricity. It was resolved for the Locum Clerk to obtain quotes for timers on all streetlights save for the one near the pond.
- 7.4 Castle Cottages grass verge – Freebridge have stated they do not own this piece of land. It was resolved for the Locum Clerk to search HM Land Registry to find out the registered owner.

- 7.5 Vandalism of cars in the village – This has been reported to the Police. Locum Clerk to report to Police Liaison Officer.
- 7.6 Telephone Box – Ordered the board for the Telephone Box and then this will be installed. Painting has been completed.
- 7.7 Speed watch – Report given by Speed Watch Team. SAM2 data information was discussed at a meeting in April. A proposal is being made by the Speed Watch Teams that if drivers are caught speeding, then points given are 6 rather than at present 3 on driving licence. MP and Chief Constable to be consulted. It was resolved to see if there is support for this proposal at the Saxon Shore meeting. It was discussed regarding the procedure for the Speed Watch Team whilst out in the parish. The Speed Watch Team were thanked for their work in the parish.

8. Governance:

- 8.1 Training Update – Cllr D Arthur had completed planning and introduction to a Councillor training.
- 8.2 Parish Online Training – It was resolved that Locum Clerk would undertake the basis training with Councillors and any advanced training to be undertaken online and arranged by the Locum Clerk.

9. Outside Agencies:

- 9.1 Thornham Village Hall & Playing Field Ltd – AGM is on 12th July. If there is anyone who would like to join the Village Hall & Playing Field Ltd to contact a Trustee. There will be more gym equipment installed.
- 9.2 Thornham United Charities – Cllr I Barrett gave a report :-

The work on the hedging, fencing and gates have been completed. Unfortunately, the new gate has been stolen which has caused us to have a rethink about access to the field with no conclusions yet reached. The next stage which starts very soon is to 'cut and remove ', this is basically a hay making operation. In mid-August the field will be sprayed, excluding the 4 acres to be used as orchard. In October, we plough, harrow, and prepare the seed bed, and then seed. The seed mixture has been ordered. All of this is under the guidance of our meadow expert. All legal matters are in progress which cover updating the Land Registry and producing the lease with Drove Orchards . Payments have been received from grant providers covering payments due for work completed and all contractors have been paid by TUC. The BioBlitz went well with plenty of people taking part in the activities provided. We received great support from RSPB, NWT and many others.

10. Highways:

- 10.1 Staithe Lane Posts – These had not been completed. Locum Clerk to chase when these will be installed.

11. Health and Safety and GDPR Update -

- 11.1 Health & Safety – Iron work to report to Highways as dangerous in the hedgerow opposite St Georges Court. Locum Clerk to report to Highways.
- 11.2 Emails – Councillors now have council email addresses.

12. Planning:

- 12.1 Ref 23/00817/F – Variation of Condition 2 of Planning Permission 21/01826/F: Extension and alterations to existing dwelling Thornleys Barn High Street Thornham Hunstanton Norfolk PE36 6LX – AGREED to support the application.

Decisions made by Borough Council:

- 12.2 23/02137/NMA_1 – Non- Material Amendment to Planning Permission 22/02137/F: Variation of Condition 2 of Planning Permission 21/02109/F : Proposed one and half storey front and rear extensions, single storey rear extension and internal alterations Lazy Winds Ship Lane Thornham Norfolk PE36 6LT – This was permitted by the Borough Council.
- 12.3 22/00649/NMA_1 4 Green Lane Thornham Norfolk – Non material amendment to planning permission – Application Withdrawn.
- 12.4 23/00438/LDP Land North of Coach House High Street Thornham Norfolk - Application for a Lawful Development Certificate for the erection of a 2m high fence Not Lawful Delegated Decision
- 12.5 Working Vans parking whilst construction on houses – It was resolved that the Locum Clerk contact the Borough Councillor Cllr T De Winton to enquire if enforcement or conditions can be given by the Borough Council for parking whilst properties are being renovated.

13. Policies:

- 13.1 Standing Orders – Reviewed and amendments were APPROVED
- 13.2 Financial Regulations – Reviewed and amendments were APPROVED.
- 13.3 Code of Conduct – Reviewed the Code of Conduct. This was APPROVED and not to use the Borough Council code of conduct until this had been agreed at Borough Council or NALC.
- 13.4 Terms of Reference for Finance – This was reviewed and APPROVED.

14. Appointment of Permanent Clerk:

To move this to next meeting.

15. Correspondence:

- 15.1 Dog Bin at Deli – This was reported as overflowing, however there coffee cups in the bin. It was resolved for Locum Clerk to liaise with Cllr S Greef regarding wording for a sign.
- 15.2 Castle Cottages Streetlight and overgrown hedging – This is an issue which has been raised with Environment Health and Cllr T De Winton at Borough Council.
- 15.3 Freedom of Information Request – An extension has been agreed to 22nd June. Advice sought by Locum Clerk from Norfolk Parish Training & Support and adviser. Information to be prepared and draft response will be prepared. Cllr I Barrett and Locum Clerk to sort through information and send to Councillors for approval before sending out on the 22nd June.
- 15.4 Traffic Order – Brancaster Road will be closed at the end of the month.

Standing Orders were adjourned as over 2 hours for the meeting.

- 15.5 Tree Planting Presentation – This will be arranged for the meeting in July.
- 15.6 Hedge at Dairy Farmhouse – This will be dealt with in a few weeks.
- 15.7 Letter re marshes ownership – To be discussed at next meeting in July.
- 15.8 Student email regarding coastal project – Student would like to a survey completed, Cllr S Mocatta to deal with this.
- 15.9 Saxon Shore – Agenda for the 21st June sent to Cllr A Needham, Cllr S Greef and Cllr D Arthur.
- 15.10 Change of Address – Borough Council had sent notification regarding 10/13 St Georges Court change of name.
- 15.11 Website for Neighbourhood Plan – Correspondence regarding whether the website can be closed down now. This was used when the consultation was ongoing. It was RESOLVED to be closed down as not needed now.
- 15.12 Npower Direct Debit – It was AGREED the direct debit list for Npower and ICO.

16. Items for Next Agenda:

None

17. Date and Place of Next Meeting to be changed to Thursday 13th July at 7.00pm in Thornham Village Hall.

This was AGREED to move the meeting to Thursday 13th July as the Village Hall was not available for the Wednesday.

Meeting closed at 9.10 pm

.....Chair

Dated:

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