

**Minutes of the Meeting of Freethorpe Parish Council held on Monday 21<sup>st</sup> September 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)  
Catherine Moore, (Interim Parish Clerk, CM)  
Linda Turner (LT)  
**Also present:** District Councillor Grant Nurden, John Fleetwood, Parish Tree Warden, and 2 members of the public

**1. Apologies**

No apologies for absence were received.

**2. Public Forum**

a) Public

- i. John Fleetwood was concerned at the reference to tree wardens in Broadland District Council's published Environment Strategy. Grant Nurden asked for details by email so that he can raise the concern at Environmental Excellence Panel on 8<sup>th</sup> October.
- ii. There were no other comments or questions from the public.

b) County Councillor

No report.

District Councillor

Grant Nurden reported as follows:

- iii. Broadland District Council meetings are being livestreamed in Youtube; next meeting is the evening of 24<sup>th</sup> September
- iv. A competitive tendering process has been agreed for waste services from 2022
- v. Solar panel group buying scheme registration closes on 6<sup>th</sup> October, refer to [www.solartogether.co.uk](http://www.solartogether.co.uk)
- vi. Nominations for "Community At Heart" awards close at end of September
- vii. If any community group in the parish would benefit from a member's grant please encourage them to apply

**3. Declaration of Interest for items on the agenda**

There were none.

**4. Minutes of the meeting held on Monday 17<sup>th</sup> August 2020**

a) Matters Arising

All actions were covered on the agenda. There were no other matters arising.

b) Approval

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

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## 5. Co-option of Parish Councillor

There is one vacancy on the Parish Council. The Parish Councillors agreed to consider whether there are candidates for co-option and report to the next meeting. An advertisement will be considered if there are no candidates for co-option.

**ACTION: ALL**

## 6. Clerk's Report

The Clerk's report was presented and noted.

## 7. Finance

### a) Payments

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

C Moore	Salary August 2020	£464.00
HMRC	PAYE August 2020	£116.00
C Moore	Expenses August 2020	£16.14

NS expressed the gratitude of the Parish Council for the tremendous work that Catherine Moore has done in her capacity as Interim Parish Clerk.

### b) Approve Bank Account Change of Details

The Clerk reported that the Correspondence Address for the Bank Account is that of the Former Clerk, which means that statements are unavailable. The Bank have advised that this can be changed using their "Treasurer's Account – Change of Details" form along with Parish Council meeting minutes confirming the change. They also advise that the details of Parish Council members held on the account needs to be up-to-date for the form to be accepted.

The meeting **approved** the following changes for submission on the "Treasurer's Account – Change of Details" form:

- i. The addition of Andrew Moll, Parish Clerk, as an Account Operator
- ii. The correction of the address on the account for Nick Spencer
- iii. The removal of Stephen Williamson as Financial Officer and signatory.
- iv. The change of address for correspondence from 46 Moorhen Way (the Former Clerk's address and the address currently held by the bank) to 41-43 The Green (The new Clerk, Andrew Moll's, address)
- v. An entry for each parish councillor to be included, with name, nationality, phone number, email address and residential address, a signature and date.

The form will then be submitted to the bank for processing, with a copy of the signed minutes.

**ACTION: AM**

NS agreed to try to contact the Former Clerk with a view to collect any outstanding correspondence.

**ACTION: NS**

### c) Monthly Financial Update

The Clerk reported the current financial position. Calculations showed that the Council had around £12,900 in free reserves at the end of July. The calculated bank

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balances should total just over £25,000. This will be revisited and updated once bank statements are available.

- d) Appoint Councillor for Quarterly Internal Finance Checks  
MB volunteered for the role and the Parish Council **approved**.
- e) Annual Donations to Village Hall, churches and charities  
The Parish Council **agreed** to make the donations as itemised in the 2020-21 budget, including a contribution to the Tree Wardens of £250. CM confirmed that the overall donations fell within the Section 137 allowance. Parish Council agreed that payments would be made in October after receipt of the second precept.

## 8. Correspondence

- a) General Correspondence  
The Clerk summarised correspondence received and highlighted consultations on the Planning White Paper and Divisional Boundary changes. Grant Nurden advised that Broadland District Council has published a response to the White Paper on its web site. It was agreed that these items should be on the agenda for the next meeting. CM advised that the Parish Council could consider adding a news page to the website to encourage public participation in these consultations. **ACTION: AM**

## 9. Planning

- a) New Applications  
Application 20201648 was discussed and passed with no objections.
- b) Decisions  
None had been notified or published in Planning Enforcement Monthly Notice.

## 10. Update on Ongoing Matters and Projects

- a) Freethorpe & Wickhampton Play Area Inspections  
The Clerk reported that an inspection schedule has been established. Norse will conduct quarterly and annual inspections. The Clerk will carry out monthly visual inspections. The next training course for this is 23<sup>rd</sup> November. The inspection regime was agreed.

On 11<sup>th</sup> September Norse carried out the Wickhampton Annual Inspection and the first Quarterly Freethorpe inspection. The reports had been shared with Parish Councillors. The following actions were agreed:

- i. All risks identified other than 'low' have been reviewed and actions planned to address them
- ii. Tenders will have been received for the remedial work identified in the Freethorpe Annual Report by end of September. Decision on award will be made at the October meeting.
- iii. Quotations to replace the rotted timber bollards at Freethorpe to be sought  
**ACTION: AM**
- iv. Wickhampton shelter roof repair will be discussed with the Wickhampton Society. **ACTION: DL**
- v. Other minor tidying at Wickhampton to be picked up the Clerk on monthly inspection

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- vi. Wickhampton tree inspection of both mature and young trees to be requested via John Fleetwood, who will be pleased to carry out the inspection **ACTION: AM**

b) SAM2 machine: guidance on locations

Three locations were agreed, (1) near entrance to village from Southwood (2) opposite 106 the Common (subject to practicality of overlaying the existing 30mph post) and (3) on the Green near the Palmer's Lane junction. Maps to be drawn for sharing with Parish Councillors prior to submission to Highways. **ACTION: NS**

PB asked that the current maintainer be contacted to ensure that correspondence is not going to the Former Clerk. **ACTION: AM**

c) Wickhampton Sign

DL advised that the sign has snapped in half. He has spoken to the Wickhampton Society. It was **agreed** that the Parish Council would consider designs and recommendations that the Wickhampton Society produces.

## 11. Other Matters

a) Appointments to Outside Bodies

It was agreed that DL would replace NS as the Parish Council representative on the Village Hall Trust. JC would arrange invitation for DL to the meeting on 28<sup>th</sup> September.

b) Methodist Church signpost

The Clerk reported that the County Council have agreed to provide free of charge but no date has been given for installation.

## 12. Reports from Parish Councillors

None.

## 13. Date of Next Meeting

The next meeting would be Monday 19<sup>th</sup> 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

No response had been received. It was agreed that this would be reviewed once the bank have completed the account details changes.

The meeting closed at 9.05 pm

<b>Signed after approval by the Parish Council as being a true and accurate record by the Chair of the meeting or authorised deputy</b>	<b>Chair</b>	<b>Date</b>
	<b>Nick Spencer</b>	<b>24/09/2020</b>