

# FREETHORPE PARISH COUNCIL

41-43 The Green, Freethorpe, NORWICH NR13 3NY

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Chairman: Nick Spencer

Parish Clerk: Andrew Moll

## To Members of the Public,

You are hereby invited to attend a meeting of Freethorpe Parish Council on **Monday 17<sup>th</sup> May 2021**, following the **Annual Parish Meeting** for the purpose of transacting the following business:

*A Moll* Parish Clerk 10<sup>th</sup> May 2021

### COVID19 Precautions

Please note that the meeting will be conducted with COVID19 precautions in place, including:

- Hand sanitisers must be used on entry.
- Face masks must be worn, except when speaking in the meeting.
- Social distancing of 2m is mandatory.
- Anybody requiring paper copies must bring their own and not share with others.
- Doors and windows must be open to allow air flow.
- Members of the public are encouraged to access meeting outcomes **without** attending in person, the minutes and the reports presented will be available on the Parish Council website or printed by the Parish Clerk on request. The meeting may also be recorded for this purpose.
- A maximum of **7 members of the public** will be allowed on a 'first come first served' basis, in order to comply with maximum seating with distancing.

#### 1. To consider apologies for absence

#### 2. Annual Parish Council Meeting Items

- a. Election of Chairman
- b. Election of Vice-chairman
- c. Review and confirmation of standing orders, policies and procedures

#### 3. Declaration of interest for items on the agenda and applications for dispensation

#### 4. To approve the minutes of the meeting held on Monday 19<sup>th</sup> April 2021

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

- |   |             |                         |
|---|-------------|-------------------------|
| a. (5d) Armed Forces Covenant (AM)                        | Completed   | <a href="#">Website</a> |
| b. (5j) Advertisement of vacancy (AM)                     | In progress |                         |
| c. (5k) Street name repairs (AM)                          | Completed   |                         |
| d. (6a) Arrangements for 17 <sup>th</sup> May (AM/JC)     | Completed   |                         |
| e. (6b) Broads Authority slot at June meeting (AM)        | Completed   |                         |
| f. (6c) Appointment of Internal Auditor (AM)              | Completed   |                         |
| g. (8b) Follow-up use of Plantation with Broadland (AM)   | Completed   |                         |
| h. (10b) Disposal of shelter (DL)                         | In progress |                         |
| i. (10e) Approach NCC about verge cutting (AM)            | In progress |                         |
| j. (10g) Write to landlord re. Wickhampton Play Area (AM) | In progress |                         |
| k. (11b) Information re. Wickhampton Telephone Kiosk (AM) | Completed   |                         |
| l. Other matters arising                                  |             |                         |

#### 6. Clerk's Report

#### 7. Finance

- |   |                |
|---|----------------|
| a. Monthly finance update                                 | For approval   |
| b. To consider payments set out in appendix A             | For approval   |
| c. Internal Finance Check (MB)                            | For discussion |
| d. Review of assets and Insurance cover (£369.15)         | For approval   |
| e. Approve deferral of Section 137 donations to September | For approval   |
| f. Update on internal audit and AGAR process              | For discussion |

## 8. Correspondence

- |  |                |
|--|----------------|
| a. Resident concerns about dog fouling on pavements            | For discussion |
| b. Flooding at Palmers Lane following surfacing work           | For discussion |
| c. Chances Project for increasing employability and well-being | For discussion |
| d. Resident concerns about motor bikes at Wickhampton          | For discussion |

## 9. Planning

- |                            |                            |                          |
|----------------------------|----------------------------|--------------------------|
| a. <i>New applications</i> | <i>52 Chapelfield</i>      | <a href="#">20210676</a> |
| b. <i>Decisions</i>        | <i>None</i>                |                          |
| c. <i>Enforcements</i>     | <i>No new enforcements</i> |                          |

## 10. Update on Ongoing Matters and Projects

- |  |                 |                                  |
|--|-----------------|----------------------------------|
| a. Speed management statistics                                 | For information |                                  |
| b. Freethorpe & Wickhampton Play Area Works                    | For information | Verbal                           |
| c. Play Area Inspections                                       | For information |                                  |
| d. Wickhampton Village Sign                                    | For information | Verbal                           |
| e. Freethorpe & Wickhampton Playing Fields Maintenance 2021/22 | For information |                                  |
| f. Neighbourhood plan  | For discussion  | <a href="#">Locality Website</a> |

## 11. Other Matters

- a. None

## 12. Councillor Reports and Items for the Next Agenda

- a. Broads Authority update

## 13. Date of Next Meeting: Monday 21<sup>st</sup> June 2021, 7.45pm 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. None

### APPENDIX A Payments for Authorisation (Item 7b refers)

Ref	Payee	Description	Amount (£)
1	Andrew Moll	Salary April 2021	158.87
2	Andrew Moll	Reimbursement for Administration Expenses (Zoom 14.39+ Postage 3.40 + Dog signs 9.10)	26.89
3	HMRC	PAYE	39.60
4	Norfolk ALC	Annual Subscription INVOICE 4682	194.45
5	Norse Eastern Ltd.	Grounds Maintenance April-Sep INVOICE 1030160	1095.01
6	SB Auditing	Internal Audit	75.00