

**Minutes of the Meeting of Freethorpe Parish Council held
on Monday 19th July 2021 at 7.45pm at Freethorpe Village Hall**

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

Also present: None

1. Apologies

John Fleetwood(JF, Tree Warden Network Co-ordinator), Nick Spencer (Chairman, NS), Paul Bacon (PB, Parish Councillor), Lana Hemsall (LH, County Councillor)

2. Public Forum

a) County Councillor Report

Written report to be provided by LH and circulated by email.

ACTION LH

b) District Councillor Report

GN advised that the Greater Norwich Local Plan has been submitted to the Secretary of State for independent inspection. GN advised that any concerns with the district council's services may be raised at Town & Parish Council Forum on 20th July.

c) Tree Warden Report

None.

d) Public Items

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 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) 2c) Walpole Almshouses Members Grant (GN) was discussed, with MB advising that other funding streams have been found to cover the majority of the costs. The event is by invitation on 11th September.

f) (2d) Village Hall oak location (JC) – item 10d refers.

g) (5a) Advertisement of vacancy (AM) continues on the website and in Great Yarmouth Mercury.

h) (5c) Lease for Wickhampton Play Area (AM) is being discussed with NS. **ACTION AM**

i) (5e) Wickhampton Pond liability (NS) – carry forward.

ACTION NS

j) (7c) Ensure insurance cover is index-linked (AM) – complete.

k) (8a) Queries on TPOs to Tree Warden (AM) – complete.

- l) (8d) Plantation off-road vehicles follow-up (AM) – completed.
- m) (8e) Advise Police and School of support for road safety (AM) – notified but further follow-up required with Highways to arrange the production and placement of children's signs. **ACTION AM**
- n) (8f) Future requirements and options for MUGA (AM) – carry forward. **ACTION AM**
- o) (9a) Advise support for 20210752, 20210827 & 20211147 (AM) – completed.
- p) (10a) Freethorpe Facebook link to Parish Council (AM) – speed management page on website shared on Freethorpe community facebook.
- q) (12b) Report potholes School Road & Old Chapel Road junction – reported (187735, 188326) and School Road has been fixed.
- r) Other Matters arising – none.

6. **Clerk's Report** – the meeting noted community events starting up again, with guides meeting at the school, a car boot sale at Village Hall on 31st July, and the Flower Show on 28th August. The meeting shared GN's delight to see so many people enjoying the Village Garage Sale on 4th July.

7. Finance

a) Monthly Financial Update

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

Bank balance, including deposit account	£31,479
Forecast balance	£27,536
Less earmarked reserves	£8,256
Forecast operating balance by end of March	£19,279

Individual cost centres are all forecast within budget with the exception of grounds maintenance, which is forecast to overspend as a result of additional maintenance agreed at the last meeting.

GN advised that the accounting for the Members Grant for Wickhampton Telephone Kiosk needs to be amended: although the money has gone through the bank account, it shouldn't be shown as Parish Council income and expenditure in the accounts. To be addressed in imminent Internal Quarterly Finance review. **ACTION AM/MB**

b) Payments

It was **agreed** to make the following payments:

Ref	Payee	Description	Amount (£)
1	Andrew Moll	Salary June 2021	158.87
2	Andrew Moll	Administration Expenses - postage	3.96
3	HMRC	PAYE	39.60
4	Norse Eastern Ltd.	Annual Inspections at Freethorpe & Wickhampton Invoices 05IN-1031407	228.00
5	Westcotec Ltd.	Second SAM2 sign Invoice 12575 (Note: also an NCC Acceptance Form & MOA to sign)	4100.40
6	Norfolk County Council	Wickhampton Village Entry signs (Note: also an NCC Acceptance Form to sign)	250.00
7	Countrystyle Recycling Ltd.	Bottle bank emptying Q1 Invoice 242149	10.80

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It was noted that the cheque to 'Community Action Suffolk' for £402.41 approved at meeting of 21st June 2021 was rejected as the payee should have been 'Business Services at CAS Limited'. The original cheque was cancelled and a new one made out for the same value to the correct payee.

JC proposed that MB be added as a third signatory for cheques. This was agreed by the meeting. Refer to Addendum for details. **ACTION AM**

c) Asset Register

The Asset Register amount insured values had been revised for inflation. Parish Council approved the revised Asset Register.

8. Correspondence

a) Litter Bin at Wickhampton

Broadland have advised that, although they initially provided the bin they no longer empty it. They will do so at a cost of £200.20 per annum. It was agreed that usage is unlikely to warrant the cost, and that the usage should be monitored as part of monthly inspections.

b) Armed Forces Norfolk Community Foundation funding – was noted.

c) Police Summer Engagement Tour Village Hall 3pm 28/07

Was noted. Parish Council asked for the poster to be displayed at Wickhampton & Freethorpe noticeboards, the Village Hall and the shop. **ACTION AM**

d) Broadland Town & Parish Council Forum 10am 20/07 – was noted.

9. Planning

a) New Applications – None.

b) Decisions – None

c) Enforcements – 2021ENF075 newly notified. No comments from Parish Council.

10. Update on Ongoing Matters and Projects

a) Speed Management

Speed management data analysis was reviewed. Last month 32,336 vehicles were recorded on the Green near the Manor House heading north. 85th percentile speed was 33.7mph and a maximum of 75mph was recorded. The volumes and speeds are back at 2017 levels after lockdown, but the speeds are too high. The data was also published on the website and linked via Facebook. Three responses from residents concerned at speeding in the village were discussed by Parish Council. Highways will be approached to explore resident suggestions about speed bumps and community speedwatch. The Freethorpe data is being compared with Department of Transport data. The paperwork for a second SAM speed management machine in Freethorpe was approved.

b) Freethorpe & Wickhampton Play Area Works

Wickhampton Play Area works are complete. New posts and replacement cigarette stubber have been installed at Freethorpe but there is a delay in returfing around some of the equipment awaiting delivery of Safagrass matting. The inspector has advised that the Toc Tac Toe and the wooden assault course are at end of life. Parish Council agreed that costs be sought for like-for-like replacement. **ACTION AM**

c) Plantation – concerns with off-road disturbance

Concerns about noise disturbance from off-road vehicle events were discussed. Broadland's Environment Protection Team plan to visit an event to assess. It was noted that it is approaching the maximum legal number of allowed uses of the land for this purpose.

d) Tree planting suggestions including Village Hall

JC advised that Village Hall Committee are considering best positioning for a new oak tree. GN suggested offering a tree per property, to be discussed with JF at next meeting.

e) Play Area Inspections

Latest inspection reports were provided. No significant issues raised. Parish Council agreed that AM should draft the signage recommended for Freethorpe and clear it with JC on behalf of Village Hall.

ACTION AM

f) Wickhampton Village Sign

We are awaiting a second colour draft for Wickhampton Village sign. In the meantime, Parish Council gave the go-ahead to arrange local refurbishment of the post and peripherals on the basis of the estimate provided. This falls inside the figures quoted by the sign supplier who included this aspect in the quote, and is within the earmarked reserves for the project.

g) Wickhampton Entry Sign

Wickhampton Please Drive Carefully signs have been approved by Highways and Parish Council agreed proposed sitings on the verges (a) near the junction between Church Road and Halvergate Road and (b) near the last field entrance before the bend in Low Road. Parish Council asked that the landowners of adjacent fields be advised.

ACTION AM

11. Other Matters

- a) Parish Council was concerned that the fir trees on the bend in Low Road may be causing a hazard. AM was asked to raise the question with Highways.

ACTION AM

- b) JC advised that a grant had been received from Sport4All for bowling green maintenance through the pandemic.

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 20th September, 7.45pm at Freethorpe Village Hall. Apologies from JC were noted. Over the summer, the Clerk will correspond as necessary with parish councillors by email.

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 8:52 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	Date
	Nick Spencer	
	Vice Chair	Date
	David Lake	

ADDENDUM TO MINUTES 19th July 2021

Information to support changes to bank account (item 7b)

1. The full list of Parish Councillors is as follows:
 - a. Nick Spencer (chair)
 - b. David Lake (vice-chair)
 - c. Paul Bacon
 - d. Michael Blake
 - e. Janet Church
 - f. Grant Nurden
2. The Clerk to the Parish Council is
 - a. Andrew Moll
3. Changes to bank account details
 - a. Michael Blake is currently held on the bank's records as a 'committee member' but not a signatory. It is required that Michael Blake becomes a signatory.
 - b. Linda Turner has resigned from the Parish Council and her name as a 'committee member' should be removed from the bank account details.
 - c. Grant Nurden has joined the Parish Council as a Parish Councillor and should be added to the bank account details as a 'committee member.'

The Parish Council agrees that the changes described above be requested using the Santander 'Treasurer's Account – Change of Details' form.

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