

# THORNHAM PARISH COUNCIL

Minutes of the Thornham Annual Parish Council Meeting held on Wednesday 8 May 2024 at 7.00 pm at Thornham Village Hall.

## **Present:**

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

Clerk: Sarah Raven

Members of the Public: 3

## **1. Election of Chairman:**

Stephanie Mocatta was PROPOSED, SECONDED and AGREED to become Chair. The declaration of acceptance was signed.

## **2. Election of Vice-Chairman:**

Alison Chesterman was PROPOSED SECONDED and AGREED to become Vice-Chair. The declaration of acceptance was signed.

## **3. Apologies for Absence:**

None

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

None

## **5. Public Participation:**

None

## **6. Minutes of last council meeting 10 April 2024**

**6.1 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.

**6.2 Clerks Report** – Circulated before the meeting. Noticeboard will be delivered on Thursday 9<sup>th</sup> May. Anglian Water have had a site meeting. They will clean the field however the field is waterlogged at the present time. Highways verges to be cut once a year.

## **7. Finances**

### **7.1 Finance Chair Report –**

The bank balances are Community £676.99, Business £94048.64, Total £94725.63. £18590 is our CIL pot leaving £76136 in General funds. VAT of £349.19 has been received. I am delighted to report that the Internal Audit was passed with flying colours, and we are now able to present the AGAR for 2023/24 to Council for approval and presentation to the External Auditors. The Advisory Group has met and reviewed the Grant Application Forms, the CIL return, the Financial Regulations and the Fixed Asset Register . Our recommendations have been circulated for your

approval. My grateful thanks go to Sarah, our wonderful RFO, and an excellent Advisory Group in A Jamieson, A Chesterman and S Mocatta.

Discussion on CIL spending and Parish Partnership grant available. No footpath from The Green to Green Lane. Discussion on whether this was possible to have a trod installed to provide safety for pedestrians to walk.

#### 7.2 Accounts for Payment:

<b>PAYMENTS to be APPROVED</b>	
Thornham Parochial Church Council (Grant)	2750.00
Thornham Village Hall & Playing Field (Grant)	2750.00
Thornham United Charities (Grant)	5000.00
Burnham Market Area Community Car Scheme (Donation)	400.00
Terry Miles Electrical (PAT test)	30.00
English Country Gardens (Grass Cutting)	264.00
Harry Stebbing (Noticeboard)	2512.80
Npower	105.45

These payments were APPROVED.

#### 7.3 Money Received:

<b>Receipts</b>	<b>£</b>
HMRC Vat reclaim	349.19

7.4 **Bank Reciliation April 2024** – Bank Reconciliations for both accounts, Statements and Budget Comparison had been circulated to all Councillors. These were AGREED.

7.5 **Direct Debits:** The direct debits for the year were APPROVED. These were Information Commissioner Office £35.00 annually and Npower various.

7.6 **General Power of Competence:** Still qualifies for General Power of Competence as Clerk CILCA qualified and 2/3rds of Councillors were elected.

7.7 **CIL Form for Borough Council:** This Form was approved and will be placed on the website.

7.8 **Recommendations for Advisory Group:** Approve the AGAR drafted, explanation of variances and end of year bank reconciliation. To approve the Grant Form and Policy amended together with the Financial Regulations.

7.9 **Internal Auditors Report:** The report had found no issues or recommendations. The internal auditor had signed the AGAR section. It was PROPOSED, SECONDED and AGREED to accept the internal auditors report.

7.10 **Annual Governance Statement (Section 1) of the Annual Governance and Accountability Return:** The sections were read out and confirmed there were correct. It was PROPOSED, SECONDED and AGREED this was correct and could be signed off by the Chair and Clerk/RFO. This was then signed.

7.11 **Accounting Statement (Section 2) of the Annual Governance and Accountability Return:** This was read out and approved. It was PROPOSED, SECONDED and AGREED as correct. It was then signed off by the Chair and Clerk/RFO.

- 7.12 **Explanation f Variances:** This was discussed. It was PROPOSED, SECONDED and AGREED to approve.
- 7.13 **Electors Rights date:** The date was set for Monday 3<sup>rd</sup> June until Friday 12<sup>th</sup> July 2024.
- 7.14 **Asset List:** This was discussed. To add the Picture of the King's Coronation was included.
- 8. Representatives to serve on the Advisory Groups:**  
IT was PROPOSED, SECONDED and AGREED for the following:  
Church – Janet Needham  
RSPB – Cllr S Greef  
Cattlegate Holders: Cllrs A Needham and I Barrett  
Village Hall & Playing Field – Mr B King-Harman  
New Pavilion – Mr B King-Harman  
Saxon Shore – Cllrs S Greef, A Needham and D Arthur  
Assets – Cllrs S Greef and A Needham  
Planning – Cllrs A Chesterman and D Arthur  
Finance & Staffing – Cllrs S Mocatta, I Barrett, A Jamieson and A Chesterman
- 9. Village Matters**  
9.1 **Coal Barn:** Site visit had been arranged with property owner, but they were unable to attend. Clerk has taken photos and will send direct and try and arrange another meeting.
- 10. Governance:**  
10.1 **Standing Orders:** These were reviewed and approved.  
10.2 **Financial Regulations** – These were reviewed and amended. It was agreed to approve the amendments.  
10.3 **Grant Application Form and Policy:** The amendments were approved.
- 11. Highways:**  
11.1 Discussion on potholes and reporting to Norfolk County Council online.
- 12. Planning:**  
Reference: 24/00198/F Proposed refacing existing dwelling, proposed 2 storey rear extension, porch extension, garage conversion and internal remodelling at 3 Hunts Cottages Church Street Thornham Hunstanton Norfolk – No objections.
- 13. Correspondence:**  
13.1 Speeding in the village  
13.2 Weeds on footpath around Castle Cottages.
- 14. Reports from Councillors and Clerk.**  
Clerk attended Networking. Main issues are emails to gov.uk account. Financial Regulations are being updated by NALC.
- 15. Items for Next Agenda:**  
None.

**16. Date and Place of Next Meeting Wednesday 12<sup>th</sup> June 2024 at 7 pm in Thornham Village Hall.**

Meeting closed at 8 pm