

**Minutes of the Meeting of Freethorpe Parish Council, serving Freethorpe & Wickhampton,  
held on Monday 17<sup>th</sup> July 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), and 1 member of the public

**1. Apologies**

None.

**2. Public Forum**

a) County Councillor Report – none

b) District Councillor Report - GN had taken part in a Q&A session at the Royal Norfolk Show in his capacity as Armed Forces Champion for the parish. He advised that Jerome Mayhew MP, will be visiting Freethorpe Village Hall Car Park on 29th August 10-11 to meet residents. He reported on a successful cluster meeting of Beighton, Freethorpe, Halvergate and Reedham parish councils. Next meeting is 21<sup>st</sup> September at Beighton Village Hall.

c) Tree Wardens' Report - AR reported good progress in replenishing nature areas at Freethorpe Community Primary School, although a chipper is having to be hired. JF and AR were recognised at the Royal Norfolk Show as "Community Champions".

d) Public Items – none.

**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. There were no other declarations.

**4. Minutes of the meeting held on Monday 19<sup>th</sup> June 2023**

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

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

a) (2a) Share details of composting (AM) – done, on the website.

b) (2b) Provide background on Armed Forces Covenant (AM) – done.

c) (5a) SAM machine test / move – done, AM is waiting on supplier for response.

d) (5b) Village Hall to be asked to co-ordinate Janet Church memorial – item 10g refers.

e) (7b) Query Information Commissioner fee (AM) – done, GN was correct the fee was £35.

f) (9c) Circulate enforcement policy (AM) – done.

g) (10b) Purchase post caps (AM) – done.

h) (10f) Join the NCC scheme for Electric Vehicle Charging Points (AM) – done, but MB raised a question about insurance implications following a recent accident with charging an electric scooter. PC suggested the charging point could be placed away from the building if there is an insurance issue. To be raised with NCC.

**ACTION AM**

i) (10g) Wickhampton Pond – provide report to NpLaw (AM) – done, item 10e refers.

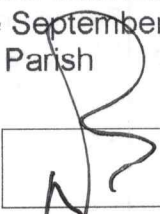
j) (11a) Report concern at Southwood entry to Common (AM) – done, item 11a refers.

k) Other matters arising – none.

**6. Clerk's Report**

Arrangements for August were agreed. Email will be used for any comments on planning applications or similar items. A cheque for £252 is anticipated to PKF Littlejohn for the external audit. This and any other cheques will be signed by NS and DL and reported to the September meeting. Parish Councillors were reminded to subscribe to website email alerts for Parish Council news.

Chair's initials





## 7. Finance

### a) Monthly Financial Update

AM advised the financial position as follows:

Income	£8,511.16	Bank balance	£17,643.95
Expenditure	£4,336.52		

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

Ref	Payee	Description	Amount (£)
1	Andrew Moll	Salary June	183.60
2	Andrew Moll	Administration: £3.35 postage + £20.98 post caps	24.33
3	HMRC	PAYE	46.00
4	Norse Eastern Ltd.	Play area inspections for the year. 05IN-1046582 Date 30/06/2023 VAT 93.20	559.20
5	Countrystyle Recycling Ltd.	Bottle bank emptying 26/06/2023 INV383645 Date 30/06/2023 VAT 1.85	11.10
SO	Calica Computer Solutions	Speed management machine - mandates 3 & 4 (Jul)	24.00
SO	Calica Computer Solutions	Speed management machine - mandates 3 & 4 (Aug)	24.00

### c) Receipts

Ref	Payer	Description	Amount (£)
1	Society of Local Council Clerks	Training Bursary (purchase of clerk's manual)	119 00

- d) Quarterly Finance Checks – MB expected to do these at the weekend. **ACTION MB**
- e) Grants and donations – all recipients have been advised of the donation made last year and asked to complete the new form evidencing need and benefit of the donation.

## 8. Correspondence

- a) For decision – (1) Town and Parish Council Forum is on Tuesday 1<sup>st</sup> August 2-3. (2) Resident concern about cutting of verges at Youngs Crescent was discussed, noting NCC's responsibility and policy. Parish Council does not have the capacity to maintain verges in the parish. (3) Bus shelter query – this has now been reduced to pavement adjustments.
- b) For information – Parish Council noted (1) NALC update. (2) Acle Men's Shed open day (3) Broadland update (4) Freethorpe visit by Jerome Mayhew MP.

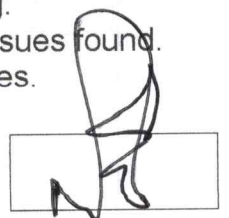
## 9. Planning

- a) New Applications – 2023/1901 (7 The Green) was unanimously supported. There were no objections to the amendments to application 2023/0421 (12 Sutton Crescent). 2023/1905 (2 homes in place of the commercial building at 75 The Green): NS, PC, MB and DL were all concerned that only 3 out of 21 homes are affordable housing. PB was also concerned about overlooking of properties to the south. It was agreed that NS obtain further information from the planning department before responding. **ACTION NS**
- b) Decisions – the partial approval of BA/2023/0231/TPOA was noted.
- c) Enforcements – two unchanged open cases were noted. GN has asked the new Compliance Manager whether the reason each case is still open can be added to the report.

## 10. Update on Ongoing Matters and Projects

- a) Speed Management - on Chapelfield, 85th percentile speeds were up from 32.5mph to 33.3mph on lower volumes of 14,831 vehicles. 1 in 3 people broke the speed limit, 176 vehicles exceeded 40mph. On the Green, near the shop, 85th percentile speeds were slightly up from 29.9 to 30.0 on increased volumes of 28,410 vehicles. 124 people exceeded 40mph. The speed machine is flashing up incorrect speeds near 106 the Common even when the flag is not flying. It doesn't appear to affect the accuracy of the speed recording.
- b) Play Area Inspections – annual inspection reports were noted. No significant issues found.
- c) Parish Nature Plan – has been published on the website and is held with policies.
- d) Electronic Vehicle Charging Point (EVCP) – is now with NCC.

Chair's initials





- e) Wickhampton Pond – the Parish Council confirmed the following points:
- (i) Application for registration of title to be drafted in early August. AM is authorised to sign this as long as satisfied that it is consistent with the Parish Council's understanding, and ask NpLaw to submit it to Land Registry. AM to share with Parish Councillors for information by email.
  - (ii) Removal of crassula helmsii. Further professional advice has confirmed the need to wait for a year after clearance to ensure eradication. It was agreed that specialist pond contractors are needed to do this work. Estimates may be sought but may require grant funding.
  - (iii) Application for grants. It was agreed that registration is a pre-requisite.
  - (iv) Interim maintenance. It was agreed that great care is needed to prevent spread of the invasive weed. Restriction of cutting to just the highways verge was agreed. Either Highways or Norse to be asked to cut this, with full awareness of the presence of the invasive species.
  - (v) Involvement of MP. Should continue via AM with escalation to NS and GN if necessary.
  - (vi) New WARNING sign. It was felt that this provided a partial mitigation. Further signage should be considered to warn of the invasive weed and to keep people away from the pond. Professional advice to be sought on the need for fencing it off. **ACTION AM**
  - (vii) Financial compensation for water and maintenance carried out on a voluntary basis by local residents in the last 30 years. It was confirmed that compensation will not be considered.
  - (viii) Building plot. It was confirmed that the Parish Council has no intention to use or sell the pond as a building plot.
  - (ix) It was confirmed that nothing will be done with the boundary without consultation with the neighbour. It is expected that Land Registry will confirm the boundary details.
  - (x) Plants and bushes at the Orchard. It was confirmed that there is no intention to affect these. If there is any possibility of this happening, the owner will be consulted before work commences.
- f) Rampant Horse – PC advised that the Rampant Horse Preservation Society (RHPS) met last week, taking gauge of support for shares in a community-run pub. It agreed to form a CIC. A survey and valuation is needed. Permission has been obtained from the owner. Parish Council **agreed** to submit the drafted Pride in Place grant application, amended to £2,500.
- g) Picnic bench & tree in memory of Janet Church – it was **agreed** that an almond tree as proposed by JF, and an octagonal bench be procured, along with plaques (IN MEMORY OF JANET CHURCH WITH THANKS FOR THE WORK SHE DID FOR FREETHORPE) subject to agreement of David Grint and Richard Church. **ACTION AM/JF**

# **11. Other Matters**

- a) PB reported that he had met with two Highways engineers and explained the drainage issue at the Southwood entrance to the Common. Hopefully a solution can now be found.
- b) PB noted from the Police website that a camper van had been stolen in Freethorpe.


## **12. Reports from Parish Councillors and items for next agenda** None.

## **13. Date of Next Meeting**

Monday 18<sup>th</sup> September 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: None**

The meeting closed at 8:55 pm.

Signed after approval by the Parish Council as being a true and accurate record by the Chair of the meeting or authorised deputy	<div>Chair</div>  <div>Nick Spencer</div>	<div>Date</div> <div>22/10/2023</div>
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