

**Minutes of the Meeting of Freethorpe Parish Council held
on Monday 20th September 2021 at 7.45pm at Freethorpe Village Hall**

Present: Nick Spencer (Chair, NS)
David Lake (Vice-Chairman, DL)
Paul Bacon (PB)
Grant Nurden (GN, also District Councillor)
Andrew Moll (Parish Clerk, AM)

Also present: John Fleetwood(JF, Tree Warden Network Co-ordinator), Lana Hempsall (LH, County Councillor), Andrea Rowlands (AR, Tree Warden) and 5 members of the public

1. Apologies

Michael Blake (MB), Janet Church (JC)

2. Public Forum

a) Allotments

AR has co-ordinated an assessment of demand for allotments in Freethorpe, which has been evidenced by 11 expressions of interest on social media and 7 letters sent to the Clerk. The Parish Council has no land currently available. Therefore Parish Council agreed an outline specification with which to approach landowners in the parish asking if any would be prepared to provide allotments themselves, or lease or sell land to the Parish Council to enable it to provide allotments. Allotment size could be smaller than that in the proposed specification. Water source needs to be near by but not necessarily on site. Reedham allotments have a waiting list.

ACTION AM/AR

b) County Councillor Report

LH reported that the County Council is working on next year's budget with a view to invest to support pandemic recovery in the county. LH advised that her Members Grant is available to support Highways and Sustainable Transport bids. DL proposed a feasibility study of a footpath from the Brickyard to the Village Hall. PB suggested that a cycle path for this stretch should be considered in the specification.

ACTION AM

c) District Councillor Report

GN reported progress in awarding the waste contract and plans to roll out food waste collection starting from October 2022. Registration for the Solar Together scheme for Broadland closes on 28th September. Resident and good causes should consider signing up for Broadland's Community at Heart lottery. A local resident recently won £2,000. Good causes have received £21,000.

d) Tree Warden Report

JF shared news of the Sentinel project to monitor trees at Buckenham Wood. A Green Freethorpe Project is being planned with the school which will include the offer of a tree per household. The Junior Tree Warden scheme is in abeyance due to COVID. JF expressed concerns about the Million Trees for Norfolk project.

ACTION LH

In the meantime, any sites for planting can be identified, but not Highways land such as road verges. GN queried the ownership of land at Walpole Close, but NS confirmed that this is resident shared ownership not common land. PB confirmed requirements for a rowan tree at the Methodist Cemetery. Some requirements at the Parish Church are in hand. It was noted that tree wardens are interested in re-using plastic tree guards.

e) Public Items

It was reported that the dog bin near the Telephone Kiosk in Freethorpe is being emptied but not cleaned, leaving maggots in the bottom. To be logged with Broadland.

ACTION AM

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

NS has registered an interest with Broadland District Council for item 9c and will leave the meeting for that item. As a substitute member of Broadland District Council's Planning Committee, GN is unable to discuss planning applications under agenda Item 9. There were no other declarations.

4. **Minutes of the meeting held on Monday 19th July 2021**

The minutes were **agreed** as an accurate record and duly signed by the Chairman and Vice-Chairman.

5. **Matters arising from the previous meeting**

- a) (2a) County Councillor report (LH) – close.
- b) (5a) Examples of Local Nature Plans (AM) – carry forward. **ACTION AM**
- c) (5b) Advice on verge cutting approach from NCC (LH) – close.
- d) (5f) Lease for Wickhampton Play Area (AM) - a side letter has been sent to the owner, awaiting their response.
- e) (5g) Wickhampton Pond ownership (NS) – Parish Councillors were asked to consider whether there is a public interest in applying to register. **ACTION ALL**
- f) (5k) Advise Police and School of support for road safety (AM) – completed – meeting with both this week.
- g) (5l) Future requirements and options for MUGA (AM) – carry forward. **ACTION AM**
- h) (7a) Internal Finance Check (AM/MB) – carry forward. **ACTION AM/MB**
- i) (7b) Add MB as third signatory (AM) – paperwork to sign. **ACTION AM/MB**
- j) (8c) Put up additional posters for Police visit (AM) – Completed.
- k) (10e) Signage for Freethorpe Play Area (AM) – design has been approved by JC on behalf of Village Hall. Parish Council approved the order with a small change to the font of 'Welcome to'.
- l) (10b) Costs for like-to-like replacement of Assault course (AM) – one supplier is visiting to discuss on 23rd September. Other suppliers are being approached as part of the pre-quote work to establish our requirements. These will be brought back to the next meeting for approval.
- m) (10g) Discuss Wickhampton Entry Sign placement with landowners (AM) – completed.
- n) Other Matters arising – none.

6. **Clerk's Report**

- a) AM notified the meeting of the death of the former clerk, Stephen Williamson. Parish Council asked for their condolences to be passed on to his family. Contact details for the memorial service to be shared if any Parish Councillors wish to attend.
- b) In the light of our Armed Forces Covenant, Parish Council noted the arrangements in place for a village Remembrance Ceremony on 14th November at 11am.

7. **Finance**

a) Monthly Financial Update

AM report the current 2021-22 financial position in summary:

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| Bank balance, including deposit account | £26,440 |
| Forecast balance | £23,693 |
| Less potential earmarked reserves | £4,000 |
| Forecast operating balance by end of March | £19,693 |

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

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| Ref | Payee | Description | Amount (£) |
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| 1 | Andrew Moll | Salary July 2021 and August 2021 | 317.54 |
| 2 | Andrew Moll | Administration Expenses - postage | 4.15 |
| 3 | HMRC | PAYE | 79.40 |
| 4 | <i>Technix Rubber & Plastics Ltd.</i> | <i>Invoice for rubber matting for Freethorpe Play Area, due in August, approved in August by Chair & Vice-chair, and paid.</i> | 223.14 |
| 5 | Suzanne Burman | Reimbursement – Wickhampton Telephone Kiosk expenses (£31.44 of this completes the spending of the Members' Grant of £425 for this work) | 36.00 |
| 6 | PKF Littlejohn | Invoice SB20210566 Annual external audit. | 240.00 |

- c) Annual Donations - it was **agreed** to make the following annual donations, cheques to be approved at next meeting. AM advised that Freethorpe Methodist Church's cemetery costs were lower than expected this year. He confirmed to GN that this was a one-off due to extraordinary circumstances. It was agreed to divert the £35 not claimed for this to a donation to the Citizen's Advice Bureau in recognition of their services to the parish during the pandemic:

| Recipient | Reason | Budget 2019-20 | Budget 2020-21 | Budget 2021-22 | Agreed donation |
|-----------------------------------|--|----------------|----------------|----------------|-----------------|
| Village Hall | Annual Donation, includes use of the Village Hall for meetings | 3,450 | 3,600 | 3,600 | 3,600 |
| Budget set | | 3,450 | 3,600 | 3,600 | 3,600 |
| All Saints Church | Cemetery grass cutting | 635 | 685 | 685 | 685 |
| St Andrews Church | Cemetery grass cutting | 635 | 685 | 685 | 685 |
| Freethorpe Methodist Church | Cemetery grass cutting | 635 | 685 | 685 | 650 |
| Budget set | | 1,905 | 2,055 | 2,055 | 2,020 |
| First Responders | Section 137 donation | 185 | 190 | 190 | 190 |
| Norfolk Accident Response Service | Section 137 donation | 185 | 190 | 190 | 190 |
| East Anglia Air Ambulance | Section 137 donation | 135 | 140 | 140 | 140 |
| Tree Warden Network | Section 137 donation | 0 | 250 | 250 | 250 |
| Royal British Legion | Section 137, including provision of wreaths | 40 | 45 | 45 | 45 |
| Citizen's Advice Bureau | Section 137 donation | 0 | 0 | 0 | 35 |
| Budget set | | 545 | 815 | 815 | 850 |

8. Correspondence

- a) Hazardous household waste disposal dates have been publicised on the website.
- b) Damage to Porters Road Street Name Plate has been reported to Broadland.
- c) Transport for Norwich Strategy consultation ends 8/10/21 – it was agreed that no Parish Council submission is required.
- d) Rough Sleeper Count 29/30 Sept was noted.
- e) Broadland Community Clear-up Sep/Oct was noted.
- f) Greater Norwich Sport & Physical Activity Strategy was noted.
- g) Wickhampton Telephone Kiosk progress was noted. The Parish Council was highly complimentary of the work that has been carried out. GN asked to be notified when the work is complete.
- h) Wickhampton Church wall frontage – a paper from Friends of Wickhampton Village was considered, proposing to cordon off the area of grass currently marked with bollards. Parish Council had no objections.
- i) Choices – free back to employment course was noted.
- j) Village Hall AGM is 4th October 7:45 – this was noted.
- k) Trees along Low Road, Wickhampton – progress has been made in cutting back overhanging conifers. This is to the satisfaction of the school bus company. However, the company remains concerned about trees overhanging near the junction with Church Road. To be followed up.

ACTION AM

9. Planning

- a) New Applications – None.
- b) Decisions – None
- c) Enforcements – NS left the meeting due to Declaration of Interest stated in 3 above. DL took over the chair. 2021ENF190 is newly notified enforcement case. Parish Council discussed resident concerns about the use of land behind 104 The Common, Freethorpe for a camping site. The residents present were invited to express their concerns as part of the discussion. The Parish Council agreed to pass the following concerns to Broadland District Council:
 - i. This seems the wrong sort of development behind a row of residential housing.
 - ii. It reduces the amenity value of gardens for residents and results in new passage of traffic and people alongside and behind gardens.
 - iii. The toilet block and shower block are close to the back gardens of residents, with the possibility of noise and smell disturbance.
 - iv. People on the camp site can look into the back gardens of residents. People may now open their back bedroom curtains in the morning to see people looking back at them.
 - v. Access to the site is off the C road and via a track. Should Highways have been consulted about the cars and people?
 - vi. Environmental health issues need to be considered - water, electricity, disposal of rubbish, fire safety, barbecues.
 - vii. It is assumed that as a pop-up site it will be returned to the state it was in before the camp site, including the removal of wooden structures. What happens if the structures are not taken down?
 - viii. How can residents stop the camp site becoming established by default?

ACTION AM

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10. Update on Ongoing Matters and Projects

NS returned to chair the remainder of the meeting

a) Speed Management

Speed management data analysis was reviewed. 32,485 vehicles were recorded on Reedham Road heading south, 85th percentile speed was 41.4mph. Far too many people are driving way above the 30mph speed limit. The figures reinforce resident and Parish Council's concern that speeders are putting lives at risk on that stretch of road. Extra Police speed checks have been carried out there. PLEASE DRIVE SAFELY. At Lower Green coming into the village, 28,099 vehicles were recorded, 85th percentile speed was 33.8mph. The data was also published on the website and linked via Facebook. Parish Council **approved** approaching residents for volunteers for a Community Speedwatch, with a note of caution from GN that people at Beighton are experiencing some difficulties with abuse from motorists. A second SAM machine has been ordered. A Road Safety project with the school, Police, Highways and the Parish Council is progressing. Parish Council also approved a new bid to Highways for a gateway style entrance to the village around the first 30mph signs on Reedham Road.

b) Freethorpe & Wickhampton Play Area Works

Wickhampton Play Area has suffered from vandalism to the shelter roof and an oak branch. The Police have recorded this as a crime. Arrangements are being made to repair the damage. DL offered to provide the new roofing felt. Work to repair and improve surfaces at Freethorpe Play Area will take place in the next few weeks.

c) Plantation – concerns with off-road disturbance

Concerns about noise disturbance from off-road vehicle events continue. Awaiting an update from Broadland's Environment Protection Team.

d) Tree planting suggestions including Village Hall

Discussed earlier, item 1d refers.

e) Play Area Inspections

No new concerns arose from the play area inspections over the summer. All inspection reports are available to Parish Councillors.

f) Wickhampton Village Sign

The post is now in production, the colour draft having been approved. Work is also being done by Suzanne Burman on the post and base. Installation dates to be confirmed.

g) Wickhampton Entry Sign

Has been ordered with Norfolk County Council.

11. Other Matters

- a) PB asked for confirmation that recent pothole filling was fit for purpose and not a temporary fix.
- b) PB also asked for news on the request for a sign post to the chapel.

12. Reports from Parish Councillors and items for next agenda

- a) Neighbourhood Plan commitment – GN suggested that there may be helpful information from Reedham Parish Clerk, and also that joint exercise with Halvergate and Beighton may be helpful.

13. Date of Next Meeting

Monday 18th October, 7.45pm at Freethorpe Village Hall.

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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 9:20 pm.

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| 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 |
| | Vice Chair David Lake | Date |