

Minutes of the Meeting of Freethorpe Parish Council held on Monday 19th April 2021 at 7.45pm remotely on Zoom

Present: David Lake (Vice Chairman, DL)
Paul Bacon (PB)
Michael Blake (MB)
Janet Church (JC)
Grant Nurden (GN, also District Councillor)
Andrew Moll (Parish Clerk, AM)

Also present: County Councillor Brian Iles(BI), prospective County Councillor Lana Hemsall and 2 members of the public

1. Apologies

Nick Spencer (Chairman, NS), Tree Wardens Network Co-ordinator John Fleetwood(JF)

2. Public Forum

a) County Councillor

This was the last meeting for our County Councillor, Brian Iles, before his retirement after 23 years. He reflected on his enjoyment of working with Freethorpe and some achievements, particularly the engineering to alleviate flooding. The Vice-chairperson thanked Brian for his faithful support and service.

b) District Councillor

GN detailed Broadland District Council's support for businesses and individuals as the district steps out of lockdown. This includes the 'Pleased to See You' campaign which will encourage people to support local shops while remaining COVID safe. The next wave of business support grants was described. GN also noted the MHCRG consultation on remote meetings, which AM has responded to.

c) Tree Wardens - Not reported for this meeting.

d) Public - None.

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 March 2021

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

5. Matters arising from the previous meeting

- a) (2c) Junior Tree Warden funding (JF) has been resolved, equipment purchased and payment being approved under item 7b.
- b) (2d) Enforcement training details were shared.
- c) (5b) It was **agreed** that Citizens Advice Bureau should receive a donation in the annual donation round.
- d) (5c) Our Armed Forces Covenant is still with Norfolk Association of Local Councils for review before signing. **ACTION AM**
- e) (10b) Play Area Work approval was made using email as agreed at previous meeting. Kevin Monsey has been contracted following email approval by NS and two other Parish Councillors. The decision was made on grounds of price.
- f) (10e) Environmental concerns on agenda – item 10e refers.

--

- g) (10f) CIL / Other projects 2021/22 – item 10f refers.
- h) (10g) Playing Fields Maintenance (AM) – item 10g refers.
- i) (10h) Neighbourhood Plan (AM) – item 10h refers.
- j) Advertisement of vacancy – is in progress **ACTION AM**
- k) Any other matters arising – JC asked about progress on street name repairs. Status to be checked with Broadland District Council. **ACTION AM**

6. Clerk's Report

- a) It now looks likely that the meeting on 17th May will have to be in the Village Hall. Advice and ideas on the layout and constraints will be welcomed along with preferences for distributing papers. Based on NS's request at the last meeting community groups have been asked to submit reports on the basis that we may not want to encourage people in person on 17th May. The reports can be published on the website and available in printed form on request. GN asked whether wifi was available at the Hall. JC confirmed that it is. Its usability for the meeting to be checked, including the possibility of offering access to the public by Zoom. **ACTION AM/JC**
- b) Broads Authority have offered to give the Parish Council a wider update on their work in the parish. It was agreed that this can be scheduled for the June meeting. **ACTION AM**
- c) Once year end is complete, AM will process recycling credits, with support from DL.
- d) There is a Town and Parish Council Forum on Thursday 22nd April 2-4.

7. Finance

a) Monthly Financial Update

AM reported that in 2020/21 the income (£41,746) far exceeded budget (£14,000) due to catching up on backdated credits and two significant grants for Section 106 and CIL. Expenditure (£19,470) also exceeded budget (£13,483) largely due to money owed for play equipment. The current financial position in summary:

Bank balance, including deposit account	£27,946
Less earmarked reserves	£9,077
Operating balance by end of March	£18,869

b) Payments

It was **agreed** to pay the following, noting that items 6 and 7 were late additions to the agenda:-

Ref	Payee	Description	Amount (£)
1	Andrew Moll	Salary March 2021	158.87
2	Andrew Moll	Reimbursement for Administration Expenses (Zoom 14.39+ Postage 1.32)	15.71
3	HMRC	PAYE	39.60
4	Simon Le Page	Tree surgery at Wickhampton Play Area QUOTE NO:22202002 INVOICE NO:18032021 (£295.00) FOLLOW-UP QUOTE NO:2432102 INVOICE NO.2042101 (£190.00)	485.00
5	Andrea Rowlands	Reimbursement for Junior Tree Wardens Purchases funded from earmarked reserve paid over to the Parish Council by Broadland District Council on 30/04/2020	195.62
6	Norse Eastern	Play Area Inspection (March) Invoice: 05IN-1029715	120.00

--

7	CountryStyle Recycling	Bottle Bank Collection Jan-Mar 2021 Invoice: INV226327	26.64
---	------------------------	---	-------

c) Appointment of Internal Auditor

The proposed appointment of Sonya Blythe as Internal Auditor was discussed, noting her experience and training. GN requested that her specific experience of parish council internal audits is understood. Notwithstanding this, it was agreed to appoint Sonya Blythe. MB agreed to carry out an internal Finance check prior to this, preferably the first week in May.

ACTION AM

8. Correspondence

a) Resident concerns about speeding on the Green and danger of agricultural vehicles at speed

The Police have responded to concerns about speeding. The Police used statistics collected from the speed management signs to pinpoint the area and times of greatest concern, which is incoming from Reedham. The Police then carried out speed checks in this area. Resident concerns about speeding around the Palmers Lane junction with the Green were also discussed. The siting of the second SAM machine is intended to mitigate this. MB suggested that southbound vehicles represent the greatest risk of speed hazard at this location. It was agreed that this location should also be looked at as a priority by the Parish Council and the Police.

b) Police query about speeding times and recreational use of the Plant'n on Reedham Road for vehicles

The Police have asked about the basis of vehicular recreational use of the Plantation on the outskirts of Reedham. Some noise disturbance has been reported by Freethorpe residents. Parish Councillors thought that a limit had been set on the number of times this site could be used for such purposes. It was agreed that this should be taken up with Broadland District Council. Lana Hemsall provided the email of the person to contact.

ACTION AM

DL expressed concern about use of trial bikes on a field in Wickhampton. After discussion it was agreed that no further action was needed.

9. Planning

a) New Applications – none

b) Decisions – no new decisions

c) Enforcements – no new enforcements.

10. Update on Ongoing Matters and Projects

a) Speed Management

Parish Council noted the latest statistics from School Road, where drivers generally observed the 30mph speed limit.

b) Freethorpe & Wickhampton Play Areas

Maintenance work has been awarded and will be carried out at Freethorpe and Wickhampton. It has been agreed that the shelter at Wickhampton which blew over in the wind will be disposed of by DL rather than repaired.

ACTION DL

It will be replaced by a new bench or picnic table.

c) Play Area Inspections

AM highlighted the deterioration of the older wooden beams and the possibility that replacement is better than repair. GN asked that use of wood filler in cracks be considered. Otherwise there are no new or urgent items to deal with.

d) Wickhampton Village Sign

--

DL summarised the decision paper on award of the work to produce the new sign. A meeting had been held with the supplier at which assurances were obtained on the quality and durability of the preferred sign. GN advised that the price was reasonable. It was **agreed** to award the work to Sign of the Times on grounds of price.

e) Environmental concerns

It was **agreed** that AM follow up with Norfolk County Council to obtain options for reducing the second cut of verges where this does not compromise safety. DL was concerned that safety should not be neglected for walkers on the lanes, and drivers needing to see where passing places are.

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.

g) Playing Fields Maintenance 2021/22

AM reported that the contract for Wickhampton Play Area has been unearthed, which clarifies the responsibilities of the Parish Council. However, it was noted that the 10-year lease at Wickhampton runs out in 2021. It was agreed that the landowner be approached with regard to extending the lease.

ACTION AM

AM is meeting Norse with Stephen Smith of Freethorpe F.C. to discuss the grounds maintenance service on 20th April.

h) Neighbourhood Plan

AM provided a link which explains the process and component parts of the Neighbourhood Plan, but is awaiting feedback from another Parish Council on the time commitment. GN advised that Reedham is now at the referendum stage for its plan. A Neighbourhood Plan can be built based on other parishes' plans, but the process, by its very objectives, necessitates considerable consultation with the community.

11. Other Matters

a) Flying Field Plaque

JC advised that she has sent photographs of the plaque to Mr. Bannerman of the Airfields of Britain Conservation Trust. These will be published on their website. It was agreed that an excellent job has been done with the plaque.

b) Wickhampton Telephone Kiosk

GN advised that he has requested information to support his grant application for the Wickhampton Telephone Kiosk project.

ACTION AM

12. Reports from Parish Councillors

None.

13. Date of Next Meeting

The next meeting would be Monday 17th May 2021, 7.45pm at Freethorpe Village Hall unless otherwise notified.

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 9.15 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
---	---	-------------

--