

Minutes of the Meeting of Freethorpe Parish Council held on Monday 19th October 2020 at 7.45pm remotely on Zoom

Present: Nick Spencer (Chairman, NS)
David Lake (Vice Chairman, DL)
Paul Bacon (PB)
Michael Blake (MB)
Janet Church (JC)
Andrew Moll (Parish Clerk, AM)

Also present: County Councillor Brian Iles, District Councillor Grant Nurden, John Fleetwood, Parish Tree Warden, and 2 members of the public

1. Apologies

Apologies for absence were received from Linda Turner (LT).

2. Public Forum

a) County Councillor

Brian Iles reported progress with schools, county farms and highways, especially the recent 24/7 response to flooding calls. It was noted that work commences on 02/11/20 to prevent flooding on the Green / Palmers Lane. Council tax setting will follow on from central government grant information.

b) District Councillor

Grant Nurden reported that the cabinet member for the environment was involved in resolving the situation reported at the previous meeting regarding the Environment Strategy and tree wardens. Broadland 'Communities at Heart' lottery launches soon. Charities looking to raise funds can refer to the website for details. Grant was pleased to report that his Councillor Community Grant was supporting equipment purchase for Freethorpe Girl Guides and potential investment for Outlook magazine. Budget discussions will take place in November/December.

c) Tree Wardens

John Fleetwood has kindly surveyed the trees at Wickhampton Play Area. Some non-urgent work is recommended by a tree surgeon on the older trees. John has removed ivy from the churchyard trees. He has also collected the tree plaque from the Manor House tree and will reinstate it next week. John was grateful for Grant's support and anticipating progress when he meets the cabinet member for the Environment on 4th November. All will be welcome at the Broadland Tree Warden Network AGM on 5th November. Two initiatives were noted: the Sentinel Tree Health project and the planting of two elms in Reedham.

d) Public

There were no other comments or questions from the public.

3. Declaration of Interest for items on the agenda

There were none.

4. Minutes of the meeting held on Monday 21st September 2020

The minutes of the meetings were **agreed** as an accurate record and would be signed by the Chairman.

5. Matters arising from the previous meeting

a) Co-option of parish councillor

No candidates were proposed. Therefore it was agreed that the vacancy be published on the website, and the item remain on the agenda. **ACTION AM**

b) Bank Account Changes

AM reported that the bank account changes have taken effect. Statements and cheque book have been received.

c) Public Engagement / web site

Several possible avenues were discussed:

- i. AM has created a test page on the website with NEWS
- ii. An existing Freethorpe group on Facebook which could be used for updates
- iii. PB suggested the Yarmouth Mercury Village News
- iv. AM has approached Outlook magazine but the editors don't have the capacity at the moment. Grant Nurden noted that Reedham Parish Council use Outlook magazine but also contribute to production costs.
- v. A Facebook page for the Parish Council.

ACTION AM

6. Clerk's Report

The Clerk's report was presented and noted.

7. Finance

a) Monthly Financial Update

The Clerk reported the current financial position. The bank account balance, including the deposit account, is £30,715. Forecast commitments will reduce the balance to £17,004 by then end of March, which is in line with guidance for reserves (around 9 months of annual expenditure). It was noted that £195.62 is earmarked for Junior Tree Wardens. John Fleetwood advised that they are unable to meet due to the pandemic but will check whether the funds can be transferred. It was noted that the deposit account returns only 0.01% interest. Grant Nurden advised that Broadland District Council operates a Parish Council deposit scheme.

ACTION AM

b) Payments

It was **agreed** to pay the following:-

Ref	Payee	Description	Amount (£)
1	Catherine Moore	Salary September 2020 (2 hours @ £15 less PAYE)	24.00
2	Andrew Moll	Salary September 2020 ((1/12 4 hours a week for 52 weeks @ £11.45 = £198.47) less PAYE)	158.87
3	HMRC	PAYE 39.60+6.00	45.60
4	Andrew Moll	Administration Expenses (Zoom 14.39+ Postage 3.47)	17.86
5	Norfolk PTS	Clerk's Induction Training (13,15 October)	50.00
6	Community Action Norfolk	Play Area Equipment Inspection Training (23 November)	30.00
7	Wickhampton Church	Grass Cutting	685.00
8	Freethorpe Church	Grass Cutting	685.00
9	Freethorpe Methodist Church	Grass Cutting	685.00
10	Freethorpe First Responders	S137 donation	190.00
11	Norfolk Accident Response Service	S137 donation	190.00
12	Royal British Legion	S137 donation	45.00
13	East Anglian Air Ambulance	S137 donation	140.00

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14	Tree wardens	S137 donation	250.00
15	Freethorpe Village Hall	Donation / meeting use	3600.00
16	Norfolk Association of Local Councils	Effective Councillor Training (Janet Church)	60.00

8. Correspondence

a) Consultations

There was no specific Parish Council comment on consultations on 'Planning for the Future' and Norfolk County Council boundary changes, which will see Cantley and Limpenhoe added to the Acle/Marshes ward. Parish Councillors agreed to send any subsequent comments to AM.

b) Rampant Horse

The Parish Council supported the application to make the Rampant Horse an Asset of Local Community Value. This requires evidence of realistic prospects for the future use as a public house, and the parishioners' appetite for community use. Grant Nurden suggested the Brundall Parish Council may be able to give advice on the process which has been followed for the Ram.

ACTION AM

c) Wickhampton telephone kiosk / speed limit

DL advised that Wickhampton residents have bought the telephone kiosk and are seeking funds to repair it with a view to using for community book swap. NS observed that the Freethorpe kiosk had not received Parish Council funds. Grant Nurden will consider making a contribution from his Community Allowance. A request has also been made for a 30 mph sign for Wickhampton. This may have been raised with Highways in the past. AM is awaiting a response from Norfolk County Council. In the meantime the Wickhampton matters to be taken up by AM to return to a future meeting with actions and costed proposals.

ACTION AM

d) Tree Wardens AGM 5th November – noted above (2c).

e) Royal British Legion

The wreath has been supplied and will be laid by PB on Sunday 8th November.

9. Planning

a) New Applications

None.

b) Decisions

Parish Council noted the approvals of 20201141 (Palmers Lane Highways Improvements) and 20201439 (59 Chapelfield alterations).

c) Other

Parish Council noted that resident comments continue to be received about 20200261 (former garage site) which is past consultation stage but has not yet had a decision awaiting further testing.

10. Update on Ongoing Matters and Projects

a) Second SAM2 machine

The current maintainer has confirmed that he will carry out the task for the second sign. AM has also discussed access to the data from the signs. MB offered to help with presentation of this once available. NS has provided photographs of the three proposed locations for the second sign, which AM will forward to Highways with the request for the following agreed locations:

- i. The Green, either on the 30mph post or the junction post
- ii. The Common – on the 30mph post opposite number 106
- iii. The Common - near the dogbin at the entrance to the village from Southwood

ACTION AM

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b) Wickhampton Sign

Parish Council confirmed the budget figure of £1000-£1500 to be earmarked for this. NS will provide contacts for sign companies. AM to discuss with Wickhampton Society contact.

ACTION AM

c) Freethorpe & Wickhampton Play Area Inspections

AM reported that visual inspections and minor tidying up had been carried out in October. Formal training to be qualified for this is scheduled for 23rd November. As John Fleetwood reported, the trees have also been inspected at Wickhampton, on 14th October. The risk around the timber posts near the Freethorpe car park has been mitigated by taping the tops of uneven posts.

11. Other Matters

JC advised that having a neighbourhood plan increases the percentage of S106 funding from 15% to 25%. Further information to be obtained.

ACTION AM

12. Reports from Parish Councillors

None.

13. Date of Next Meeting

The next meeting would be Monday 16th October 2020, 7.45pm at Freethorpe Village Hall or via Zoom, depending on government guidance at the time.

14. Exclusion of the Press and Public under the Public Bodies (Admission to Meetings) Act 1960 to consider the following item of business:

It was **agreed** to exclude the press and public for the remainder of the meeting due to the confidential nature of the business to be transacted.

a) Letter to Outgoing Clerk

It was agreed that one further letter be sent.

ACTION AM

b) Award of contract for Freethorpe Play Area Remedial Works

It was agreed that NGF Play be asked to carry out the work on the climbing frame as the cheapest proposal. The bids for the safety matting around the carousel were considered high and further discussion is required as to the extent of work needed.

ACTION AM

The meeting closed at 9.10 pm

Signed after approval by the Parish Council as being a true and accurate record by the Chair of the meeting or authorised deputy	Chair	Date
	Nick Spencer	