

THORNHAM PARISH COUNCIL

Minutes of the Thornham Parish Council Meeting held on Wednesday 13th December 2023 at 7.00 pm at Thornham Village Hall.

Present:

Cllr S Mocatta (Chair), Cllr A Chesterman (Vice-Chair), Cllr A Needham, Cllr S Greef, Cllr D Arthur

Clerk: Sarah Raven

Members of the Public: 2

1. Apologies for Absence:

It was resolved to accept apologies from Cllr I Barrett and 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:

- Kittens – There are about 3 kittens living on Staithe Lane which might be feral. To be placed in the Thornham Newsletter to see if anyone has lost any kittens.
- Ditches along Green Lane – There is a ditch that is blocked along Green Lane. Clerk to take photo and send to Highway to liaise with property owner.

4. Councillor Reports:

- 4.1 County Councillor Cllr A Jamieson – None.
4.2 Borough Councillor – Cllr T De Winton None.

5. Minutes of last council meeting 8 November 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 **Clerks Report** – Circulated report before the meeting. Outstanding for Clerk: Light over the Give Way at Ringstead Road is not working. This has been reported to K&M Lighting to be fixed. Norfolk Coastal Path have not attended to fix the coastal path sign. Appraisal for the Clerk to be at the beginning of January. Website to be on next agenda to be updated. Dog bin still outstanding to be ordered. Noticeboard measurements not completed. Npower and UK Power Network have been asked for a report for all streetlights to be identified on each electricity bill.

6. Finances

6.1 **Finance Chair Report** – Cllr I Barrett forwarded a [report see below](#).

6.2 Accounts for Payment:

PAYMENTS to be APPROVED	
Norfolk County Council NP Law (October) Legal Fees	160.02
Clenshaw Minns (Accountant)	113.88
Npower (Electricity Streetlights)	119.52

Sarah Bristow (Pay increase and back pay from 1 st April)	28.50
Sarah Raven (Quarterly Wages and Backpay)	1226.26
HMRC Tax and NI	518.01
Sarah Raven expenses (Mileage, SIM and Expenses)	105.19
Norfolk County Council NP Law (November)	167.64

These payments were APPROVED.

6.3 Money Received:

Receipts	£
VAT Refund	209.13

6.4 **Bank Reciliation November 2023** – Bank Reconciliations for both accounts, Statements and Budget Comparison had been circulated to all Councillors. These were AGREED.

6.5 **Draft Budget by Advisory Group** – Cllr Mocatta explained that the Finance & Staffing Advisory Group had met and discussed the budget in detail including the grants. At present the budget recommended will not increase the precept from last year of £35,000. Budget to be discussed and approved in the January meeting.

6.6 **Grants from Thornham Village Hall & Playing Field, Thornham United Charities and Thornham PCC for 2024:-** The grant applications were discussed in detail. In principle the Finance & Staffing Advisory Group would recommend that the grants be approved at present Parochial Church Council £2750, Thornham Village Hall £2750 and Thornham United Charities £5,000. The Thornham United Charities increased grant reflecting the new nature of the venture and the startup fees. The grants would not be guaranteed for future years.

The Finance and Staffing Advisory Group have made recommendations that the following points be considered by the Parish Council for 2025/2026 financial year that all grants should be justified by all organisations with more detail about why the grant is needed and evidence of their accounts.

The Finance and Staffing Advisory Group also advised that they are concerned with the total amount of grants being paid out. It is recognised that these organisations provide a great benefit to the community.

Whilst it is not in the Parish Council remit, it is strongly encouraged all three entities to work together on fund-raising, particularly larger events - so that Funds are raised for "Thornham" and there is not competing fund raising. The Parish Council would consider facilitating this group, if that helped. If there are any other organisations in the village that Fund Raise, for them to consider being part of the larger Thornham Group.

6.7 **Reserves Policy:** This was AGREED and adopted.

6.8 **Clerks Backpay:** Government had agreed an increase in pay scales and back pay increase from 1st April. This was approved for S Bristow and S Raven. Hourly rate has now increased by £1 an hour.

7. Village Matters

7.1 **Community events in Village Hall** – Bingo arranged for 16th December at Village Hall.

- 7.2 **Telephone Box Signs** – It was agreed to purchase 2 signs at the last meeting but another to be provided for the front door. This was AGREED to purchase at a cost of £16.92 plus VAT.
- 7.3 **Update on Street Lights:** Two further contractors had been asked for quotes for timers and repair the amber defects. Unfortunately, both contractors had replied they would not be able to quote. Cozens had provided a quote. Cozens quote to replace the amber defects of lights and to restraighen the column £3570 plus VAT. It was AGREED to accept this quote. It was noted that three quotes as per standing orders had not been given due to contractors unavailability to give a quote and this work needed to be completed due to health and safety risk. Cozens had quoted for 31 timers and additional work at Castle Cottage streetlight. It was noted that 3 streetlights were not having timers (2 near the ponds and 1 at Ringstead Road junction). It was AGREED for the clerk to get a revised quote for the 28 timers. Clerk to contact Andrew Jamieson County Councillor for a possible grant.
- 7.4 **Streetlight at Red House:** Bracket does need replacing which was agreed at the last meeting. The Property Owner has asked if the light could be moved from the lefthand side to the centre of the gable end of the house and a photo of the bracket. K & M Lighting has been asked to supply details and for a quote to move the light. Unfortunately, they have not provided a quote. Clerk to chase.
- 7.5 **Wash Barrier:** No further updates. Keep on the agenda until more information is available.
- 8. Governance:**
- 8.1 **Norfolk Records Office** – All old minute books, maps, documents etc have been deposited with the Norfolk Records Office. These are held under ACC 2023/15.
- 8.2 **Biodiversity Action Plan and Policy** – Discussion on vision for the parish regarding biodiversity. It was AGREED for a volunteer to undertake drafting an action plan and policy who has knowledge in this area.
- 9. Outside Agencies:**
- 9.1 **Thornham Village Hall & Playing Field Ltd (TVH&PF):** No report.
- 9.2 **Representative to join TVH & PF:** There is no representative for the Parish Council on TVH&PF at present. To place on next agenda in January.
- 9.3 **Thornham United Charities:** [Report attached](#). Additional update seed has now been sown. Hedging whips have been collected. Some have been planted and the rest being planted in January. 25 trees ordered that will be in the memorial garden. Hydration bags will be ordered to go with the trees to help keep them watered during spring/summer. Information boards will be at each end together with maps and QR codes that link to information. Anyone making a donation would have received a pack of wildflower seeds.
- 10. Highways:**
- SAM2 Memorandum of Understanding has not been completed with Highways. This to be undertaken by Clerk on Tuesday 19 December with member of Speedwatch Team and placed on agenda for January meeting.
- 11. Health and Safety and GDPR Update:**
- 11.1 **Update from site meeting with Health & Safety Executive:** This site meeting included Heath & Safety Executive, Cllrs S Greef and I Barrett and Clerk. Issues to be addressed:
- a) Contact N Power regarding make sure the electricity bills match the streetlights. Clerk has written to Npower and UK Power Network and awaiting information.

- b) Asset register matches with inspection sheet.
 - c) Trees to be placed on inspection sheet
 - d) Attend for a tree report to be carried out every 3 years. Clerk to obtain a quote.
 - e) Accident book – Clerk has ordered one.
 - f) First aider to be available at Parish Council meetings. Cllr A Chesterman agreed to undertake this.
 - g) Millenium Shelter – Moss at the back of the shelter which is a risk as slippery. This would be undertaken by Cllr A Needham – risk assessment to be carried out.
 - h) Ditches along Green Lane to be identified with regards to owners – Clerk to write to Highways.
 - i) Near telephone box near Green Lane there is a green bin in the ground. Cllr A Needham to have a look.
- Clerk to undertake these issues and report at next meeting.

11.2 Paperwork update from Health and Safety Executive: Clerk explained the documents.

- Business Continuity Plan – Amendments were agreed. This was APPROVED.
- Risk Assessment – Amendments agreed. This was APPROVED.
- Health & Safety Policy – Amended to include the Home Working Policy. To be approved at the next meeting.
- Home Working Policy and Flexible Working Policy – It was AGREED not to use these policies and include appropriate sections in the Health & Safety Policy.
- Workstation Risk Assessment – This was APPROVED.

12. Planning:

12.1 Ref: 23/01995/LB Proposal: to erect solar panels on two-storey roof of barn, facing east and west for the purposes of generating renewable energy to run the domestic needs of the Red House. at Red House High Street Thornham Hunstanton Norfolk PE36 6LX - **No objections.**

12.2 Ref: 23/02053/F Proposed replacement annex at Archies Cottage High Street Thornham Hunstanton Norfolk PE36 6LY - **No objections.**

12.3 Ref: 23/01716/F Proposed first floor accommodation over existing garage at Salt Marsh Ship Lane Thornham HUNSTANTON Norfolk – **Object.** Contrary to section H5 Residential Extensions of the neighbourhood plan because of a cramped appearance.

Discussion regarding planning application responses from Councillors outside a meeting. If the Clerk receives responses from 4 of more Councillors then Clerk to be make a delegated decision on the response received.

Decisions made outside Parish Council Meeting:

Reference No: 23/01296/F Replacement Dwelling Location: Megget Ploughmans Piece Thornham HUNSTANTON Norfolk **OBJECT** The Parish Council would like to object to these revised details as previous last comments submitted on 31st August. The plans are overbearing. This is contrary to the Neighbourhood Plan for the parish at page 20/21 under Policy D1 especially b) c) and d) as below.

Policy D1: Design principles for new development Proposals will be supported where they demonstrate a high design quality. In order to achieve this development should:

- a) use a locally inspired range of materials (such as Clunch, flint or carrstone in association with red brick and red clay pantiles) to reinforce the characteristic colour palette of the village; and
- b) be guided by the proportions, height and plot orientation of the existing dwellings; and
- c) use designs that draw upon local character in terms of style to ensure new development enhances the distinctiveness and quality of the Parish as a whole; and
- d) demonstrate that buildings, landscaping and planting will create well defined streets and attractive green spaces that respond to the existing settlement boundaries and buildings in terms of enclosure and definition of streets and spaces; and
- e) demonstrate a layout that maximises opportunities to integrate new development with the existing settlement pattern and blend into the wider landscape; and
- f) Conform to Secured by Design principles; and
- g) Take advantage of opportunities to improve connectivity within the village for pedestrians and cyclists.

Reference No: 23/01947/F Extension and alterations to dwelling Herga Green Lane Thornham Hunstanton Norfolk – No observations

Reference No: 23/01983/F Proposed Extension and Alterations to existing dwelling: The Stables Ringstead Road Thornham Hunstanton Norfolk – No observations

13. Correspondence:

13.1 Cycle Storage Borough Council – This was discussed but not needed.

14. Reports from Councillors and Clerk.

Cllr S Greef to send round the GDPR notes. Cllr A Needed asked if Clerk could arrange for road sweeping along Church Street and drains need cleaning out. Pavements around Castle Cottages to be cleared of weeds.

15. Items for Next Agenda:

None

16. Date and Place of Next Meeting Wednesday 10 January 2024 at 7.00pm in Thornham Village Hall.

Meeting closed at 8.55 pm

.....Chair

Dated:

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

Finance Report

Firstly, please accept my apologies for absence on the 13th , we will be travelling to see the family for the festivities.

Most importantly the Bank Accounts as of today, with no anticipated changes are, Current £595.87, Savings £65712.38, total £66308.25 Sarah has reclaimed £209.13 which was received in November, and we received £227.73 interest in Decemberhappy days.

I have reviewed the November Bank Reconciliation Statements which look fine.

The Financial Statements and Budget Comparisons to the end of November look good.

The donation of £20 is from Colin re the Coronation flowers, and the Grant is re the Jubilee.

I believe we are all aware of the reason behind the large discrepancy in Clerks salary, fortunately this is offset by the savings on Legal fees .

CIL monies are for the new streetlights,plus telephone 📞 kiosk painting.

We had a meeting with Jan Mitchell to update all things Health and Safety , the report and documentation is with Sarah who will talk you through this at the meeting. It was an excellent session which allowed us to improve our coverage and I think I speak for both Sarah and myself in that we would recommend that we continue to use Jan's expertise.

At yet another session the Budget for 2024/25 was discussed most robustly with the proposals being put to Council in December with a view to adoption in January in time for the precept request to be sent into the Borough Council. Our charismatic Chair will lead the charge on this topic.

Reserves Policy is an important document to agree as stated in its first paragraph .The Working Group is very happy to recommend this for adoption. Please note the very last reconciliation at the end of the Appendix, where the anticipated Financial Year End bank figures agree to the Reserves which will prove to any auditor/parishioner that the calculation has been well thought through.

This leaves me with only one further thing, in that me and mine wish you and yours a wonderful Christmas and Happy New Year. 🎅🏻👶🏻👶🏻



Thornham United Charities Jubilee Meadow

Progress Report to Thornham Parish Council, December 2023.

- 2023 has been a very successful first year for the Jubilee Meadow Project and we would like to thank all who have supported us, from the Parish Council and BagLadies, to those organisations who have given us grants, to the general public who have backed everything, from the next box schemes, to the

memorial benches, and on to the memorial trees. The enthusiasm for the Meadow Project has been a wonderful encouragement to the team. Thank you!

- We got the seeds planted! In spite of everything the weather threw at us, and thanks to some creative ingenuity on the part of our Consultant, Ed Cross, the seeds, both annual and perennial, were finally sown at the end of November. A relief to us all!
- All 12 memorial benches and plaques are now in place, and firmly secured, thanks to the efforts of Tony McGinn and his team.
- Three picnic tables have been ordered and will be in place early next year. These are from the same supplier and same recycled material as the benches, and so will blend in well.
- Rory Hart is coming this week to plant more whips which we got from NCC at a highly subsidised price. These will plug and reinforce any gaps in the hedging.
- We are managing our funds carefully, but, of course, have had to commit to substantial expenditure. Money spent, or committed to be spent, on seeds, trees and back up IT support, totals £29,200 which gives us just £300 change from the money generated by the Aviva campaign.
- Financially, we are in good shape – the books balance. As the PC well knows, our only concern, as we go forward is securing maintenance costs.

John Warham

Thornham

December 2023