

THORNHAM PARISH COUNCIL

Minutes of the Annual Parish Council Meeting of Thornham Parish Council held on Wednesday 13 May 2026 at 7.00 pm at Thornham Village Hall.

Present:

Cllrs S Mocatta (Chair), A Chesterman (Vice-Chair), A Needham, I Barrett, A Jamieson, D Arthur Cllr T De Winton (Borough Councillor)

Clerk: Sarah Raven

Members of the Public: 4

1. Elect of a Chairman:

It was PROPOSED and SECONDED Cllr S Mocatta be elected as Chair. No other nominations were made. It was therefore AGREED for Cllr S Mocatta to be Chair. The declaration of acceptance was signed.

2. Elect the Vice-Chair:

It was PROPOSED and SECONDED Cllr A Chesterman be elected as Chair. No other nominations were made. It was therefore AGREED for Cllr A Chesterman to be Vice-Chair. The declaration of acceptance was signed.

3. Apologies for Absence:

Cllr S Greef (personal). His apologies were accepted.

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

None

5. Public Participation:

- Noticeboard, adjacent to Green Lane – The noticeboard may not be able to be converted to attach posts. It may be that a new noticeboard be purchased. This to be placed on the agenda for the next meeting.
- Planters – waiting on Norfolk County Council to confirm street licence. Planters have been delivered. Will be installed but need some topsoil/compost. Cllr A Needham to action.
- Road sweeper had completed Church Street and Staithe Lane. Clerk to thank BCKLWN.
- Signage on road to state where permissive path is to Holme along Jubilee Meadow, so pedestrians do not walk on the road.

6. Minutes of the last council meeting held on 8 April 2026

6.1 Minutes of the meeting held on 8 April 2026 were PROPOSED, SECONDED and APPROVED as a true record of the meeting. The Minutes were signed by the Chair.

6.2 Clerks Report: Emergency plan has been drafted, will be placed on next agenda to go through, pavement near bus stop outside Deli, no updates from Highways. Defibrillator

Cabinet had been installed and completed. Defib pads were used, and new pads have now been purchased. It was approved to purchase a set of spare pads to keep in case these were used in the future, so the Defib was never out of action. Planning change of address for two properties. Rainbows End is now known as Annes Plane and 17a Castle Cottages is known as Pebbles, 17a Castle Cottages.

7. Planning:

Decisions made by the Parish Council:

26/00619/F Conversion of attached garage and single storey extension to form additional residential accommodation at Rainbows End, High street, Thornham, Hunstanton, Norfolk, PE36 6LY – no objection.

8. Finances:

8.1 Finance Report: Cllr I Barrett - Our finances at the end of April are, current account £903.41, savings account £69,234.97 giving a total of £70,138.38. This is due to the first precept payment from the borough Council £17,500 being received during the month.

There are no unusual expenses to report and so we remain in a good financial position.

8.2 Payments to be approved:

Item	£
F W Hendry (Defib cabinet)	144.00
A Needham (Glass in phone box and mending bench	35.00
Scribe May Invoice	50.40
S Raven (Adult defib pads)	64.74
English Country Gardens	312.00
N Power	60.02
S Raven 2 x planters	187.97
LATE PAYMENTS that have been paid	
N Power	80.31

The payments were APPROVED.

8.3 Money Received:

Item	£
Precept	17500.00

8.4 Bank Reconciliations for April 2026: The bank reconciliation and budget comparison was circulated and APPROVED. These were signed by the Chair.

8.5 Direct debits: ICO £47.00, Npower various and Scribe £50.40 were APPROVED.

8.6 General Power of Competence: It was confirmed that all requirements for the General Power of Competence were met and will continue for another year.

8.7 CIL spending form for Borough Council: CIL income from previous years £5319.82, Total CIL Income for this financial year: 3302.28, total CIL Spent £1770.50. Total CIL retained as at year end £3851.61. Form APPROVED and signed by Chair and Clerk.

8.8 Internal Auditors Report: The Audit has been completed and the accounts are all in order. The following notes relate to typing errors in the minutes only. Feb 2026 S Raven Defib

pads should read £64.74 not 64.75. Training for Clerk £21.40 and 14.40 not £16.80 and £14.40. October 2025 minutes Interest £209.83 not £209.63. It was AGREED to amend the minutes to clarify these errors.

- 8.9 Annual Governance Statement (Section 1) of the Annual Governance and Accountability Return: This was read out by the Chair, Cllr S Mocatta. It was PROPOSED, SECONDED and AGREED to approve Section 1. It was duly signed by the Chair and Clerk.
- 8.10 Accounting Statements (Section 2) of the Annual Governance and Accountability Return: This was read out. It was PROPOSED, SECONDED and AGREED to approve Section 2.
- 8.11 Explanation of Variances: These were read out and APPROVED.
- 8.12 Electors Rights: These would be set for 3rd June 2026 to 14 July 2026.
- 8.13 Asset List: This was explained and APPROVED.
- 8.14 Internal Controller: It was discussed and AGREED for Cllr S Mocatta to undertake.
- 8.15 Internal Auditor Glynis Allen: It was AGREED to appoint Glynis Allen to undertake a six-monthly audit together with the final audit at the end of March 2027.

9. Representatives to serve on the following Advisory Groups/Organisation:

- 9.1 Church Committee – Mrs J Needham
- 9.2 RSPB – Cllr S Greef
- 9.3 Cattlegate Holders – Cllrs A Needham and I Barrett
- 9.4 Village Hall & Playing Field – Mr B King-Harman
- 9.5 New Sports Pavilion – Cllr B King – Harman
- 9.6 Saxon Shore – Cllrs A Needham and D Arthur
- 9.7 Finance & Staffing – Cllrs S Mocatta, I Barrett, A Jamieson and A Chesterman
- 9.8 Planning – Cllrs D Arthur and A Chesterman
- 9.9 Assets – Cllrs S Greef and A Needham

10. Village Matters

- 10.1 Community Events at the Village Hall: Open Gardens on 6 June 2026, National Theatre on 14 June Playboys of the Western World.
- 10.2 Coal Barn: No updates from Borough Council. Application has been sent to Historic England to see if the Coal Barn can be listed. Safety issues regarding public and children as no fencing around the Coal Barn and there was crumbling rubble. Discussed regarding meeting with the Borough Council Enforcement officer/Conservation Officer. Cllr A Needham and Cllr A Jamieson to attend Clerk to arrange meeting. Discussion whether Health and Safety Executive should be approached.
- 10.3 Bus Shelter adjacent to Titchwell Bird Reserve Junction: The bus shelter at the Titchwell Bird Reserve south side facing towards the marsh, is in Thornham parish boundary. Discussing the cost of a wooden bus shelter. Highways Officer has been approached by Titchwell Parish Meeting. Grant from Norfolk County Council could be applied to cover 80% of cost. It was discussed for Clerk to approach RSPB at Titchwell if they were able to contribute 20% towards the bus shelter and have a plaque placed on the bus shelter.
- 10.4 Thornham United Charities (TUC) appointing representatives as Trustees:

The Chair thanked Thornham United Charities (TUC) for the continued maintenance and care of Jubilee Meadow.

The Council noted receipt of a copy of the proposed changes to the TUC constitution, together with a transcript of the email sent to the Charity Commission in February 2026. Councillors expressed disappointment that the transcript stated that the Parish Council had approved a reduction in its representatives from four to two. The Council confirmed that this was not correct and did not accurately reflect the Parish Council's position. It was noted that names and addresses have been provided to the Charity Commission and that those individuals are expected to be contacted and consulted in due course by the Charity Commission for confirmation. The Parish Council also noted its continuing wish to see the charities brought together in the future, with a possible amalgamation of Thornham United Charities and Thornham Village Hall & Playing Field. It was AGREED that the Parish Council should write to the Charity Commission to clarify its position and confirm that it has not agreed to reduce its representatives from four to two. It was PROPOSED, SECONDED and AGREED to appoint Colin Venes, Patricia Hewitt, John Warham and Robert Goddard as the Parish Council's representatives to TUC for a period of three months, with the Parish Council retaining the right to review and replace representatives at the September meeting if required. The Clerk was asked to write to the Chair of TUC to explain the Council's concerns. Cllr S Mocatta will liaise with the Clerk regarding whether legal advice is required.

10.5 Burnham Market Surgery prescriptions not being delivered to The Drove: The Clerk had contacted the Practice Manager at the Surgery. The issues were discussed as it a legal requirement regarding delivery medication from the CQC and a practice decision. There is a delivery service from the surgery on set days monthly. It was discussed to ask for volunteers to set up a network to collect prescriptions from the Surgery to deliver. Clerk to contact the Patient Participation Group Chair to discuss.

11. Reports from Councillors and Clerk on meetings attended:

- Planning Course at Borough Council/Online in June.

12. Items for next agenda:

- Noticeboard
- Defibrillator at the Telephone Box east of the village.
- Considering reducing the TUC representatives from 4 to 2.

13. Date and Place of Next Meeting 10 June 2026

Date and times of meetings: 22 July, 9 September, 14 October, 11 November, 9 December. All meetings start at 7pm in the Thornham Village Hall.

Meeting closed at 9.05 pm

.....Chair

Dated:

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