

THORNHAM PARISH COUNCIL

Minutes of the Thornham Parish Council Meeting held on Thursday 13th July 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, Cllr D Arthur

Locum Clerk: Sarah Raven

Members of the Public: 6

1. Apologies for Absence:

It was resolved to accept apologies from Cllr A Jamieson (personal). Cllr T De Winton (Borough Councillor).

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

None

3. Public Participation:

- New sign needed at the Harbour. Clerk to liaise with Highways, Norfolk County Council to replace.
- Speeding – High Street especially at the Titchwell boundary is a concern as several speeding vehicles during the morning and evening. The speed sign is not working at the bus stop. The member of public would like to contact the Speed Watch to join the team. Discussion on the A149 speed limit reduction.
- The Link – The Parish Council do not put in a report. Cllr D Arthur to deal with reports for The Link and Thornham Village Hall Parish News.
- Coastal Path sign – This has been damaged. Cllr A Needham to send a photo for Clerk to report.
- Road Sweeping – Mud and shingle on road. This needs to be completed on Church Road.

4. Councillor Reports:

4.1 County Councillor Cllr A Jamieson – None

4.2 Borough Councillor – None

5. Minutes of last council meeting 28th June 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. Presentation of Trees:

This did not go ahead.

It was AGREED to move item 16 and 17:-

16. Appointment of a Permanent Clerk:

It was PROPOSED, SECONDED and AGREED that Sarah Raven be made permanent Clerk. It was AGREED the appraisal would be in six months' time. It was AGREED to remove the pension provision at item 19, but Parish Council AGREED that this could be considered at any time if requested by the Clerk. Contract was amended and signed.

17. General Power of Competence:

The Council unanimously AGREED to adopt the General Power of Competence and confirmed eligibility from having a qualified clerk with two thirds of councillors elected (unopposed) at the last election.

7. Finances

7.1 Finance Chair Report – Cllr I Barrett explained the finances. The current account balance as at 13 July 2023 was £11297.00 Business £67,287.92. It was explained how the Business Account was split into CIL (Community Infrastructure Levy) £15642.04. CIL must be spent on infrastructure. The remainder is general reserves. It was explained how CIL can be clawed back by the Borough Council if not spent after 5-years. At present spending on CIL was in order until 2026. Cllr A Chesterman would check with Borough Council regarding payments for CIL in respect of new builds. Training given to Cllr Barrett and Clerk on EDGE accounts program. Finance Advisory Group will meet 3rd August. VAT return completed up to end of June.

7.2 Accounts for Payment:

Payments:	£
Sarah Bristow Wages	1335.28
HMRC Tax	584.10
Sarah Bristow Expenses	90.00
Clenshaw Minns Accountant	131.64
K&M Lighting Services	313.22
Npower	60.83
Thornham Village Hall & Playing Field	2750.00
Thornham Parochial Church Council	2750.00
Thornham United Charities	2750.00

These payments were APPROVED.

It was AGREED to allow the payments to Thornham Village Hall & Playing Field, PCC and Thornham Unity Charities without the grant award applications being completed.

7.3 Money Received:

Receipts	£
Interest 5 June 2023	163.77

7.4 Bank Reconciliation April, May and June 2023 – These had been dealt with and circulated to all Councillors. These were AGREED and signed by Chair.

7.5 **Mobile Phone Charges:** It was discussed regarding a new mobile/SIM for the Clerk. It was AGREED to go with a SIM only for £5.00 per month.

8. **Village Matters**

8.1 **Update on streetlighting and timers and to discuss the remaining streetlights to be upgraded:** Cllr A Needham and Cllr S Greef explained the streetlights and circulated the report. 13 streetlights cannot have timers. If the brackets were replaced they would need a new LED light fitted to incorporate the timer. 16 streetlights can be completed with timers. 2 streetlights will be left which are near the ponds. The one near Castle Cottages will need to be cleaned up before the timer can be fitted. Green Lane pole will be repaired by UK Power Network as leaning in the next few days. Clerk to check the light fitting at Red House and post at Ringstead Road as leaning, with K&M Lighting contract. Clerk had arranged for contractor to provide a quote for all LED that are needed and a separate one for the timers. It was AGREED to ask contractor for a streetlight update report on all 31 lights. Clerk to ask for a quote on the streetlights in the amber zone of the previous report.

8.2 **Castle Cottages grass verge** – Borough Council had confirmed this land was registered to Borough Council. Borough Council had confirmed a letter had to be sent to the tenants. Clerk to chase Borough Council as nothing has improved.

8.3 **Telephone Box** – Cllr A Chesterman updated on the telephone box. Display units will be delivered and installed.

8.4 **Correspondence regarding ownership of the pieces of land near marshes** – Discussion regarding the land near the marshes. It was RESOLVED that Cllr I Barrett and Cllr A Needham approach the Trustee of the Cattlegate Holders to discuss.

8.5 **Coastal Path Grass Cutting:** - Contractor was unable to continue cutting the Coastal Path. It was discussed regarding the three landowners' responsibility either side of the path being cut. It was RESOLVED for Clerk to ask Norfolk Trails Team to cut and inform them of the change in cutting. One Landowner has stated he is willing to cut his section of the path. It was advised that as members of the public use the path to make sure they were aware of any maintenance. It was RESOLVED for Cllr A Needham and Cllr S Greef to investigate someone to cut the path on the same terms as before.

8.6 **Dog Bin Sign:** Sign had been placed on the bin.

8.7 **Anglian Water works in October:** Discussion on the pipes being lined. Anglian Water had sent letters to all residents in the vicinity of the works to update. It was RESOLVED that Cllr A Needham contact Anglian Water to discuss the lining of the pipes.

9. **Governance:**

9.1 **Training Update** – Cllr S Greef to undertake the Data Protection Course. Cllr S Mocatta and Cllr A Chesterman would like to undertake the Chairman course but no dates convenient. Clerk to enquire with Norfolk Parish Training & Support if more courses were being advertised.

10. Outside Agencies:

- 10.1 **Thornham Village Hall & Playing Field Ltd** – AGM on 12th July. Jeremy Cave is now Chairman. Cllr S Mocatta is representative for the Parish Council. Week beginning 17th July the adult gym equipment will be installed. Agenda item for September asking for £500 to be considered as a grant donation. Application for grant would be sent in before the next meeting.
- 10.2 **Thornham United Charities** – Cllr I Barrett gave a report: - The gate had been stolen and now replaced by an iron gate. The field would be sprayed, ploughed, harrowed, and seeded. No date for spraying yet. Signs would be placed to alert public.
- 10.3 **Saxon Shore Meeting on 21st June**: Cllr A Needham reported. A presentation on elderly falling in parishes. It was hoped to set up in parishes for public to assist with any elderly falling, assessments etc. Training would be given, and rising chairs would be made available.

11. Highways:

- 11.1 **Norfolk County Council A149 Speed Limit Reduction**: This is now not proceeding.
- 11.2 **Parish Partnership Scheme**: Norfolk County Council grant scheme for Highways infrastructure. Parish Partnership if successful with grant would pay 50% and parish council 50% of costs. Cllr A Needham and Cllr S Greef to check any highways infrastructure needed.
- 11.3 **Posts at Staithe Lane**: Highways Engineer had responded this has not been programmed to be installed yet but would be as soon as possible. Clerk to chase if not completed by end of July.

12. Health and Safety and GDPR Update:

GDPR file now being updated by Clerk.

13. Planning:

- 13.1 **Titchwell Parish Meeting and the review process for Thornham Neighbourhood Plan**: It was discussed regarding correspondence between the Borough Council and Titchwell Parish Meeting. It was RESOLVED not take this further.
- 13.2 **Review for the Neighbourhood Plan**: Principal Planner had suggested that Thornham was due to review their neighbourhood plan. The Neighbourhood Plan only needs reviewing if any significant changes. It was RESOLVED that this did not need reviewing.
- 13.3 **Small rear extension and minor window and door alterations to a previously approved planning consent 22/00649/F at 4 Green Lane, Thornham, Norfolk, PE36 6NQ** : It was RESOLVED that Councillors decide this by correspondence to the Clerk before the deadline of 20th July with comments.

Decisions made by Borough Council since last Meeting:

23/00303/F Plumtrees Green Lane Thornham Hunstanton Norfolk PE36 6NG - Minor alterations including replacing existing 1500mm wide rear French doors to lounge with 2400mm sliding doors to north elevation and new aluminium doors to replace existing wooden French doors to south elevation – Application Permitted 12 May 2023 Delegated Decision

22/00649/NMA_1 4 Green Lane Thornham Norfolk PE36 6NQ - *NON-MATERIAL AMENDMENT TO PLANNING PERMISSION 22/00649/F: Front and rear single storey extensions and alterations to dwelling* Withdrawn Application 26th May 2023

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 7 June 2023 Delegated Decision

23/00557/F Portland High Street Thornham Hunstanton Norfolk PE36 6LY - *Extension above attached garage to provide new bedroom suite; alteration to fenestration and materials* Application Permitted 2 June 2023 Delegated Decision

22/02137/NMA_1 Lazy Winds Ship Lane Thornham Norfolk PE36 6LT - *NON-MATERIAL AMENDMENT TO PLANNING PERMISSION 22/02137/F: Variation of Condition 2 of Planning Permission 21/02109/F: Proposed one and a half storey front and rear extensions, single storey rear extension and internal alterations* Application Permitted 6 June 2023 Delegated Decision

22/02124/F Lingwood High Street Thornham Hunstanton Norfolk PE36 6LX - *Replacement Boundary Wall and New Gates* Application Permitted 19 June 2023 Delegated Decision

14. Norfolk ALC Pledge Armed Forces Covenant:

It was discussed regarding pledging for the Armed Forces being supported. It was noted but not signed.

15. Policies:

- 15.1 **Planning Policy:** This Policy was AGREED and signed by Chair.
- 15.2 **Complaints Policy:** This Policy was AGREED and signed by Chair.
- 15.3 **Vexatious Policy:** This Policy was AGREED and signed by Chair.

18. Norfolk Records Office Old Minutes and Paperwork:

Paperwork in the loft of Village Hall has been cleared. It was AGREED for the minutes and paperwork (financial) to be placed at the Norfolk Records Office.

19. Correspondence:

19.1 **Freedom of Information:** Request received was circulated to Councillors. Replied in June with relevant documents. Minutes now updated on website. Explained Clerk had responded again that a further document had been found regarding the exclusion of the press and public. A copy had been sent together with confirmation that the Parish Council can reclaim VAT. It was RESOLVED for Clerk to correspond thanking the member of public for the correspondence and that the Parish Council have now dealt with all queries raised.

20. Items for Next Agenda:

- Thornham Village Hall & Playing Field – Grant Application for £500.
- Thornham Village Hall Trustees – More community events in the Hall.

21. Date and Place of Next Meeting Wednesday 13th September 2023 at 7.00pm in Thornham Village Hall.

Meeting closed at 8.40 pm

.....Chair Dated:

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