

# THORNHAM PARISH COUNCIL

Minutes of the Thornham Parish Council Meeting held on Wednesday 13<sup>th</sup> September 2023 at 7.00 pm at Thornham Village Hall.

## **Present:**

Cllr A Chesterman (Vice-Chair), Cllr A Needham, Cllr S Greef, Cllr I Barrett, Cllr D Arthur and Cllr A Jamieson

Locum Clerk: Sarah Raven

Members of the Public: 6

## **1. Apologies for Absence:**

It was resolved to accept apologies from Cllr S Mocatta (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:**

- Lombardy Planning – Issues with the revised landscape plans especially with the pleached trees being planted next to the fence. The fence is 5ft and the trees will tower over this in time. This will block the light of the living room windows.
- Speeding – an issue at the Titchwell end of the village. Discussion on speed cameras in the village. Police camera had been in the village. Clerk to raise issue at Safer Neighbourhood Action Panel (SNAP) for noisy motorbikes and speeding in the village.

## **4. Councillor Reports:**

- 4.1 County Councillor Cllr A Jamieson – Report given on the County Deals for Norfolk. Norfolk County Council have signed a provisional agreement with the Government which means some of the central government issues will now be dealt with by the County Council. This will mean a directly elected leader for the County Council who will be elected by the public.
- 4.2 Borough Councillor – Cllr T De Winton reported that August had been busy, he had been pleased with tennis week and noted efforts of the Police who he had met with and others felt similarly.

## **5. Minutes of last council meeting 13 July 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 Vice-Chair Cllr A Chesterman.
- 5.2 **Clerks Report** – Circulated before the meeting. Still outstanding new Noticeboard, Minutes to take to the Records Office at Norwich and coastal path sign reported to be repaired, Give Way sign light out at Ringstead Road. Noticeboard options to be circulated to all Councillors to discuss at next meeting.

## **6. Finances**

- 6.1 **Finance Chair Report** – Cllr I Barrett reported on the finances. [See below.](#)

## 6.2 Accounts for Payment:

<b>Late Payments Paid in August</b>	<b>£</b>
Norfolk Parish Training	40.00
English Country Gardens	440.00
<b>PAYMENTS to be APPROVED</b>	
S Raven Recorded Delivery and stamps	3.70
S Raven Pay as you go SIM	5.00
S Raven Land Registry Search	6.00
S Raven Storage Box	17.99
S Raven stationary	13.49
N Power Direct Debit	62.18
S Raven Wages from May to September	1582.42
English Country Gardens	220.00
PKF Littlejohn Audit	378.00
Npower Direct Debit	61.47
S Raven Mileage	72.00
HMRC National Insurance and Tax	750.43

These payments were APPROVED.

## 6.3 Money Received:

<b>Receipts</b>	<b>£</b>
Interest	196.73
HMRC VAT Refund	1959.21

6.4 **Bank Reconciliation July and August 2023** – These had been dealt with and circulated to all Councillors. These were AGREED.

## 6.5 Grant for Thornham Village Hall & Playing Field for £500.00

This grant was to assist with expenses for the 10<sup>th</sup> Anniversary event on the 23<sup>rd</sup> September. All parishioners have been invited. Most of the costs are being borne by the Village Hall. All AGREED and voted unanimously to give a grant for £500.

## 6.6 CIL Self Build Exemption:

Borough Council had provided clarification on the self-build sites which means it does not have to be built by themselves. It means that once the house has been built the applicant will reside in the house and use this house as their main residence for a minimum of 3 years. It was AGREED for a letter to a property owner to clarify the intentions of using the house to claim the CIL exemption was to be sent by the Clerk.

## 6.7 Insurance

The Advisory Group had recommended to take the 3 year deal with Clear Insurance formally BHIB. Total price £897.20. This was APPROVED.

## 6.8 Terms of Reference for Advisory Group:

The Advisory Group had recommended the Terms of Reference. This was APPROVED.

## **6.9 Asset List**

The Advisory Group had recommended three changes which was APPROVED.

## **6.10 Internal Auditor**

Glynis Allen had agreed to undertake the internal audit. The Advisory Group recommend to have this completed at the end of September and at the end of March. The price would be £100 for 2 audits. This was APPROVED.

## **6.11 Clerks quarterly pay slip:**

Draft Payslip for Clerk was from May to end of September. This was recommended by the Advisory Group. Draft pay slip was APPROVED as per approved payments.

## **6.12 External Auditor:**

This has now been completed and signed off by PKF Littlejohn the External Auditor. Notice of Completion was on website and noticeboard.

## **7. Village Matters**

### **7.1 Update on streetlighting and timers and to discuss the remaining streetlights to be upgraded:**

No quotes had been received from Cozens or a report on the streetlights. Clerk to chase Cozens and K & M Lighting for quotes.

### **7.2 Castle Cottages grass verge –**

Borough Council Enforcement Team had undertaken to contact the property owner. Highways and Borough Council have been asked to clear the weeds and hedges encroaching on the pavement. UK Power Network cannot clear the wires or the poles. It was RESOLVED to send a letter to the property owner to consider clearing the garden.

### **7.3 Telephone Box –**

Cllr Needham painted the inside of the telephone box and fitted the display holders. Cllr A Chesterman will measure for signage to send to Clerk.

### **7.4 Correspondence regarding ownership of the pieces of land near marshes –**

The Trustee for the Cattlegate Holders had been approached regarding the letter received from the resident since the last meeting. Cattlegate Holders are registering land with HM Land Registry. Any involvement from the Parish Council (who also are 2/49<sup>th</sup> of the Cattlegate Holders) could make registration more difficult. It was therefore AGREED to not pursue.

### **7.5 Coastal Path Grass Cutting: -**

Contractor was unable to carry out the hedge/verge cutting. This was not being paid for by the Parish Council or their responsibility but by the landowners. It was AGREED not to pursue and leave to landowners to deal with.

### **7.6 Anglian Water works in October:**

Anglian Water had not been contacted regarding the lining. Notices have been issued and road closures in place for this work to take place.

### **7.7 Sign “no dog fouling” Shepherds Pightle:**

There was no suitable place to position a sign for “no dog fouling” at Shepherds Pightle. It was resolved no signage could be placed.

### **7.8 Suggestion box at Village Hall 10<sup>th</sup> Anniversary Day:**

It was agreed not to have a suggestion box on the day. It was discussed to do a leaflet drop in the Link to discuss suggestions for infrastructure needed in the village. To be discussed at next meeting.

### **7.9 Swift Boxes in the Village:**

Discussed new builds having swift bricks incorporated in the roofs. The swift bricks are low cost. It was AGREED when a planning application is received for a new build then place a comment regarding swift bricks to be incorporated.

### **7.10 Community Events**

A Christmas Bingo had been arranged in December at the Village Hall. Date to be agreed. Ideas include a Fashion Show. Keep on agenda for next meeting.

## **8. Governance:**

8.1 **Training Update** – None.

## **9. Outside Agencies:**

### **9.1 Thornham Village Hall & Playing Field Ltd:**

No report.

### **9.2 Thornham United Charities:**

Report given. [See below](#).

### **9.3 Saxon Shore Meeting on 6 September:**

No Councillors were able to attend. Thornham Parish Council will hold the next meeting in December. Clerk to arrange date and presentation.

### **9.4 Police SNAP Meeting:**

Clerk attended SNAP meeting. Next meeting on 4<sup>th</sup> October at Hunstanton Town Hall. Main priorities for the Police graffiti and walking around the parks in King's Lynn, Tennis Week and information on the gas canisters nitrous oxide.

## **10. Highways:**

### **10.1 Parish Partnership Scheme:**

No new Highway infrastructure needed at present.

### **10.2 Posts at Staithe Lane:**

These were scheduled to be completed by Highways. Cllr A Jamieson would chase the Highways Engineer.

### **10.3 Signage at the Harbour**

Highways Engineer had stated the posts already situated on the Harbour were on private land so he could not place signage on these. It was agreed for the Clerk to find quotes for next meeting to replace the original signs. Clerk to liaise with Cllr Needham.

*Standing Orders adjourned as two hours for meeting had been reached.*

### **10.4 Verge cutting Norfolk County Council:**

Parishioner had enquired about cutting of verges around Ploughmas Piece on Choseley Road as a section had not been cut. Clerk had contacted Highways Engineer and this was sub-contracted to Borough Council and would be included on the list in the future.

## **11. Health and Safety and GDPR Update:**

### **11.1 Redacted information from Emails to Councillors:**

Clerk explained any emails received, only the contents go to Councillors with no emails or names on the email. This was as a safeguard to Councillors not breaching GDPR and Data Protection Regulations. It was PROPOSED that emails continue to be sent to Councillors with redacted information AGREED 5 for - 1 against.

## **11.2 Information Audit for GDPR:**

Information Audit provisionally completed and circulated to Councillors with Clerks Information Audit.

## **12. Planning:**

**12.1 Ref: 23/014 12/F Rose Cottage High Street Thornham PE36 6LX** Rebuild the existing brick and chalk front wall which is defective and needs rebuilding. Coping stones to be reused. Replace the fence around the rear garden with a chalk and brick wall. To be installed within the boundary of the property to a height of 1.8 metres.

The Planning Application was discussed and AGREED no observations either for or against.

### **Decisions made by Parish Council since last meeting:**

23/01238/F Lombardy High Street Thornham Hunstanton Norfolk Proposal: Remove Condition 1 and Variation of Conditions 2,3,4,5,11,14 and 15 of Planning Permission 22/01913/F: Construction of 2 new dwellings following demolition of existing dwelling Lombardy High Street Thornham Hunstanton Norfolk

**Comments:** There are several outside lights which are not attached to the houses. The neighbourhood plan does include a section to limit the impact of light pollution from artificial light to allow for Dark Skies.

23/01296/F Megget Ploughmans Piece Thornham HUNSTANTON Norfolk Replacement Dwelling - **OBJECT** – The layout and density of the building design including the size and materials being used together with the visual appearance with finishing materials are out of keeping and character of the area.

### **Decisions Made by Borough Council since last Meeting:**

23/00817/F Thornleys Barn Highway Street Thornham Hunstanton Norfolk PE36 6LX – Variation of Condition 2 of Planning Permission 21/01826/F – Extension and alternations to existing dwellings – Application Permitted 20<sup>th</sup> July 2023 Delegated Decision

23/00124/T TREECA Harrier Cottage High Street Thornham Norfolk PE36 6LX – T1 Cedar Tree – Reduce height to the height of the Beech tree besides it, remove overhanging branches on the neighbours side, leaving what would be best described as an ivy covered tree trunk, this will be left as an eco habitat for birds and insects – Tree Application – No objection 2 August 2023 Delegated Decision.

23/00593/F Land S of Manor Farm and W of Ringstead Road Thornham Norfolk- Demolition of two barns and development of 5 new residential dwelling Application Withdrawn 22 August 2023 Withdrawn Application

23/00967/F 4 Green Lane Thornham Norfolk PE36 6NQ – Small rear extension and minor window and door alterations to a previously approved planning consent 22/00649/F Application Permitted 22 August 2023 Delegated Decision.

## **13. Policies:**

### **13.1 Grant Award Police and Form:**

Recommendation by the Advisory Group to amend the Form. This was APPROVED.

## **14. Correspondence:**

**14.1 Freedom of Information:** Request received on 18<sup>th</sup> August which was circulated to Councillors. Clerk had spoken with Hayes & Storr Solicitors

regarding information held. It was AGREED to ask the parishioner for an extension of time to allow NP Law to advise on the freedom of information request. It was AGREED to send to NP Law to advise on the various points.

**15. Items for Next Agenda:**

- Drain to be cleaned out. Quote for next meeting.

**16. Date and Place of Next Meeting Wednesday 11<sup>th</sup> October 2023 at 7.00pm in Thornham Village Hall.**

Meeting closed at 9.30 pm

.....Chair

Dated:

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

## **Finance Report by Cllr I Barrett**

Most importantly, the bank account balances....Current account £3374.24, Savings account £67484.65, Total £ 70858.89. We remain in a most healthy position. Of this £15642.04 is ring-fenced for CIL based infrastructure projects, leaving the PC with £55216.85 unrestricted.

We had our first meeting on August 3rd with full attendance and some excellent comments made by all.

Firstly, we decided that we would continue with this advisory group and I was honoured to be elected (not sure that was quite how it went) as its Chair for this year.

The Terms of Reference for the Advisory Group were discussed and have been circulated for your approval during the PC meeting.

The first quarter audit review is to be carried out by Stephanie and Alison, swiftly followed by the second quarter review which will bring us through to September 30th. We recommend that the Internal Auditor be requested to carry out both a half year and full year audit, thus saving time and avoiding any confusion in the busy year end period. It will cost us an extra £50 in audit fees.

Our current Internal Auditor, Glynis Allen, has agreed to continue in post and the AG recommend that she be appointed for both audits for the 2023/24 financial year.

You will have, no doubt, read through and absorbed both the Insurance quotes. Clear Councils (previously known as BHIB) have quoted £897.20 for a three year deal. Last year we paid £799.25. Gallagher have quoted £1403.37. As we have had good service from CC in the past and they are by far the cheapest, we recommend taking a three year deal with CC.

Please note that the free Parish On Line seems to have been removed but we can get a 20% discount. At the time of writing, I do not know the cost involved.

Excellent work by SR has brought our Asset Register up to speed and in an understandable format. Adjustments have been made to reflect the loss of our printer, a Dog bin addition and putting a replacement value of £5000 on the Telephone Kiosk.

The new total for insurance valuation purposes is now £169960 and the AG recommend this figure and the Asset Register, previously circulated, for approval.

As an aside, Steve, please could you carry out your quarterly check on the assets, streetlights etc, and many thanks for keeping an eye on the Defib machine.

Our work on the 2024/25 budget is to begin in October as we wish to thoroughly prepare a budget for the long term. SR will be coordinating this very soon. We will be reviewing our Reserves policy at the same time. We plan to have figures for your approval well ahead of the January 31st deadline.

I am delighted to report that our External Auditor's Report and Certificate for 2022/23 has been issued with the highest comment, in that, our AGAR has been carried out in accordance with Proper Practices and no matters give cause for concern.

Thank you to all concerned in getting this accolade this year, but in particular to Sarah Raven, Glynis Allen and Stephanie. An amazing amount of work and investigation went into this, in a very short space of time. A copy of this will go on to the notice board.

## **Thornham United Charities – Jubilee Meadow Working Party**

### **Report to Thornham Parish Council September 2023**

It has been a busy summer for the Working Party. We have good news to report and a number of future actions to outline, see below.

The first comment is to note the continuing high level of support for the Jubilee Meadow project, evidenced initially by the strong support for barn owl and small bird boxes. This has been further confirmed by the very positive local response to sponsorship for memorial benches around the field. We have now received 12 committed requests and have no space left for any more. We have also received our first request for a picnic bench. We hope to be able to set 3-5 picnic tables, some with full wheelchair access in the area for quiet reflection around the memorial tree grove. We thank everyone who displayed interest and support for the project so far, we will continue to keep you informed of progress.

#### **Practical details update.**

The meadow, with the exceptions of the heritage perry orchard area and the 5 metre barn owl hunting strip and the permissive path, will be sprayed to kill off the grass on Saturday 9<sup>th</sup> September early morning. This is essential to allow the wildflower seeds to thrive. Grass and ragwort are stronger than wildflower seeds and will prevent their growth. The meadow will be closed to public access for approximately one week after the spraying to ensure the safety of dogs and humans.

The concrete bases for the memorial benches will be set in week commencing 25<sup>th</sup> September by local contractor Tony McGinn and the benches installed with plaques thereafter. Our consultant, Ed Cross, will liaise with a local Ringstead farmer re the ploughing of the meadow area following this. The specialist seed mix from Emorsgate will be delivered to Ed Cross in mid- October and he will then arrange for the seed drilling, which needs to be done to precise measurements with the same Ringstead farmer. There will be a narrow 10m strip of annuals on north side of meadow which we hope will show some colour in 2024. The central area of perennial planting will take 3-5 years before it really takes shape, so we must be patient. The Barn Owl rank strip will be cut and lifted occasionally to maintain optimal condition.

#### **New Developments**

The team have met with Dee Joyce, an IT expert and web designer. We will shortly have a web-site for Jubilee Meadow, [www.thornhamjubileemeadow.co.uk](http://www.thornhamjubileemeadow.co.uk) . Dee is helping to set this up and is supporting work on a new Crowdfunder grant. John W found an Aviva 'Save our Wild Isles Fund'. The team were most impressed by the outline. It fits perfectly with the project. It gives a lump sum £500 grant when the Crowdfunder site goes live and gives £2 for every £1 donated up to a specified limit. Yes money really does grow on trees! We will give more details on this later but it is aimed primarily at funding the memorial tree grove. This will be expensive and we are again taking professional advice re the choice of trees within the limiting factors, soil, salt air, density and expected size height and spread, protection, watering and planting. Much has been done so far, more still to do.

CV for Jubilee Meadow WP 08.09.23



