

THORNHAM PARISH COUNCIL

Minutes of the Thornham Parish Council Meeting held on Wednesday 11 September 2024 at 7.00 pm at Thornham Village Hall.

Present:

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

Clerk: Sarah Raven

Members of the Public: 5

1. Apologies for Absence:

Cllrs S Mocatta and A Jamieson (Personal). It was AGREED to accept the apologies.

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

None

3. Public Participation:

None

4. Reports:

4.1 County Councillor – No report

4.2 Borough Councillor – Cllr T De Winton explained the summer has been quite busy on the coast, however visitor numbers have been down from previous years. Liaising with Police regarding Tennis Week at Hunstanton which went without incident. Borough Council has a new leader Alistair Beales. Cllr De Winton is on planning and audit committees. Powers of the audit committee has been improved. Councillors asked regarding the Local Plan consultation. Neighbourhood Plans are important and consistency in planning applications is needed. If there is an important planning application, then consult Cllr De Winton and call in to planning committee.

5. Minutes of last council meeting 24 July 2024

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. Parish Drainage Map Cllr Needham is leading on this. Site meeting with foreman at St Georges Court regarding the drain responsibilities. Staithe Lane bench to cut the grass quote to be provided for next meeting, Advisory Group for Finances to be held on 26th September to go through budget. Pothole near bus stop at Orange Tree marked but not completed. Ringstead Road giveway sign at junction still to be completed. Harbour parking area, landowner area of issues, no update from Enforcement Officer at Borough Council regarding gates on Choseley Road. Cllr Needham asked Clerk to chase the signpost repair for public right of way on

Church Road. Cllr Needham explained the Oyster Catcher signs had been removed. These will be held by Cllr Barrett for future use.

6. Housing Needs Survey by Potential Development explained by Community Action Norfolk and Bought Council Officers:

Borough Council look at what need there is for housing in the parish and work with Housing Associations to identify what need is identified. The proposed development is investigating to build outside the development boundary. This is classed as a Rural Exception site. It can only be approved if there is a local need for housing and it has to be led by an affordable housing scheme. The neighbourhood plan that Thornham has sets out the requirements needed for development outside the boundary. In the neighbourhood plan it sets out the cascade scheme. In the cascades scheme, preference is given to people in the village first, and then to people who have employment in the village and then the adjoining villages. A rural exception site can have an element of market houses on them alongside the affordable houses. The housing survey would determine the need. The Borough Council would need to see that the land was not being paid for at the market rate. The landowner would not get the same monetary value for an exception site as a market housing site. The Borough Council would need to do a viability study appraisal. Important that the need is evident there and the correct site is established. Borough Council would look to see if there was a need (by way of survey) and working with the Parish Council. To create a robust survey residents need to respond to the survey and this can be obtained by a covering letter from the Parish Council. A call for sites is then performed as to what sites can be identified in the parish. A registered provider must be used ie a Housing Association. No expectation on the parish council to carry out the survey or provide the cost of the survey. Community Action Norfolk would work with the parish council to carry out the survey and the developer would bare the cost of the survey. If the survey comes back with no need for housing, then this would be a nonstarter for the rural exception site.

Affordable housing can be shared ownership or rent however shared ownership difficult in this area. It is likely to be rented affordable accommodation by a Housing Association. Rent would be set at a social rent which is calculated on a formula by the Borough Council, or an affordable rent set up to 80% of the market rent, capped at the Local Housing Allowance set by the Borough Council.

Discussion on safeguarding developments regarding market houses. A Section 106 Agreement would need to be drawn up between all parties. If it is a rural exception site, it must be predominately affordable housing than market value houses.

Community Action Norfolk will send template surveys and letters through to the Parish Council to look at and decide whether a housing needs survey should be conducted. The survey will be delivered, and it will be one survey per household. A rural housing officer at Community Action Norfolk will support the parish council through the process.

Councillors thanked Community Action Norfolk and Borough Council for attending. To place on the agenda for October to discuss the need for a housing survey.

7. Finances

7.1 **Finance Chair Report** – Cllr I Barrett explained he had checked the bank reconciliations, the Cash Book to the Budget Comparison and it all balances. The numbers at the bank, Current account £ 1167.85, Savings Account £ 71268.17 giving a grand total of £72436.02. Interest received from Barclays on September 2nd was £271.61.

The Conclusion of Audit note has been received which with the clear Audit report given earlier is a major sign of excellent accounting work by our Clerk, Sarah. Well done.

The Asset register has been reviewed and tidied up. The streetlights have been revalued to their current replacement cost which has reduced our sums insured by a large amount.

The insurance quote for the next year has been received and adjusted for the new asset valuations, this has resulted in a net drop in premium of £141.54. This is recommended for approval of this quote at £755.66 and remind Councillors that this is part of a three-year deal that was took out with them.

7.2 Accounts for Payment:

PAYMENTS APPROVED UNDER LATE PAYMENT	
Npower	90.33
Tree Work & Surveys Ltd	60.00
S Mocatta – Signs for Oyster Catcher (agreed in minutes 12 June 2024	119.27
PKF Littlejohn (External Auditor)	252.00
Norfolk PTS (Course SR)	18.66
Norfolk County Council (NP Law advice July)	200.10
TO BE PAID	
English County Gardens	264.00
Tree Work & Surveys Ltd	216.00
S Raven Wages (July/August/Sep inc overtime for June/July August)	1196.90
HMRC Tax and NI	457.76
S Raven Expenses Mileage and SIM	51.00
N Power	91.49

These payments were APPROVED.

7.3 Money Received:

Receipts	£
Bank Interest	271.61
HMRC Vat reclaim (July)	1750.32

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

- 7.5 **Notice of Conclusion of Audit:** PKF Littlejohn had concluded the audit with no comments made. The Notice of Conclusion has been placed on the website and noticeboard.
- 7.6 **Asset List:** The asset list has been amended to reflect the recent upgrades to the streetlighting. A figure for the streetlights had been placed in the asset list. This was AGREED.
- 7.7 **Insurance Quote:** Clear had provide a quote for insurance from 1st October 2024 at a cost of £755.66. This was AGREED.
- 7.8 **SAM2 Units:** It was agreed previously to have 2 SAM2 units with the help from Parish Partnership. Quote given by Westcotec is slightly different from original one. It was AGREED to have the “slow down” Dual Colour SAM2 £3162 together with optional extra of Bluetooth data £379. Total is £3541 each. The Parish Partnership grant would be for 50% of the total cost for 2 SAM2 units of £3541.00 this would leave the Parish Council to find the remaining £3541. Cllr A Jamieson had agreed to fund half of the parish council share of £1770.50. Total to leave the Parish Council to pay £1770.50 for both SAM2 units.

8. Village Matters

- 8.1 **Community Events at the Village Hall:** None.
- 8.2 **Coal Barn:** The building needs to be made safe as the front wall facing the road is now crumbling. Clerk had written to property owner with photos of the crumbling wall and extra fencing needed to be cordoned off for the public. Owner was asked if fencing could be more stable than the plastic fencing at present. Property owner was on site at present to look at the further crumbling of the wall.
- 8.3 **Parking at Castle Cottages:** Cars parking close to the junction however, this had improved now.
- 8.4 **Communicating information to the Public:** Recommendation from the Advisory Group to have a distribution group to parishioners on Mailchimp. It is only for information only no advertising or selling. This would cost £15.65 per month after the first month free. It would be completed by Cllr S Mocatta with Clerk as backup. This was AGREED to progress. Clerk would like to set up a WhatsApp Group for Councillors only for anything urgent. This was AGREED.
- 8.5 **Ditches and Dykes in the Parish:** Cllr A Needham explained that a site meeting had been arranged at St George’s Court to sort out ditches and drains around the road. Update at next meeting. Spoken to landowner regarding other ditches in the village to make sure they are cleaned out. Clerk and Cllr Needham to look at highway drains to see if they need cleaning out.
- 8.6 **Village Sign repair:** Bag Ladies considering a donation to repair the Village Sign. The moss has been cleaned off the sign, but it needs repairing. Clerk to obtain quotes for repair or if not a new one.

9. Governance:

- 9.1 **Whole Council Training:** Quotes given for planning and whole council training from Norfolk Parish Training & Support. Place on October agenda for more discussion as to what topics need covering.

9.2 **Website and Domain gov.uk Name:** The website at present will be moved over to a different provider. Quotes obtained from Parish Online and Eyelid Productions for website and CloudNext to host a domain name for gov.uk. It was AGREED to have Eyelid Productions produce a new website and CloudNext to host a domain name. Cost would be £929.99 include annual hosting, domain name, set up and support charges for Eyelid Productions for the first year. The second-year costs reduce to £279.99 per annum. This would include SSL Certificate and 15 emails for Councillors to use. AGREED to have a domain name of thornham-pc.gov.uk

10. Outside Organisations:

10.1 **Thornham Village Hall & Playing Field** – No report.

10.2 **Thornham United Charities – Jubilee Meadow:** [Attached](#)

10.3 **New Pavilion:** Separate Report attached.

11. Highways:

None.

12. Health and Safety and GDPR Updates:

12.1 **Tree Inspection:** Inspection has been completed and highlighted trees were overhanging on the road/footpath. As a health and safety concern this was agreed to be undertaken and has been completed.

12.2 **Iron Guard around Chestnut tree:** During the inspection of the trees the iron guard was found to be a health and safety concern. Clerk to speak with Health and Safety Expert as to whether this was a concern. To be updated at next meeting.

13. Gambling Act 2005 Borough Council:

No comments to be made.

14. Planning:

14.1 **Local Plan consultation:** This was discussed with Cllr T De Winton in 4.2 above.

Decisions made by the Parish Council:

Decisions made by the Borough Council:

24/01170/F Thornham Village Hall and Sports Pavilion High Street Thornham King's Lynn Norfolk PE36 6LX – Variation of condition 2 attached to planning permission 21/02396/F: Proposed new sports pavilion, including demolition of existing structure on site. Application Permitted 14 August 2024 Delegated Decision.

15. Correspondence:

15.1 **Cattlegate Holders:** Grass cutting commitments.

15.2 **Request for further information on Shore Road** – Response prepared by Clerk and agreed by Councillors.

15.3 **Safety Camera Van:** Police had given a website that parishioners can use to track where the van has been and how many have been caught speeding.

15.4 **Cricket Club grant application** – A letter of support was given by the Parish Council for a mower that the Cricket Club were applying for a Grant.

16. Reports from Councillors and Clerk:

Saxon Shore Meeting on 18th September at Old Hunstanton. Neighbourhood Watch meeting Clerk to attend in October.

17. Items for Next Agenda:

None.

18. Dates to be confirmed for 2025:

8 January, 12 February, 12 March, 9 April, 14 May, 11 June, 23 July, 10 September 8 October, 12 November and 10th December 2025

19. Date and Place of Next Meeting Wednesday 9 October 2024 at 7 pm in Thornham Village Hall.

Meeting closed at 9.35 pm

Thornham Jubilee Meadow Report

Thornham Parish Council Meeting September 2024

It may be early September but already the variations in weather have confirmed that autumn has arrived. And as every good gardener knows the work also changes but does not disappear. The same is true for the Jubilee Meadow. Over the summer members of the team and local volunteers continued with the seemingly never-ending task of pulling ragwort and bramble and keeping the new trees watered. JW and RG worked hard on this and HB provided professional input and large volume watering as required. We have been advised that if normal seasonal rainfall levels occur through autumn and winter we will not need to do additional watering of the trees. This would be welcome as this is a significant expense during dry periods.

Looking ahead the team took advice from Ed Cross and we have a plan of work through the next few months. The meadow will need to be sprayed to keep control over the weeds. It may be necessary to close the permissive path for 48 hours and advise keeping dogs on a lead for several days thereafter. The hope is that as the wildflower plants thrive over time there will be a natural degree of control over weed growth but it is too early for that and the wildflower seeds continue to need protection. Following on from the spraying most areas of the field will need to be cut, lifted and removed. This is a three-phase operation and the cut grass must be removed as we need not to allow the nutrient level to rise as this would favour grass growth over the wildflower plants which flourish in a poorer soil. JW is currently exploring various options for this and attended a very useful demonstration by Albanwise but it is a major task and along with the spraying is a very significant expense. An appropriate point at which to note we are submitting a grant application to TPC to assist with these maintenance costs.

Around November time we plan to have the second phase of tree planting and donations for trees and memorial plaques have been invited and a number of requests received. We understand that Drove Farm plan to plant their selected specimen trees on their 4 acre plot within the meadow at this time also. On Monday 9th September IB and CV will meet with an NCC Tree monitoring officer. We have previously made use of the county subsidised scheme to improve hedgerows and this survey will help to inform the NCC analysis of the effectiveness of the scheme.

Trustees were pleased to note the significantly greater level of use of the meadow over the peak summer period with many people commenting on the success of the meadow thus far.

Continuing thanks from TUC and working party to all supporters, volunteers, BagLadies of Thornham, Parish Council, NWT, NRT, NNLR project and the community of Thornham for their support of the meadow project. Onwards and upwards.