

**Minutes of the Meeting of Freethorpe Parish Council, serving Freethorpe & Wickhampton,
held on Monday 20th November 2023 at 7.00pm at Freethorpe Village Hall**

Present: Nick Spencer (NS, Chairman), David Lake (DL, Vice-chairman), Paul Bacon (PB), Michael Blake (MB), Paul Crisp (PC), Andrew Moll (AM, Parish Clerk), Grant Nurden (GN, also District Councillor), Andrea Rowlands (AR, also Tree Warden)

Also present: John Fleetwood (JF, Tree Warden), Lana Hemsall (LH, County Councillor) and 4 members of the public.

1. Apologies
None

2. Public Forum

- a) County Councillor Report – LH encouraged greater use of the re-opened Postwick Park and Ride, which at £3 a day and £1 per extra passenger, is cheaper than the bus. LH asked for an update on Electric Vehicle Charging Points, which AM advised are waiting on confirmation from the Village Hall's insurer. LH also offered to progress any Highways issues. The one suggestion was the flooding at the Southwood entry to the Common which PB has met Highways to discuss. **ACTION AM**

- b) District Councillor Report - GN has submitted Community Grant Schemes supporting Freethorpe and Reedham. £500 of his annual Members Grant for 2024 has been allocated to Freethorpe. The Warm Spaces Grant for community groups is now open for applications. In response to PB, GN advised that a previous Christmas Hamper charity was no longer operating, but a community group could apply to do something similar. Broadland Business Awards 2024 are open for nominations. The date for the next local cluster meeting of the Marshes ward was agreed as 17th January in the Pavilion. GN confirmed that this is an informal meeting for Parish Councillors and Clerks and is not a public meeting. **ACTION AM**

- c) Tree Wardens' Report - JF had looked at filling gaps in the Playing Field hedging. However as the gap seems to be used by parents and children to get off School Road, the advice was that simple fencing with a gate or gap would be best. JF was also dealing with disposal of arisings from the school garden. AR has a training session in Feb. JF was very concerned by a Forestry Commission warning of Sooty Bark Fungus affecting sycamores. The Sentinel Project is restarting.

- d) Public Items – at this point members of the public were invited to comment on items 7e(2) and 8a(4) and 9(a), recorded below.

3. Declarations of Interest for items on the agenda

NS declared an interest in item 9c. As a substitute member of Broadland's Planning Committee GN is unable to discuss agenda item 9, and specifically item 9a this time as a neighbour to the site. There were no other declarations.

4. Minutes of the meeting held on Monday 18th September 2023

The minutes were **agreed** as an accurate record and were duly signed by NS.

5. Matters arising from the previous meeting

- a) (5d) Advice on fencing around Wickhampton Pond – carry forward.
b) (7f) Copy of Village Hall Accounts (AM) - done, shared with Parish Councillors.
c) (8b) Comment on Park & Ride disadvantage (AM) – done, email sent.
d) (10a) Write to LH & NCC thanking for 20mph school signs (AM) – done, email sent.
e) (10e) Check for subsequent Pride in Place application (AM) – done, letter provided.
f) (11a) Report broken sign – Chapelfield (AM) – done.

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- g) (11d) Update web site list of councillors (AM) – done.
h) (13) Book Hall for 2024 meetings (AM) – done, published on website.
i) Other matters arising – none.

6. Clerk's Report

Members were reminded of the request from Broadland for outstanding Register of Interest forms to be sent by email. A list of Broadland's contact numbers was also shared.

7. Finance

a) Monthly Financial Update

AM advised the financial position as follows:

Income ytd	£31,986.45	Bank balance	£37,775.73
Expenditure ytd	£7,680.03	Forecast end year balance	£10,229.20

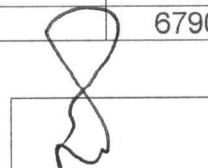
b) Payments - it was **agreed** to make the following payments:

Ref	Payee	Description	Amount (£)
	1-5 cheques signed by Chair &	Vice-chair 25/10/2023	
1	Andrew Moll	Salary September	183.60
2	Andrew Moll	Administration: Postage	5
3	HMRC	PAYE	46.00
4	Westcotec Limited	Repair to SAM machine – INV 15165 Date 19/09/2023 VAT 77.10 VAT Reg: 775395874	462.60
5	Calica Computer Solutions	Expenses, time and petrol, taking in the SAM machine for repair – INV 1887 Date 28/09/23 VAT0	88.00
6	Freethorpe Village Hall	Annual donation as agreed 18/09/2023	3600.00
7	Freethorpe Parochial Church Council	Annual cemetery donation as agreed 18/09/2023	685.00
8	Wickhampton PCC	Annual cemetery donation as agreed 18/09/2023	685.00
9	Freethorpe Methodist Church	Annual cemetery donation as agreed 18/09/2023	685.00
10	Freethorpe First Responders	Annual donation as agreed 18/09/2023	190.00
11	Broadland Tree Warden Network	Annual donation as agreed 18/09/2023	100.00
12	Royal British Legion Poppy Appeal	Annual donation as agreed 18/09/2023	60.00
13	Norfolk Citizens Advice Bureau	Annual donation as agreed 18/09/2023	150.00
14	Andrew Moll	Salary October	183.80
15	Andrew Moll	Administration: Postage	3.25
16	HMRC	PAYE	45.90
17	Norse Eastern Ltd.	Grounds maintenance (2) INV 05IN-1049876 Date 31/10/2023 VAT 248.29 VAT Reg:GB785421021	148.76
18	TO BE CONFIRMED Freethorpe Bowls Club	Payment for green replenishment and development to be reclaimed from Section 106. Item 7e(1) refers	Up to 4793.47
19	TO BE CONFIRMED 1 st Freethorpe Guides	Donation towards NORJAM. Item 7e(2) refers	300.00
SO	Calica Computer Solutions	Speed management machine - mandates 3 & 4 (Oct)	24.00
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c) Receipts – were noted.

Ref	Payer	Description	Amount (£)
1	Broadland District Council	Precept (part two)	8437.00
2	HMRC	VAT Claim	1128.54
3	Broadland District Council	Community Infrastructure Levy – 75 The Green	6790.75

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- d) Annual Pay Award – the recommendation to apply the national pay award was unanimously **agreed**. The clerk's monthly pre-tax salary increases to £246.98 with arrears of £139.07 to pay in January. The salary budget will be underspent by £146.75.
- e) Grants and donations – (1) representatives of the bowls club explained the loss of players due to the state of the green, and their plans to replenish the green and attract more people from the community to play. It was **agreed** that the Parish Council could apply for Section 106 money to pay the bowls club up to the £4793.47 requested, subject to the Village Hall Committee's decision on the amount. This is because the Village Hall Committee has been given the choice by the Parish Council on how to spend the £15,642.33 Section 106 money for sports facilities. Await decision from Village Hall meeting on 11th December. (2) A request from the 1st Freethorpe Guides to support the guides in attending NORJAM. Recognising the importance of the work with the guides in our community, it was **agreed** that a donation of £300 be made, leaving a residual £15 in the section 137 budget.

8. Correspondence

- a) For decision – (1) No response required to Review of Polling Stations. (2) No further response required to GNLP consultation, having fed back on developments already completed. (3) D-day beacon would be a Village Hall initiative. (4) Problems caused by parking of workers at 75 The Green was discussed at length. It was agreed to write to the developer and raise with the Police if necessary. **ACTION AM** Problematic parking around the school was also raised. LH suggested that Highways advice be sought. **ACTION AM** (5) There had also been two approaches about whether a further school 20mph sign should be placed on Chapelfield. It was agreed to review when the data showing the impact of the new signs is available.
- b) For information – Parish Council noted (1) Coastal adaptation plan. (2) Postwick Park and Ride Comments (3) A further enquiry about allotments. (4) A football club approach about further tree work. It was confirmed that no further work on the poplars is planned. (5) A letter of thanks from the family of the late Janet Church for the memorial evening.

9. Planning

- a) New Applications – it was agreed that amended application 2023/0129 does not appear to have addressed the causes of the Parish Council's original objection, which still stands.

ACTION AM

- b) Decisions – approval with conditions of 2023/1975 39 Chapelfield was noted.
- c) Enforcements – two unchanged open cases were noted.

10. Update on Ongoing Matters and Projects

- a) Speed Management - the latest speeding figures, for August-October 2023, showed small decreases across the board. On the Green by the Manor House, 85th percentile speeds were down from 30.9mph to 30.6mph on reduced volumes of 28,469 vehicles. On the Common, near 111, facing west, 85th percentile speeds were down from 32.7 to 30.0 on reduced volumes of 20,240 vehicles. At the same place, facing east, 85th percentile speeds were down from 32.0 to 31.8 on half a month's volumes of 10,730 vehicles. At the Southwood entry to the Common, 85th percentile speeds were down from 33.1mph to 32.0mph on reduced volumes of 18,132 vehicles. At School Road, 85th percentile speeds were down from 27.1mph to 26.4mph on reduced volumes of 2,775 vehicles. Across all the sites, more than four in five people kept within the speed limit.
- b) Play Area Inspections – no significant issues found in latest inspections, although two repairs to damaged wooden components are now needed at Freethorpe and Wickhampton.

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- c) Electronic Vehicle Charging Point (EVCP) – awaiting further information required from Village Hall on insurance implications.
- d) Wickhampton Pond – NpLaw have submitted the application to Land Registry.
- e) Rampant Horse – Item 5e refers.

11. Other Matters

- a) MB asked Parish Council to ratify for the record the nomination in 2019 of Tony Tibbenham and Cheryl Nicholls as the Parish Council-nominated trustees of the Walpole Almshouses Charity. This was unanimously **agreed**.
- b) PB advised that people had been putting rubbish in some of the recycling bins. It was agreed that a reminder be publicised discouraging people from doing this. **ACTION AM**
- c) PB was also concerned about the state of the Village Hall Car Park, which needs to be raised with the Village Hall Committee.

12. Reports from Parish Councillors and items for next agenda

None.


13. Date of Next Meeting

Monday 15th January 2023 at 7PM at Freethorpe Village Hall.

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

- a) Five proposals for carrying out the surfacing work around the swings were evaluated by Parish Councillors. Three of the five proposals fully met the requirements and amply described the approach. The chosen proposal, from NGF Play Limited, was comprehensive and also the cheapest at £8,753 excluding VAT. It was unanimously **agreed** to award the work to NGF Play Limited. The work will be funded by the National Lottery Grant of £7,000 already received. It is hoped that the further £1,753 will come from the Broadland Community Grant Scheme applied for by GN. Otherwise Parish Council reserves will be used.

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 Nick Spencer	Date 15/1/24
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