

**Minutes of the Meeting of Freethorpe Parish Council held on Monday 15th March 2021
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)
Grant Nurden (GN, also District Councillor)
Linda Turner (LT)
Andrew Moll (Parish Clerk, AM)

Also present: County Councillor Brian Iles(BI), Tree Wardens Network
Co-ordinator John Fleetwood(JF), prospective County Councillor Lana
Hempsall and 4 members of the public

1. Apologies
None.

2. Public Forum

a) County Councillor

Brian Iles confirmed the County Council rate increase as 1.99%+2%. He advised that the blockage of groups across the region has been recognised and teams are clearing them parish by parish. Brian reminded the Parish Council that the deadline for GNLP responses was near. Flood management is an ongoing subject, Brian was pleased to have been able to support Freethorpe with the engineering study that led to the Palmers Lane improvements. Brian has some Councillor Grant funding available to support local projects before his retirement in May.

b) District Councillor

GN reported that Broadland's Council Tax has also been approved. Broadland's work on contact tracing continues to compare favourably with that of other districts. The number of cases and contacts is falling significantly as lock down continues. Requests for support continue to be made to the Help Hub, largely from those who are Clinically Extremely Vulnerable and therefore prevented from meeting their needs independently by the need to socially isolate. These have been much diminished in the last three weeks. Our Covid Support Advisors (CSAs) continue their valuable work in our community. We have been given some of the details around the Restart Grants. Week commencing 22 March 2021 for full Government guidance. The Budget also indicated that a further £425m will be made available to Local Councils to continue to provide discretionary support through this period. There is also the new Hospitality Restart Adaptations Grant being launched which will offer more support to our hospitality sector.

c) Tree Wardens

John Fleetwood advised that the Broadland Tree Wardens Network has been busy with the recruitment of new Tree Wardens. There are now 42 wardens covering 28 parishes, which is the highest on record. A new volunteer has been recruited for Freethorpe. John is hoping that Junior Tree Wardens can restart soon. GN asked for the position with funding for their equipment. John will follow up and respond. **ACTION JF**

d) Public

Lana Hemsall recommended the Planning Enforcement training on 17th March, which is open to Parish Councillors. Details to be shared. **ACTION AM**

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

As a substitute member of Broadland District Council's Planning Committee, GN is unable to discuss planning applications. There were no other declarations.

4. **Minutes of the meeting held on Monday 15th February 2021**

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) (8b) Greater Norwich Local Plan response has been submitted by AM.
- b) (8d) Citizens Advice Bureau have advised that 15 cases were supported in Freethorpe in the last year. Parish Councillors to consider donation at next meeting. **ACTION ALL**
- c) (8e) Our Armed Forces Covenant is with Norfolk Association of Local Councils for review before signing. **ACTION AM**
- d) (10c) Rampant Horse Asset of Community Value application has been put on hold with Broadland District Council.
- e) (10e) Environmental concerns on agenda – item 10e refers.
- f) (10f) CIL / Other projects 2021/22 – item 10f refers.
- g) (11a) Ditch drains issues have been logged with Highways – item 6 refers.
- h) Any other matters arising – none.

6. **Clerk's Report**

- a) AM noted completion of roadworks on the Green, improved drainage at Palmers Lane junction and improved safety from the road widening work around the junctions.
- b) A number of small issues have been reported, namely
 - i. With Broadland District Council, street name board repairs on School Road and Palmers Lane.
 - ii. With Norfolk County Council, village entry sign replacement on Moulton Road; straightening of 30mph post nearby; four locations where groups or ditches have been blocked: Lower Green Farm, Palmers Lane, Church Road (Wickhampton) and near Lower Green sign.
- c) It is uncertain when Parish Council will return meetings at the Village Hall. Whenever the date is set, there will be a COVID risk assessment including capacity, social distancing, and possibly providing a test and trace procedure. JC advised that the Village Hall will have measures in place as a polling station for the elections in May.
- d) The Parish Meeting is on 17th May. Parish Council were content with the list of groups to invite. NS suggested that community groups are given the option to send in reports.

7. **Finance**

a) Monthly Financial Update

AM reported the current financial position in summary:

Bank balance, including deposit account	£28,228
Less forecast expenditure to end of March	£287
Less earmarked reserves	£9,077
Operating balance by end of March	£18,864

It was noted that additional expenditure, not earmarked, but amounting to approximately £4,500 is anticipated early in the new year on the Wickhampton sign and play equipment repair

b) Payments

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

Ref	Payee	Description	Amount (£)
1	Andrew Moll	Salary February 2021	158.87
2	Andrew Moll	Administration Expenses (Zoom 14.39+ Postage 3.21)	17.60
3	HMRC	PAYE	39.60
4	Norfolk PTS Invoice	Managing Finance Year-End Training – Andrew Moll	55.00
<i>Correction from February</i>	<i>Norse Eastern Ltd</i>	<i>Parish Council approved a payment of £100 on 15th February 2021 for Play Area Inspections. This should have read £120. This was the amount which was actually paid on the cheque.</i>	

8. Correspondence

a) Local Police Priorities

Parish Council noted the meeting on 30th March 2021. NS observed that the very low Police presence in the parish is understandable given other demands. The priority of reducing speeding was considered sensible. DL suggested that the Freethorpe speed management statistics should be shared with the Police to emphasise our concern and support that priority. **ACTION AM**

b) Norfolk ALC – Champions & Representatives

The meeting was happy with the concept of defining specific roles on the Parish Council, including Norfolk ALC Rep., Armed Forced Champion, Well-being Champion, Climate Change Champion, Footpath Warden, Tree Warden, Emergency Planning Co-ordinator, Village Hall Rep., Play Area Champion, and Internal Finance Rep. It was noted that three are already filled (Tree Warden (JF and colleagues), Village Hall Rep. (DL) and Internal Finance Rep. (MB). It was agreed that parish councillors should consider any roles they would like to volunteer for at the next meeting. **ACTION ALL**

c) CPRE Awards – webpage was shared for information

d) Revitalising Rural – webpage was shared for information

e) Calor funding stream – email was shared for information

f) Volunteers sought for DRIVE Local Investment Boards – email shared for information

g) Norfolk County Council Briefing March 2021 – was shared for information

h) NHS Briefing March 2021 – was shared for information

9. Planning

a) New Applications – none

b) Decisions – no new decisions

c) Enforcements – no new enforcements.

d) Other – Parish Councillors noted the recent removal of the County Council's objection to the flood measures in the plans for the former garage site [20200261](#).

10. Update on Ongoing Matters and Projects

a) Speed Management

Parish Council noted the latest statistics from Lower Green, near the Old Rectory, showing 19203 vehicles, an 85th percentile speed of 33.1 and top speed of 55. The peak hour was 15:00-16:00. While speeds are slightly down, it remains a concern.

b) Freethorpe & Wickhampton Play Areas

AM requires one more quote before seeking approval to award the maintenance works, including the shelter roof repair at Wickhampton. It was **agreed** that the award could be approved by email to parish councillors in order to expedite the work. **ACTION AM**

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c) Play Area Inspections

AM advised that the folder with all the play area inspection reports has been made available to parish councillors, including the annual, quarterly operational and monthly reports. Norse carried out the quarterly inspections on 4th March. Some items previously flagged had been resolved and there were no new or urgent items to deal with.

d) Wickhampton Village Sign

AM advised that two quotations have been received ahead of schedule, but some clarifications are required before this is brought to Parish Council for decision.

e) Environmental concerns

AM advised that a report has been drafted. It was agreed that this should be circulated to parish councillors for feedback and further ideas.

ACTION AM

f) Community Infrastructure Levy projects and other proposed projects for 2021/22

Parish councillors were invited to propose ideas by email to AM. GN advised that another Broadland parish has been allowed to use CIL funding for village sign replacement.

ACTION ALL

g) Playing Fields Maintenance 2021/22

AM advised that the contract for grounds maintenance is a rolling annual contract. NS asked for feedback on the service to be sought from the football club. The question of when to test the market again to be discussed at the next meeting.

ACTION AM

NS asked for the Parish Council's legal obligations with regard to grass cutting and rent at Wickhampton play area to be established by contact with Wickhampton Playing Field Committee and by request to him for information from the archive.

ACTION AM

h) Neighbourhood Plan

Future agenda item (April 2021).

ACTION AM

11. Other Matters

a) Resignation

LT advised that she will be resigning as a Parish Councillor. NS was sorry to lose LT from the Parish Council but respected her decision. He also expressed the Parish Council's gratitude for LT's sterling work over the years in the role. The resignation will be formalised by letter to the Chair, after which a vacancy will be advertised.

ACTION AM

12. Reports from Parish Councillors

None.

13. Date of Next Meeting

The next meeting would be Monday 19th April 2021, 7.45pm via Zoom. NS offered his apologies as he is unavailable. DL confirmed that he will chair the meeting.

14. Exclusion of the Press and Public under the Public Bodies (Admission to Meetings) Act 1960 to consider the following item of business: None.

The meeting closed at 8:45 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 Nick Spencer	Date
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