


Parish Clerk: Stephen Williamson 01493 789422 E-Mail: freethorpeparish@btinternet.com	<b>FREETHORPE</b> <b>Parish Council</b> <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	15 Sunninghill Close BRADWELL Great Yarmouth Norfolk NR31 9JB
<b>NOTICE OF A PARISH COUNCIL MEETING</b>		
<b>FREETHORPE VILLAGE HALL - MONDAY 15<sup>th</sup> APRIL 2013 – 7.45 p.m.</b>		

## AGENDA

<b>PUBLIC PARTICIPATION</b> A period of time is allocated to allow Officials and members of the public to address Council and bring to attention any points for further discussion or future agenda item		
<b>1</b>	<b>APOLOGIES</b>	Apologies for absence from the meeting will be taken and recorded
<b>2</b>	<b>DECLARATIONS</b>	Members to declare any known pecuniary and/or non-pecuniary interests that may affect any agenda item below, and not previously declared to Broadland District Council
<b>3</b>	<b>MINUTES</b>	Minutes of the meeting held on 18 <sup>th</sup> March 2013 will be amended as considered necessary and approved
<b>4</b>	<b>MATTERS ARISING</b>	The Chairman, Clerk and others as appropriate will update on matters previously discussed with appropriate action as necessary
<b>5</b>	<b>PLANNING</b>	<b><i>No new planning applications to date.</i></b> Any new applications received prior to meeting may be discussed at Council discretion with notifications posted as appropriate. Any updates on past applications will be heard.
<b>6</b>	<b>VILLAGE MATTERS</b>	Any general items pertaining to Freethorpe can be discussed and approved/actioned as appropriate.
<b>7</b>	<b>FINANCIAL MATTERS</b>	To approve payments (list will be provided).
<b>8</b>	<b>ANNUAL MEETINGS 2013</b>	Councillors may bring to Clerk's attention details of invitations for reports at Annual Parish Meeting, and also and queries/confirmations relating to the Annual Parish Council Meeting – both due in May
<b>9</b>	<b>CLERK INFORMATION</b>	The Clerk will bring to notice any items of correspondence received. The Clerk will also seek a change to the date of the July 2013 Meeting
<b>10</b>	<b>COUNCILLORS COMMENTS</b>	Members of the Council may bring to the attention of the Chairman or Clerk, any matters they feel need actions or suggestions for next agenda.
Signed:		 Parish Clerk 10 April 2013

<b>Parish Clerk:</b> <b>Stephen Williamson</b> <b>01493 789422</b> E-Mail: freethorpeparish@btinternet.com	<b>FREETHORPE</b> <b>Parish Council</b> <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	<b>15 Sunninghill Close</b> <b>BRADWELL</b> <b>Great Yarmouth</b> <b>Norfolk</b> <b>NR31 9JB</b>
<b>PARISH COUNCIL YEAR 2013-2014</b> <b>MINUTES OF THE MEETING</b>		
HELD ON MONDAY APRIL 15 <sup>th</sup> 2013		
<b>PRESENT AT THE MEETING</b>		
Councillors: D. Lake (Vice-Chair). P. Bacon, J. Church, G. Noakes, L. Turner. Clerk: S. Williamson. Tree Warden: John Fleetwood. Two Members of the public		

*The meeting commenced at 7.59 p.m. Vice Chair David Lake in The Chair*

<b>PUBLIC SECTION</b>
Mr Fleetwood informed of progress with the school project, a donated 12. X 8' shed was to be erected, other donations included twelve sets of gardening tools coming from B & Q as well as Broadland District Council, the willow tunnel was to be tackled the coming weekend.

*The Meeting proper commenced at 8.05 p.m.*

<b>1:</b>	<b>APOLOGIES FOR ABSENCE</b>
Mr. Nick Spencer (Holiday), Mr. Brian Carr (leave of absence), accepted unanimously. Apologies also from PCSO and NCC Councillor Brian Iles.	

<b>2:</b>	<b>DECLARATIONS</b>
There were no declarations additional to those registered with Broadland District Council	

<b>3:</b>	<b>MINUTES</b>
The Minutes of the meeting held on March 18 <sup>th</sup> had been prior circulated, no amendments were found to be necessary and the Minutes were duly signed as being an accurate record.	

<b>4:</b>	<b>MATTERS ARISING</b>
The Clerk informed of a letter from CPRE acknowledging membership renewal. An e-mail had been received from John Cotton (NCC Highways) confirming that the finger post (damaged) was scheduled for replacement or repair. The Clerk also mentioned a response from Broadland in relation to the footway lighting, acknowledging that the Parish Council were not prepared to take responsibility at this time and also confirming that other street lights in the area were the responsibility of NCC. An e-mail from Bob Fell had also been received in relation to Walpole Road/Prospect Place stating he knew nothing of this in relation to Section 106, confirming that if open space was involved he would know about it. Council, after brief conversation agreed to try and furnish photographs and an OS map extract to further enquiries.	

<b>5:</b>	<b>PLANNING</b>
There were no new applications. The Clerk had received notification from Broadland that two cases of enforcement had been dealt with – Bumble Bee Cottage (resolved by application), and 136 The Common (resolved informally with check on progress scheduled for autumn 2013).	

<b>6:</b>	<b>VILLAGE MATTERS</b>
Within this section the Clerk informed no reported crimes between 15/3 and 13/4/2013. Also that WREN were returning paperwork as the grant application for the Village Hall had been delayed.	

7:	FINANCIAL MATTERS & PAYMENTS	
<p>The Clerk reported that Outstanding Cheques – not cleared as at 31<sup>st</sup> March 2013 330-£338.40 / 331-£50.28 / 333-£2,200,00 (Kompan VAT element unpaid – cheque sent to Janet Church 26 March). This officially Minuted at this meeting. <b>TOTAL - £2,588.68</b></p> <p>THE BANK STATEMENT SHOWS A BALANCE OF £15,006.13 FROM WHICH THE ABOVE MUST BE DEDUCTED WE END THE YEAR THEREFORE WITH A (PROBABLE) BALANCE OF £12,417.45 – ALTHOUGH THE ABOVE VAT WILL OF COURSE BE RECLAIMED ALONG WITH OTHER VAT (eg Wickhampton) PAID OUT I HAVE NO STATEMENT OF DEPOSIT RECEIVED – HAS BEEN REQUESTED.</p> <p>ON OTHER FINANCIAL MATTERS THE AUDIT FORM HAS BEEN RECEIVED FROM MAZARS – WE ARE <b>NOT</b> WITHIN THE RANDOM 5% CHOSEN FOR A LARGER THAN USUAL (INTERMEDIATE) AUDIT. THE ACCOUNTS HAVE TO BE AGREED BY PC AT THE JUNE MEETING AND AUDIT RETURN TO MAZARS 5 JULY CLERK’S PAY RISE (AGREED IN JANUARY BUDGETING MEETING) KICKS IN THIS MONTH, ALSO HAVE SUBSCRIPTION FOR NALC (UNCHANGED ON 2012-13) AND NRRC - THE LATTER NOW HAS THREE LEVELS OF MEMBERSHIP – THE STANDARD (NOW CALLED BRONZE) GOES DOWN THIS YEAR (£25 - £20) THIS RECOMMENDED TO THE COUNCIL (and accepted). <b>TONIGHT’S PAYMENTS BEGIN NEW FINANCIAL YEAR</b></p>		
NALC SUBSCRIPTION		£162.63
NRRC SUBSCRIPTION		£20.00
S.A. WILLIAMSON – (Salary = £150.00/Allowance = £25)		£175.00
LADYWELL ACCOUNTING (HMRC Work 2013-14)		£37.50
		<b>TOTAL</b>
		<b>£395.13</b>

<b>BANK BALANCES AT LAST STATEMENT</b>	<b>Current</b>	£15,006.13
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<b>8:</b>	<b>ANNUAL MEETINGS 2013</b>
The Clerk, at his request received reminders of whom should be invited to the annual meeting in May.	

<b>9:</b>	<b>CLERK INFORMATION/CORRESPONDENCE</b>
Within this section the Clerk informed that he would not be available on the date scheduled for the July meeting (15 <sup>th</sup> July) and suggested this be moved to 29 <sup>th</sup> July which would make the necessity of a meeting in August less likely. Agreed.	

<b>10:</b>	<b>COUNCILLORS COMMENTS/FUTURE AGENDA</b>
No further points were raised	

*The Meeting closed at 8.46 p.m.*

<b>Parish Clerk:</b> <b>Stephen Williamson</b> <b>01493 789422</b> E-Mail: freethorpeparish@btinternet.com	<b>FREETHORPE</b> <b>Parish Council</b> <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	<b>15 Sunninghill Close</b> <b>BRADWELL</b> <b>Great Yarmouth</b> <b>Norfolk</b> <b>NR31 9JB</b>
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## NOTICE OF THE ANNUAL PARISH MEETING

**FREETHORPE VILLAGE HALL - MONDAY 20<sup>th</sup> MAY 2012 - 7.45pm**

<b>1</b>	<b>APOLOGIES</b>	Apologies for absence from the meeting will be taken and recorded
<b>2</b>	<b>MINUTES</b>	The Minutes of the 2012 Annual Meeting will be presented for approval, amended as necessary and duly signed.
<b>3</b>	<b>CHAIR REPORT</b>	Mr. Nick Spencer will report on behalf of the Parish Council
<b>4</b>	<b>CLERK REPORT</b>	Mr. Stephen Williamson will report
<b>5</b>	<b>COUNCIL REPORTS</b>	Time will be made available for any reports from Norfolk County Council and Broadland District Council
<b>6</b>	<b>NORFOLK POLICE</b>	Time will be made available for any report from Norfolk Constabulary
<b>7</b>	<b>TREE WARDEN</b>	Time will be made available for a report by Mr. John Feetwood
<b>8</b>	<b>COMMUNITY REPORTS</b>	Any group, club, individual or organisation within Freethorpe are welcome to report as appropriate.
<b>9</b>	<b>PARISHIONERS QUESTIONS</b>	An open forum with time allotted as appropriate. This item can also be utilised for additional items advised by Parishioners
Signed:	<i>Stephen Williamson</i>	Parish Clerk 10 <sup>th</sup> MAY 2013

### NOTES:

#### **ANY PARISHIONER AND/OR GROUP WISHING TO ADD AN AGENDA ITEM PLEASE CONTACT THE CLERK (Contact details above)**

Any group wishing to report but unable to attend personally may forward report to the Parish Clerk (e-mail as above)

On Item 7 - usually only the fact that a report was submitted and/or presented will appear in the Meeting Minutes, however copies of all reports submitted/presented will be appended to and become part of the Minutes, and thus available as public record.

If at all possible it is desirable that a copy of your report is electronically forwarded in advance of, or soon after the meeting, to the Parish Clerk, for inclusion within the Minutes.  
Alternatively please supply a legible copy to the Clerk at the meeting.

Copies of any report made are available on request to any Parishioner, and will be sent electronically where possible, or by post/personal delivery if necessary

**PLEASE NOTE: THESE MINUTES ARE NOT DUE TO BE FORMALLY RATIFIED UNTIL THE ANNUAL PARISH MEETING IN 2014. UNTIL THAT TIME THEY MUST BE CONSIDERED DRAFT AND SUBJECT TO AMENDMENT**

<b>Parish Clerk:</b> <b>Stephen Williamson</b> <b>01493 789422</b> E-Mail: freethorpeparish@btinternet.com	<b>FREETHORPE</b> <b>Parish Council</b> <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	<b>15 Sunninghill Close</b> <b>BRADWELL</b> <b>Great Yarmouth</b> <b>Norfolk</b> <b>NR31 9JB</b>
<b>PARISH COUNCIL YEAR 2013-2014</b> <b>THE ANNUAL PARISH MEETING</b>		
HELD ON MONDAY MAY 20 <sup>th</sup> 2013		
<b>PRESENT AT THE MEETING</b>		
N. Spencer (Chairman of Parish Council), S. Williamson (Parish Clerk), 5 other Parish Councillors and 10 members of the public		

*The meeting commenced at 7.50 p.m.*

<b>1:</b>	<b>APOLOGIES FOR ABSENCE</b> Councillor David Lake, apologies also received on behalf of Freethorpe First Responders, Almshouse Charity, Norfolk Police, Broadland District Council
<b>2:</b>	<b>MINUTES OF THE 2012 MEETING</b> The Clerk informed that draft Minutes had been checked for accuracy shortly after the 2012 meeting. The Minutes were accepted unanimously as being accurate and correct and duly signed.
<b>3:</b>	<b>CHAIRMAN'S REPORT</b> Mr. Spencer informed his report was not available at the meeting but would be forwarded later for the record. He did wish to thank Councillors, the Clerk and other officials for their assistance during the year.
<b>4:</b>	<b>PARISH CLERK REPORT</b> The Clerk spoke briefly about an extension being granted for the audit owing to bank not supplying correct paperwork, and also spoke about slight difficulties with completing payment for the Wickhampton play area, owing to items being lost in transit, he emphasised that once discovered, matters had moved quickly and successfully and thanked those involved. With the unexpected new homes bonus, financial affairs were in very good order. The Clerk also thanked Councillors for their help during the year. <b>NOTE: A COPY OF THE FULL REPORT WILL BE APPENDED TO AND BECOMES PART OF THESE MINUTES.</b>
<b>5:</b>	<b>COUNCIL REPORTS</b> In his report for the County Council, Mr. Brian Iles stated that 2012 was the second year that Council Tax had been frozen, which had meant a grant from central government. Although there had been cut backs, front line services had been largely unaffected and there had been budget increases to assist with road repairs (pot holes) and elderly/vulnerable people. Further savings in 2013 will probably have to affect front line services, although schemes in place to, for example bring outlying offices back into County Hall should finance necessary repairs to the building and leave a surplus. Mr. Iles was pleased to see the speedy progress on dualing the A.11 at Elveden, this should be complete by 2014. The incinerator at Kings Lynn enquiry had finished with report due shortly and government decision to follow. NCC was financing Broadband for the whole county in association with BT. Everyone in the county should have an acceptable service by 2015. <b>NOTE: A COPY OF THE FULL REPORT WILL BE APPENDED TO AND BECOMES PART OF THESE MINUTES. - THERE WAS NO REPORT AVAILABLE FROM BROADLAND DISTRICT COUNCIL</b>
<b>6:</b>	<b>NORFOLK POLICE REPORT</b> The Police Report for the village covering 2012-13 showed the same number of overall crimes as 2011-12

(17) although crimes themselves had changed – the most notable being thefts other than motor vehicles up by five, violence against the person down by seven. There had been no burglaries for two years, and no vehicles stolen in past year, this also with a 78% reduction in thefts. **NOTE: A COPY OF THE FULL REPORT WILL BE APPENDED TO AND BECOMES PART OF THESE MINUTES.**

<b>7:</b>	<b>TREE WARDEN REPORT</b>
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Mr. John Fleetwood highlighted the project at the school which was nearing completion in terms of installations, and had proved most successful. A free garden shed had been delivered and twelve sets of garden tools expected, also free. There were also free wildflower packs. On tree diseases Mr. Fleetwood felt that most ash trees would be lost, but that the country would cope and other trees would replace them, with newly growing ash trees resistant to the disease. It was too early to say how the oak disease would affect, but potentially this could be more serious. In closing Mr. Fleetwood highlighted a new book he was writing about the twelve most notable trees in Broadland, one of which was in Freethorpe. In answer to a question from a Parishioner, Mr. Fleetwood stated that mention of spraying the tops of affected trees was not going to work as the disease was airborne and by the time noticed on leaves would have affected the bark. The school asked for their thanks to Mr. Fleetwood to be publicly recorded.

<b>8:</b>	<b>COMMUNITY REPORTS</b>
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Very positive and informative reports were given by Freethorpe School (Rachel Quick) and by the Chairman on behalf of Walpole Almshouses and Freethorpe First Responders. **NOTE: COPIES OF THE FULL REPORTS MENTIONED ABOVE WILL BE APPENDED TO AND BECOME PART OF THESE MINUTES.**

<b>9:</b>	<b>PARISHIONER'S QUESTIONS (OPEN FORUM)</b>
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No further points were raised


*The meeting closed at 8.35 p.m.*

<i>Signed after agreed amendment and approval by Council as being a true and accurate record by the Chair of the meeting or authorised deputy</i>		Dated:
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Parish Clerk: Stephen Williamson 01493 789422 E-Mail: stephenwilliamson977@btinternet.com	<b>FREETHORPE</b> <b>Parish Council</b> <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	15 Sunninghill Close BRADWELL Great Yarmouth Norfolk NR31 9JB
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<b>NOTICE OF THE ANNUAL PARISH COUNCIL MEETING</b>
<b>FREETHORPE VILLAGE HALL - MONDAY 20<sup>th</sup> MAY 2013</b>
<b>MEETING TO COMMENCE AT CONCLUSION OF PRECEDING MEETING</b>
<b>PLEASE NOTE: As with all Parish Council Meetings, this meeting is open to the public, however no opportunity to speak or address Council will exist</b>
<b>ANNUAL PARISH COUNCIL MEETING AGENDA</b> <i>Item 1 may be chaired by the existing Chairman or any elected member.</i> <i>The newly elected or re-elected Chairman will Chair from Item 2 Onwards</i>


<b>1</b>	<b>Election of Chairman:</b>	<i>Nominations are invited for the post of Parish Chair for 2013/2014</i>
<b>2</b>	<b>Apologies For Absence:</b>	<i>Apologies with reasons for absence will be taken/recorded.</i>
<b>3</b>	<b>Election of Vice Chair:</b>	<i>Nominations are invited for post of Parish Vice-Chair for 2013/2014</i>
<b>4</b>	<b>Declarations:</b>	<i>Councillors to confirm for the Minutes that Code of Conduct declarations passed to and held by Broadland District Council are (to best of knowledge &amp; belief), complete and up to date</i>
<b>5</b>	<b>Financial:</b>	<i>Confirmation of RFO / External Auditor/ Accounts Monitor (Optional) also to confirm for the Minutes names of other cheque signatories</i>
<b>6</b>	<b>Committees:</b>	<i>Any existing Committees to be confirmed, or new ones formed</i>
<b>7</b>	<b>Working Parties:</b>	<i>Any existing Working Parties to be confirmed, or new ones formed</i>
<b>8</b>	<b>Standing Orders:</b>	<i>Council will adopt and/or agree to amend Standing Orders</i>
<b>9</b>	<b>Financial Regulations:</b>	<i>Council will adopt and/or agree to amend Financial Regulations</i>
<b>10</b>	<b>Code Of Conduct:</b>	<i>To confirm continuing acceptance of Broadland District Council Code</i>
<b>11</b>	<b>Risk Assessment:</b>	<i>Council will adopt and/or agree to amend any Risk Assessment</i>

Signed: 10 May 2013		Parish Clerk 01493 789422. stephenwilliamson977@btinternet.com
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Signed: 14 May 2013		Parish Clerk 01493 789422. freethorpeparish@btinternet.com
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<b>PARISH COUNCIL YEAR 2013-2014</b> <b>MINUTES OF THE ANNUAL PARISH COUNCIL MEETING</b> HELD ON MONDAY MAY 20 <sup>th</sup> 2013 <b>PRESENT AT THE MEETING</b> Councillors: P. Bacon, B. Carr, J. Church, G. Noakes, N. Spencer, L. Turner. Clerk: S. Williamson. Six Members of the public		

*The meeting commenced at 8.35 p.m.*

<b>1:</b>	<b>ELECTION OF CHAIRMAN</b>
The Parish Clerk asked for nominations. Mr. Nick Spencer was Proposed by Mrs Church, Seconded: Mr. Carr. Mr. Spencer confirmed he would accept the role. All In Favour.	
<b>2:</b>	<b>APOLOGIES FOR ABSENCE</b>
Mr. David Lake. Unwell. Accepted unanimously	
<b>3:</b>	<b>ELECTION OF VICE CHAIR</b>
Mr. Lake had sent prior word that he was prepared to accept the post if elected. His election was Proposed: Mr. Spencer, Seconded: Mrs Church. All In Favour.	
<b>4:</b>	<b>DECLARATIONS</b>
The purpose of this section was for Councillors to confirm that to the best of their knowledge and belief, the declarations made in 2012 under the new Code of Conduct remained complete and accurate. CONFIRMED	
<b>5:</b>	<b>FINANCIAL MATTERS</b>
Mr. S. Williamson Responsible Financial Officer. No change in External Auditor. Cheque signatories confirmed as Messrs. Spencer, Lake & Noakes. CONFIRMED UNANIMOUSLY	
<b>6:</b>	<b>COMMITTEES</b>
No Committees were currently in operation and none planned for the immediate future.	
<b>7:</b>	<b>WORKING PARTIES</b>
No Working Parties were currently in operation and none planned for the immediate future.	
<b>8:</b>	<b>STANDING ORDERS</b>
The Clerk informed that advice from NALC and Broadland suggested that as extensive changes to National Standing orders were likely to occur within the coming 18 months – 2 years that advice was to re-confirm adherence to current standing orders. CONFIRMED	
<b>9:</b>	<b>FINANCIAL REGULATIONS</b>
The Clerk informed that advice from NALC and Broadland suggested that as extensive changes to National Standing Orders which may affect financial matters, were likely to occur within the coming 18 months – 2 years that advice was to re-confirm adherence to current financial regulations. CONFIRMED	


<b>10:</b>	<b>CODE OF CONDUCT</b>
As previously mentioned (Item 4) Council confirmed their status in regard to Code of Conduct	
<b>11:</b>	<b>RISK ASSESSMENT</b>
There was no current risk assessment felt necessary	

*The meeting closed at 8.42 p.m.*

<i>Signed after agreed amendment and approval by Council as being a true and accurate record by the Chair of the meeting or authorised deputy</i>		Dated:
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<b>NOTICE OF A PARISH COUNCIL MEETING</b>		
<b>FREETHORPE VILLAGE HALL - MONDAY 20<sup>th</sup> MAY 2013</b>		
<b>TO COMMENCE AT CONCLUSION OF PRECEDING MEETINGS</b>		

## AGENDA

<b>PUBLIC PARTICIPATION</b>		
A period of time is allocated to allow Officials and members of the public to address Council and bring to attention any points for further discussion or future agenda item		
<b>1</b>	<b>APOLOGIES</b>	Apologies for absence from the meeting will be taken and recorded
<b>2</b>	<b>DECLARATIONS</b>	Members to declare any known pecuniary and/or non-pecuniary interests that may affect any agenda item below, and not previously declared to Broadland District Council
<b>3</b>	<b>MINUTES</b>	Minutes of the meeting held on 15 <sup>th</sup> April 2013 will be amended as considered necessary and approved
<b>4</b>	<b>MATTERS ARISING</b>	The Chairman, Clerk and others as appropriate will update on matters previously discussed with appropriate action as necessary
<b>5</b>	<b>PLANNING</b>	<b><i>Land at Rear 62 Chapelfield</i></b> Any other new applications received prior to meeting may be discussed at Council discretion with notifications posted as appropriate. Any updates on past applications will be heard.
<b>6</b>	<b>VILLAGE MATTERS</b>	Any general items pertaining to Freethorpe can be discussed and approved/actioned as appropriate.
<b>7</b>	<b>FINANCIAL MATTERS</b>	To discuss proposals for Playground insurance at Wickhampton. To approve payments (list will be provided).
<b>8</b>	<b>CLERK INFORMATION</b>	The Clerk will bring to notice any items of correspondence received
<b>9</b>	<b>COUNCILLORS COMMENTS</b>	Members of the Council may bring to the attention of the Chairman or Clerk, any matters they feel need actions or suggestions for next agenda.
Signed:		 <b>Parish Clerk</b> <b>15 May 2013</b>

<b>Parish Clerk:</b> <b>Stephen Williamson</b> <b>01493 789422</b> E-Mail: freethorpeparish@btinternet.com	<b>FREETHORPE</b> <b>Parish Council</b> <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	<b>15 Sunninghill Close</b> <b>BRADWELL</b> <b>Great Yarmouth</b> <b>Norfolk</b> <b>NR31 9JB</b>
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## **PARISH COUNCIL YEAR 2013-2014** **MINUTES OF THE MEETING**

HELD ON MONDAY MAY 20<sup>th</sup> 2013

### PRESENT AT THE MEETING

Councillors: N. Spencer (Chair).  
P. Bacon, B. Carr, J. Church, G. Noakes, L. Turner.  
Clerk: S. Williamson. Five Members of the public

### PUBLIC SECTION

A member of the public reported that the lid on the dog bin in Youngs Crescent had been broken, also reported that the post for the dog bin on the field was broken. The matter of insurance for the new play equipment at Wickhampton was discussed at some length. If insured separately by the play area committee, the rate from 2012-13 had risen very steeply, but if the equipment was insured as an extension to the Parish Council policy, the amount would be very much less. The committee had promised to refund all or part of the premium. The Council basically agreed in principle that this was the best course, but Clerk and Chairman given consent to check with Broadland and NRCC to ensure there were no legal issues. The Clerk gave his opinion that if Council paid the extra premium a document of agreement to cover this and future years, should be drawn up between the committee and Council in the near future. On the matter of seeking consent to have a small gate at the site, the Clerk confirmed he was ideally waiting for the planning reference number

*The meeting commenced at 9.12 p.m.*

**1:**

### APOLOGIES FOR ABSENCE

Mr. David Lake (unwell). Accepted unanimously

**2:**

### DECLARATIONS

There were no declarations additional to those registered with Broadland District Council

**3:**

### MINUTES OF THE LAST MEETING

The Minutes of the meeting held on 15<sup>th</sup> April had been prior circulated. There were no amendments or alterations. The Minutes were accepted as being a true and accurate record – Vote: 4 For, 0 Against, 2 Abstentions (Councillors not at meeting). Carried. The Minutes were duly signed. *NOTE: The Minutes should ideally have been signed by David Lake who chaired the meeting, however he was not present at this meeting and the Council Chair signed.*

**4:**

### MATTERS ARISING

On the matter of Walpole Way queries, Mr. Bacon had provided a map and aerial photograph of the area for transmission to Broadland, photographs would follow to accompany.

**5:**

### PLANNING

**Land at Rear 62 Chapelfield.** Whilst not against the proposals, Council did agree to query whether the proposed development was within or outside the existing development boundary, and also to bring small concerns about highway access within response to Broadland.

**6:**

### VILLAGE MATTERS

The Clerk informed that paperwork and posters had now been received regarding the Humpty Dumpty 10k

road race on 30<sup>th</sup> June which started and ended at the Village Hall. Mrs Church confirmed that all was in hand for this event. On police matters, Norfolk Police had reported one crime committed in the area during the past month that being theft of a mobile phone from the public house.

<b>7:</b>	<b>FINANCIAL MATTERS &amp; PAYMENTS</b>
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In a prior circulated written report the Clerk informed that Freethorpe had been awarded a further New Homes Bonus – not as much as last year but according to notice received payment of £1,661.64 was paid into the account on 1<sup>st</sup> May – this not shown in account balance figure below. The first half of the 2013-14 Precept has been paid and this is included in the figure below. As at 30<sup>th</sup> April (Current Account) only two cheques remained un-cleared totalling £57.50. The Parish earned £1.95 interest on the deposit account during 2012-13. The Clerk also informed that life had been very hectic recently, entailing much work for the two other Parishes he represented, however he was on track to get the material for Linda together in good time for the next meeting, so expect that we will be able to approve accounts/audit return at that time

***NOTE: The Insurance figure below was inserted within the Minutes AFTER payments agreed, and after the conclusion of the meeting, but on the understanding that Council approved increased insurance in accordance with notes in public section above.***

Stephen Williamson – May 2013 Salary plus Allowance (£25.00)	£175.00
Suffolk Acre Services (Insurance Renewal)	£981.67
Cox & Son (repair/service to clock)	£50.00
<b>TOTAL</b>	<b>£1,206.67</b>

<b>BANK BALANCES AT LAST STATEMENT</b>	<b>Current</b>	<b>£16,863.22</b>	<b>Reserve</b>	<b>£1,950.96</b>
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<b>8:</b>	<b>CLERK INFORMATION/CORRESPONDENCE</b>
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There was none, save the Clerk mentioning an NALC afternoon function at Ranworth the following afternoon which he expected to be attending, and to which Councillors could attend if they so wished.

<b>11:</b>	<b>COUNCILLORS COMMENTS/FUTURE AGENDA</b>
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Within this section Council agreed to submit a short report to Great Yarmouth Mercury concerning these and future meetings of the Parish Council.

*The meeting closed at 9.37 p.m.*

<i>Signed after agreed amendment and approval by Council as being a true and accurate record by the Chair of the meeting or authorised deputy</i>		Dated:
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<b>Parish Clerk:</b> <b>Stephen Williamson</b> <b>01493 789422</b> E-Mail: freethorpeparish@btinternet.com	<b>FREETHORPE</b> <b>Parish Council</b> <i>Chair: TBC</i> <i>Vice-Chair: TBC</i>	<b>15 Sunninghill Close</b> <b>BRADWELL</b> <b>Great Yarmouth</b> <b>Norfolk</b> <b>NR31 9JB</b>
<b>PARISH COUNCIL YEAR 2013-2014</b> <b>MINUTES OF THE ANNUAL PARISH COUNCIL MEETING</b> HELD ON MONDAY MAY 20 <sup>th</sup> 2013 <b>PRESENT AT THE MEETING</b> Councillors: P. Bacon, B. Carr, J. Church, G. Noakes, N. Spencer, L. Turner. Clerk: S. Williamson. Six Members of the public		

*The meeting commenced at 8.35 p.m.*

<b>1:</b>	<b>ELECTION OF CHAIRMAN</b>
The Parish Clerk asked for nominations. Mr. Nick Spencer was Proposed by Mrs Church, Seconded: Mr. Carr. Mr. Spencer confirmed he would accept the role. All In Favour.	
<b>2:</b>	<b>APOLOGIES FOR ABSENCE</b>
Mr. David Lake. Unwell. Accepted unanimously	
<b>3:</b>	<b>ELECTION OF VICE CHAIR</b>
Mr. Lake had sent prior word that he was prepared to accept the post if elected. His election was Proposed: Mr. Spencer, Seconded: Mrs Church. All In Favour.	
<b>4:</b>	<b>DECLARATIONS</b>
The purpose of this section was for Councillors to confirm that to the best of their knowledge and belief, the declarations made in 2012 under the new Code of Conduct remained complete and accurate. CONFIRMED	
<b>5:</b>	<b>FINANCIAL MATTERS</b>
Mr. S. Williamson Responsible Financial Officer. No change in External Auditor. Cheque signatories confirmed as Messrs. Spencer, Lake & Noakes. CONFIRMED UNANIMOUSLY	
<b>6:</b>	<b>COMMITTEES</b>
No Committees were currently in operation and none planned for the immediate future.	
<b>7:</b>	<b>WORKING PARTIES</b>
No Working Parties were currently in operation and none planned for the immediate future.	
<b>8:</b>	<b>STANDING ORDERS</b>
The Clerk informed that advice from NALC and Broadland suggested that as extensive changes to National Standing orders were likely to occur within the coming 18 months – 2 years that advice was to re-confirm adherence to current standing orders. CONFIRMED	
<b>9:</b>	<b>FINANCIAL REGULATIONS</b>
The Clerk informed that advice from NALC and Broadland suggested that as extensive changes to National Standing Orders which may affect financial matters, were likely to occur within the coming 18 months – 2 years that advice was to re-confirm adherence to current financial regulations. CONFIRMED	

<b>10:</b>	<b>CODE OF CONDUCT</b>
As previously mentioned (Item 4) Council confirmed their status in regard to Code of Conduct	


<b>11:</b>	<b>RISK ASSESSMENT</b>
There was no current risk assessment felt necessary	

*The meeting closed at 8.42 p.m.*

<i>Signed after agreed amendment and approval by Council as being a true and accurate record by the Chair of the meeting or authorised deputy</i>		Dated:
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Parish Clerk: Stephen Williamson 01493 789422 E-Mail: freethorpeparish@btinternet.com	<b>FREETHORPE</b> <b>Parish Council</b> <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	15 Sunninghill Close BRADWELL Great Yarmouth Norfolk NR31 9JB
<b>NOTICE OF A PARISH COUNCIL MEETING</b> <b>FREETHORPE VILLAGE HALL - MONDAY 17<sup>th</sup> JUNE 2013 – 7.45 p.m.</b>		

## AGENDA

PUBLIC PARTICIPATION		
A period of time is allocated to allow Officials and members of the public to address Council and bring to attention any points for further discussion or future agenda item(s)		
<b>1</b>	<b>APOLOGIES</b>	Apologies for absence from the meeting will be taken and recorded
<b>2</b>	<b>DECLARATIONS</b>	Members to declare any known pecuniary and/or non-pecuniary interests that may affect any agenda item below, and not previously declared to Broadland District Council
<b>3</b>	<b>MINUTES</b>	Minutes of the meeting held on 15 <sup>th</sup> April 2013 will be amended as considered necessary and approved
<b>4</b>	<b>MATTERS ARISING</b>	The Chairman, Clerk and others as appropriate will update on matters previously discussed with appropriate action as necessary. This will include confirmation for the Minutes that the Wickhampton Play Area Insurance for 2013-14 has been included within Parish Insurance
<b>5</b>	<b>PLANNING</b>	<b><i>No New Applications To Date</i></b> Any new applications received prior to meeting may be discussed at Council discretion with notifications posted as appropriate. Any updates on past applications will be heard.
<b>6</b>	<b>VILLAGE MATTERS</b>	Any general items pertaining to Freethorpe can be discussed and approved/actioned as appropriate.
<b>7</b>	<b>ACCOUNTS &amp; AUDIT 2012-2013</b>	Council to approve the accounts for the year ended 31 March 2013. Chairman & RFO to sign once agreement reached. Council to complete the Audit Return for Mazars and authorise signature by Chairman & Clerk. Council to approve submission of VAT Claim for the 2012-13 period. <b>IMPORTANT NOTE:</b> <i>This is subject to the external audit being completed. If not then Council to fix date for special meeting</i>
<b>8</b>	<b>FINANCIAL MATTERS</b>	To approve payments (separate list will be provided).
<b>9</b>	<b>CLERK INFORMATION</b>	The Clerk will bring to notice any items of correspondence received
<b>10</b>	<b>COUNCILLORS COMMENTS</b>	Members of the Council may bring to the attention of the Chairman or Clerk, any matters they feel need actions or suggestions for next agenda.
Signed:		<div>  </div> Parish Clerk 12 June 2013



<b>Parish Clerk:</b> <b>Stephen Williamson</b> <b>01493 789422</b> E-Mail: freethorpeparish@btinternet.com	<b>FREETHORPE</b> <b>Parish Council</b> <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	<b>15 Sunninghill Close</b> <b>BRADWELL</b> <b>Great Yarmouth</b> <b>Norfolk</b> <b>NR31 9JB</b>
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## **PARISH COUNCIL YEAR 2013-2014** **MINUTES OF THE MEETING**

HELD ON MONDAY JUNE 17<sup>th</sup> 2013

### PRESENT AT THE MEETING

Councillors: N. Spencer (Chair).  
P. Bacon, B. Carr, J. Church, G. Noakes, L. Turner.  
Clerk: S. Williamson. Four members of the public

*The meeting commenced at 7.50 p.m.*

### PUBLIC SECTION

The Parish Council were formally thanked for their assistance for insurance at Wickhampton, intention being to discuss making agreement formal and binding for future. Reporting for NCC Mr. Brian Iles informed that the future of the Kings Lynn incinerator was now with the government and no decision likely before January 2014. In the meantime the new Council were examining the likely cost of breaking the contract, at present there were various estimates between £90 million and £180 million.

*The Meeting proper commenced at 8.00 p.m.*

**1:**

### APOLOGIES FOR ABSENCE

David Lake – prior engagement. Apology accepted unanimously

**2:**

### DECLARATIONS

There were no declarations additional to those registered with Broadland District Council. The Clerk did inform that the Minutes would confirm the fact that all Councillors had signed dispensation (valid until 2015) to deal with financial matters.

**3:**

### MINUTES

The Minutes of the Annual Parish Council Meeting held on 20<sup>th</sup> May had been prior circulated. No major amendments were found to be necessary and the Minutes were accepted as a true and accurate record unanimously. The Minutes of the meeting held on 20<sup>th</sup> May had been prior circulated. No major amendments were found to be necessary and the Minutes were accepted as a true and accurate record unanimously. Both sets of Minutes were duly signed by the Chairman

**4:**

### MATTERS ARISING

The Clerk confirmed receipt of the map and photographs of the Walpole Road area, and also informed that he had e-mailed Bob fell at Broadland, no answer received at this time.

**5:**

### PLANNING

There were no new applications. The Clerk did inform that planning permission on 4 Palmers Lane was now the subject of an enforcement check and was being monitored.

**6:**

### VILLAGE MATTERS

Within this section the Clerk informed that Broadland were conducting a review of transport in rural areas and amongst other things wished to know how Parishes would most find information helpful. Council agreed that display of information within the Post Office was a favoured location as well as the website information. The Clerk reported that no crimes had been recorded within the Parish in the month up to 17<sup>th</sup> June.

<b>7:</b>	<b>ACCOUNTS &amp; AUDIT 2012-13</b>
<p>Most of the explanation pages and spreadsheets had been prior circulated to Council, the final accounts and audit form returned by external auditor within past day or two. Council unanimously accepted the accounts and these were duly signed by Chairman and RFO. <i>Note: a signed copy of the accounts appears in the Minute Book.</i> Council then went through the questions required as part of the Audit Return and also agreed with the paperwork and figures to be submitted. These were accepted unanimously and the Return duly signed by the Chairman and RFO. The Clerk stated the only problem on the audit return he was aware of is the necessity to explain the vast difference in income and outgoings for 2012-13 as compared to past years. Pointed out that Council had received Section 106 money, an unexpected new homes windfall bonus and the £40,000 grant from NCC to Village Hall apparently had to pass through Parish Council bank</p>	

<b>8:</b>	<b>FINANCIAL MATTERS &amp; PAYMENTS</b>						
<p>The Clerk confirmed that following advice from Broadland the Parish Insurance was changed to take into account the Wickhampton equipment and the cheque sent off was in the sum of £981.67. I understand that Wickhampton play group will be passing some money to the Parish Council and later in the year a formalised written agreement to be drawn up for future. The following payments were agreed unanimously</p>							
<table border="1"> <tr> <td>Stephen Williamson – June 2013 Salary plus Allowance (£25.00)</td> <td>£175.00</td> </tr> <tr> <td>Linda Boyle (Audit Fee for 2012-13 Accounts)</td> <td>£150.00</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>£325.00</b></td> </tr> </table>		Stephen Williamson – June 2013 Salary plus Allowance (£25.00)	£175.00	Linda Boyle (Audit Fee for 2012-13 Accounts)	£150.00	<b>TOTAL</b>	<b>£325.00</b>
Stephen Williamson – June 2013 Salary plus Allowance (£25.00)	£175.00						
Linda Boyle (Audit Fee for 2012-13 Accounts)	£150.00						
<b>TOTAL</b>	<b>£325.00</b>						

<b>CURRENT ACCOUNT BANK BALANCE AT LAST STATEMENT</b>	<b>£17,738.52</b>
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<b>9:</b>	<b>CLERK INFORMATION/CORRESPONDENCE</b>
<p>Within this section the Clerk read a letter from the local MP (Keith Simpson) offering to attend a meeting within Freethorpe. Clerk asked to respond welcoming the idea.</p>	


<b>10:</b>	<b>COUNCILLORS COMMENTS/FUTURE AGENDA</b>
<p>Council were informed that the recent Fete had raised a sum approaching £1,200. Council were reminded that the July meeting had been delayed by two weeks and would take place on 29<sup>th</sup> July. Mr. Spencer informed that he would be unable to attend that meeting.</p>	

<i>Signed after agreed amendment and approval by Council as being a true and accurate record by the Chair of the meeting or authorised deputy</i>		Dated:
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*The meeting closed at 8.35 p.m.*

Parish Clerk: Stephen Williamson 01493 789422 E-Mail: freethorpeparish@btinternet.com	<b>FREETHORPE</b> <b>Parish Council</b> <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	15 Sunninghill Close BRADWELL Great Yarmouth Norfolk NR31 9JB
<b>NOTICE OF A PARISH COUNCIL MEETING</b> <b>FREETHORPE VILLAGE HALL - MONDAY 29<sup>th</sup> JULY 2013 – 7.45 p.m.</b>		

## AGENDA

PUBLIC PARTICIPATION		
A period of time is allocated to allow Officials and members of the public to address Council and bring to attention any points for further discussion or future agenda item(s)		
<b>1</b>	<b>APOLOGIES</b>	Apologies for absence from the meeting will be taken and recorded
<b>2</b>	<b>DECLARATIONS</b>	Members to declare any known pecuniary and/or non-pecuniary interests that may affect any agenda item below, and not previously declared to Broadland District Council
<b>3</b>	<b>MINUTES</b>	Minutes of the meeting held on 17 <sup>th</sup> June 2013 will be amended as considered necessary and approved
<b>4</b>	<b>MATTERS ARISING</b>	The Chairman, Clerk and others as appropriate will update on matters previously discussed with appropriate action as necessary. This will include confirmation for the Minutes that the Wickhampton Play Area Insurance for 2013-14 has been included within Parish Insurance
<b>5</b>	<b>PLANNING</b>	<b><i>No New Applications To Date</i></b> Any new applications received prior to meeting may be discussed at Council discretion with notifications posted as appropriate. Any updates on past applications will be heard.
<b>6</b>	<b>FUTURE DEVELOPMENT</b>	Council may discuss the final preferred options document affecting Freethorpe and agree on any desired response
<b>7</b>	<b>VILLAGE MATTERS</b>	Any general items pertaining to Freethorpe can be discussed and approved/actioned as appropriate.
<b>8</b>	<b>FINANCIAL MATTERS</b>	To approve payments (separate list will be provided).
<b>9</b>	<b>CLERK INFORMATION</b>	The Clerk will bring to notice any items of correspondence received
<b>10</b>	<b>AUGUST RECESS</b>	Council will confirm (or otherwise) the intention of holding no meeting during August 2013 and grant Chairman/Vice-Chair/Clerk dispensation to act as and if necessary in the best interests of village
<b>11</b>	<b>COUNCILLORS COMMENTS</b>	Members of the Council may bring to the attention of the Chairman or Clerk, any matters they feel need actions or suggestions for next agenda.
Signed:		Parish Clerk 24 July 2013
		

<b>Parish Clerk:</b> <b>Stephen Williamson</b> <b>01493 789422</b> E-Mail: freethorpeparish@btinternet.com	<b>FREETHORPE</b> <b>Parish Council</b> <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	<b>15 Sunninghill Close</b> <b>BRADWELL</b> <b>Great Yarmouth</b> <b>Norfolk</b> <b>NR31 9JB</b>
<b>PARISH COUNCIL YEAR 2013-2014</b> <b>MINUTES OF THE MEETING</b>		
HELD ON MONDAY JULY 29 <sup>th</sup> 2013		
<b>PRESENT AT THE MEETING</b>		
Councillors: D. Lake (Vice-Chair). B. Carr, J. Church, G. Noakes, L. Turner. Clerk: S. Williamson. One Member of the public		

*The Meeting commenced at 7.50 p.m. Mr. D. Lake in the Chair*

<b>PUBLIC SECTION</b>	
It was brought to the Parish Council's attention that the pond at Wickhampton was unregistered, and effectively appeared to be without an owner although the Parish Council had undertaken and/or organised work in the past. It appeared there were possible implications for the Council which would need careful consideration in case any accident occurred.	
<b>1:</b>	<b>APOLOGIES FOR ABSENCE</b>
Mr. N. Spencer (holiday), Mr. P. Bacon (attending other meeting). Apologies accepted unanimously. Apologies had also been received from Mr. Brian Iles (NCC) and Norfolk Police.	
<b>2:</b>	<b>DECLARATIONS</b>
There were no declarations additional to those already registered with Broadland District Council	
<b>3:</b>	<b>MINUTES OF THE LAST MEETING</b>
The Minutes of the meeting held on 17 <sup>th</sup> June had been prior circulated. No amendments were found to be necessary, it was noted that the Minutes of said meeting were to be signed (in absence of the Chairman) by the Vice Chairman who had not been present at the meeting. Those Councillors who had been present voted unanimously that the Minutes be signed as a true and accurate record.	
<b>4:</b>	<b>MATTERS ARISING</b>
The Clerk advised of the suggestion from local MP Keith Simpson to visit Freethorpe with a projected date of Friday 13 <sup>th</sup> September. Parish Council agreed to accept this date and the Clerk was asked to correspond with a view to possible posters and the like, also with a view to announcement in Mercury etc. The Clerk read an e-mail from Bob Fell at Broadland outlining the situation as he knew it on Walpole Road and the immediate surrounding area. Mr. Fell had copied three legal agreements. Council asked that Mr. Fell be further asked to confirm that the road has not been adopted or prepared for adoption. Council agreed that these Minutes should confirm that the Wickhampton play area has been included within the Parish insurance, the intention being to discuss a local contribution and make future plans later in the year.	
<b>5:</b>	<b>PLANNING</b>
There were no new planning applications and no updates of any past applications	
<b>6:</b>	<b>FUTURE DEVELOPMENT</b>
The relevant pages from the large document produced by Broadland District Council on Site Allocations Consultation referring to land north of Palmers Lane, said to be suitable for ten homes. Council agreed	

response to the consultation was to point out that a past development of the area was turned down by NCC Highways in the past, but that it was believed that Council owned land could possibly be utilised to widen approach. The Parish Council also wished to emphasise that it would support a greater percentage of affordable homes, and also agreed that the red line drawn around the village was fine.

<b>7:</b>	<b>VILLAGE MATTERS</b>
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Council discussed the very short notice removal of the dog bin at Chapelfield by Electric sub station, Mrs Church pointed out that bags containing dog faeces were being left on the ground adjacent to where the bin used to be. Council asked the Clerk to e-mail Broadland to inform them of this and to suggest that if any further bins were destined for removal that notice needed to be given and that 24 hours was insufficient. Mr. Lake then spoke further about the improved financial situation if the Parish Council dealt direct with NCC on glass bank recycling rather than using Broadland as an intermediary. A proposal to change to this method was formally agreed unanimously and Mr. Lake would progress this

<b>8:</b>	<b>FINANCIAL MATTERS &amp; PAYMENTS</b>
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The Clerk reported that the audit form for Mazars had been posted two days ahead of time, and as no telephone calls or queries to date, this could be considered 'no news is good news.' The Clerk felt it likely the report will be returned before the September meeting. The Clerk also reported that the recent VAT claim for almost £6,800.00 had (apparently - yet to receive the bank statement covering July) been paid without query – the Clerk stated his opinion that he had expected some query on this as the claim (which included the Wickhampton/Village Hall etc.) was 5-6 times more than usual.

S.A. Williamson (Salary & Expenses (£25.00) for July	£175.00
S.A. Williamson (Salary & Expenses (£25.00) for August ( <i>Post dated cheque</i> ))	£175.00
<b>TOTAL</b>	<b>£350.00</b>

<b>CURRENT ACCOUNT BANK BALANCE AT LAST STATEMENT</b>	<b>£17,513.52</b>
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<b>9:</b>	<b>CLERK INFORMATION/CORRESPONDENCE</b>
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The Clerk confirmed a police report that one crime had been reported in the period between mid-May and 28<sup>th</sup> July, that being the theft of diesel oil from a fuel bowser in Wickhampton. The only other matter was to advise of the Macmillan upcoming coffee mornings being organised in September

<b>10:</b>	<b>AUGUST RECESS</b>
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Council confirmed that no meeting would be held within August, unless circumstances made this necessary. The Chairman (in his absence), Vice Chair and Clerk were given the necessary dispensation to agree to make payments if such payments were too urgent to await September meeting.


<b>11:</b>	<b>COUNCILLORS COMMENTS/FUTURE AGENDA</b>
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Mrs Church mentioned a resident's hedge which was in need of cutting because of sight lines, apparently this has been the subject of a letter in the past which had been acted upon. She agreed to try and be more specific about the address so that the Clerk could write. There were no other matters other than to confirm the projected date for the next Parish meeting as Monday 16<sup>th</sup> September 2013.

<i>Signed after agreed amendment and approval by Council as being a true and accurate record by the Chair of the meeting or authorised deputy</i>		Dated:
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<b>Parish Clerk:</b> <b>Stephen Williamson</b> <b>01493 789422</b> E-Mail: freethorpeparish@btinternet.com	<b>FREETHORPE</b> <b>Parish Council</b> <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	<b>15 Sunninghill Close</b> <b>BRADWELL</b> <b>Great Yarmouth</b> <b>Norfolk</b> <b>NR31 9JB</b>
<b>NOTICE OF A PARISH COUNCIL MEETING</b>		
<b>FREETHORPE VILLAGE HALL - MONDAY 16<sup>th</sup> SEPTEMBER 2013</b> <b>7.45 p.m.</b>		

## AGENDA

<b>PUBLIC PARTICIPATION</b>		
A period of time is allocated to allow Officials and members of the public to address Council and bring to attention any points for further discussion or future agenda item(s)		
<b>1</b>	<b>APOLOGIES</b>	Apologies for absence from the meeting will be taken and recorded
<b>2</b>	<b>DECLARATIONS</b>	Members to declare any known pecuniary and/or non-pecuniary interests that may affect any agenda item below, and not previously declared to Broadland District Council
<b>3</b>	<b>MINUTES</b>	Minutes of the meeting held on 29 <sup>th</sup> July 2013 will be amended as considered necessary and approved.
<b>4</b>	<b>MATTERS ARISING</b>	The Chairman, Clerk and others as appropriate will update on matters previously discussed with appropriate action as necessary.
<b>5</b>	<b>PLANNING</b>	<b><i>No New Applications To Date.</i></b> Any new applications received prior to meeting may be discussed at Council discretion with notifications posted as appropriate. Any updates on past applications will be heard.
<b>6</b>	<b>FUTURE DEVELOPMENT</b>	It will be confirmed that the Parish Council response to the consultation referring to possible future development (preferred sites) within the Parish was made on time and has been acknowledged.
<b>7</b>	<b>VILLAGE MATTERS</b>	Any general items pertaining to Freethorpe can be discussed and approved/actioned as appropriate.
<b>8</b>	<b>GRANTS 2013/14</b>	Council will discuss the intended grant figures to the three local churches and the Village Hall
<b>9</b>	<b>FINANCIAL MATTERS</b>	To approve payments (separate list will be provided).
<b>10</b>	<b>CLERK INFORMATION</b>	The Clerk will bring to notice any items of correspondence received
<b>11</b>	<b>COUNCILLORS COMMENTS</b>	Members of the Council may bring to the attention of the Chairman or Clerk, any matters they feel need actions or suggestions for next agenda.
Signed:		<b>Parish Clerk</b> <b>11 September 2013</b>
		

<b>Parish Clerk:</b> <b>Stephen Williamson</b> <b>01493 789422</b> E-Mail: freethorpeparish@btinternet.com	<b>FREETHORPE</b> <b>Parish Council</b> <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	<b>15 Sunninghill Close</b> <b>BRADWELL</b> <b>Great Yarmouth</b> <b>Norfolk</b> <b>NR31 9JB</b>
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## **PARISH COUNCIL YEAR 2013-2014** **MINUTES OF THE MEETING**

HELD ON MONDAY SEPTEMBER 16<sup>th</sup> 2013

### PRESENT AT THE MEETING

Councillors: N. Spencer (Chair), D. Lake (Vice-Chair).  
P. Bacon, B. Carr, J. Church, G. Noakes, L. Turner.  
Clerk: S. Williamson. Tree Warden: J. Fleetwood. Four Members of the public

### PUBLIC SECTION

NCC Councillor Brian Iles covered four points (a) an accountant had been appointed to examine costs of cancelling the incinerator contract, local inspector had passed project plans, central government decision expected January 2014. (b) budget round for 2014-2017 had begun with savings of £192 million to be found, suggestions would be welcomed and local meetings likely to be arranged. (c) Mr Iles had received several calls regarding school bus provision, he stated that persons who no longer qualified could speak to him for advice. (d) Freethorpe and surrounding villages amongst the first to benefit from new faster broadband, hopefully by the end of 2013, each village to have a special box installed adjoining current, service up to 28mg likely for homes within one kilometre of box, gradually lessening as distance increased. Mr. John Fleetwood updated Council about the project at the school, stating that good newspaper coverage had been received and would continue, donations to the project included from Crown paints and via NCM, trees to be provided for an orchard via tree warden budget. Removal of infected cherry tree being paid for by Broadland

*The Meeting proper commenced at 8.05 p.m.*

**1:**

### APOLOGIES FOR ABSENCE

With all Councillors present there were none, however apology from PCSO Philo was recorded.

**2:**

### DECLARATIONS

There were no declarations additional to those registered with Broadland District Council

**3:**

### MINUTES

The Minutes of the meeting held on July 29<sup>th</sup> had been prior circulated. No alterations were found to be necessary and the Minutes were accepted as a true and accurate record – Vote: 5 For, 0 Against, 2 Abstentions (not at meeting). The Minutes were duly signed by the Vice-Chair (Mr. Lake).

**4:**

### MATTERS ARISING

The Clerk confirmed that an e-mail had been sent to Broadland complaining about the short notice removal of a dog bin. Council also updated via Broadland on situation with adoption of Walpole Way and surrounding area – the plan provided showed that Walpole Way and the footpath between 6 & 7 Walpole Way had been adopted, whereas Prospect Drive remains a private road. On other matters Mrs Church commented on a Minute entry showing that the Clerk was awaiting information about a resident, this had been received in July and had been a misunderstanding. An apparent lack of communication had postponed the visit of MP the previous Friday (13<sup>th</sup>) it was hoped to rearrange this at some future time.

**5:**

### PLANNING

A new application had been received on 14<sup>th</sup> and was considered by Council – **102 The Common – Morris – First Floor Rear extension**. Council saw no reason to object or further comment on this application. The Clerk also advised of numbering (house name) alterations in two locations.



<b>6:</b>	<b>FUTURE DEVELOPMENT</b>
The Clerk confirmed that he had submitted the Parish Council response well within due time, and that this had been acknowledged. <i>Note: A copy of the response is placed within the Minute Book for information</i>	

<b>7:</b>	<b>VILLAGE MATTERS</b>
Mr. Lake had e-mailed the necessary information about proposed changing to direct recycling facilities via County (rather than District) council, Mr. Lake has a little more to do on subject and will inform Clerk/Council when the form can be completed and submitted. The police report for August and early September showed just one reported crime within the Parish (taking vehicle without consent). Council unanimously gave their consent to the Clerk writing a letter of support to the Village Hall for submission to WREN (Phase 2). Mr. Carr outlined the problems (building control) with Phase One and asked the Parish Council to cover the likely shortfall, estimated to be in the region of £7,500. Council agreed to provide provision of up to £8,000.00 – Proposed: Mr. Lake, Seconded: Mr. Noakes. Vote: 5 For, 0 Against, 2 Abstentions. Carried. In response to a request from NCC Highways the location of four grit bins within the village was established.	

<b>8:</b>	<b>SECTION 137 GRANTS 2013-14</b>
It was unanimously agreed not to raise the level of grants from previous years as despite additional and unexpected monies being received, grant increase provision had not been within Precept figures.	

<b>9:</b>	<b>FINANCIAL MATTERS &amp; PAYMENTS</b>
The Clerk confirmed verbal information from July that the HMRC had made the VAT refund complete and without query, duly banked (direct payment) £6,790.50. The Clerk stated that this had put the Council's bank balance to an extremely healthy level (see below), particularly bearing in mind that the second half of 2013-14 Precept yet to be received (due 28 <sup>th</sup> September).	
S.A. Williamson September Salary and allowance (£25)	
Wickhampton PCC	
Freethorpe PCC	
Freethorpe Methodist Church	
Freethorpe Village Hall	
Total:	
£3,325.00	
<b>CURRENT ACCOUNT BANK BALANCE AT LAST STATEMENT</b>	
<b>£23,804.32</b>	

<b>10:</b>	<b>CLERK INFORMATION/CORRESPONDENCE</b>
The Clerk informed of Broadland meetings (in place of previous annual meeting), however no great interest in Councillors attending meeting was received. The Clerk also informed that a website was being set up by NCC for budget suggestions. Invitation to Broadland Housing/Growth Forum (no takers). Notification from Broadland relating to intention to contract out by tender maintenance of street lighting.	

<b>11:</b>	<b>COUNCILLORS COMMENTS/FUTURE AGENDA</b>
Within this section the Clerk was asked to find out from Broadland whether a free skip service still existed. Also news that the old garage was apparently under offer but no purchaser details known. Report of a light malfunctioning in Cricketers Walk. Next meeting scheduled for Monday 21 <sup>st</sup> October.	

*The meeting closed at 9.07 p.m.*

<i>Signed after agreed amendment and approval by Council as being a true and accurate record by the Chair of the meeting or authorised deputy</i>		Dated:
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Parish Clerk: Stephen Williamson 01493 789422 E-Mail: freethorpeparish@btinternet.com	<b>FREETHORPE</b> <b>Parish Council</b> <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	15 Sunninghill Close BRADWELL Great Yarmouth Norfolk NR31 9JB
<b>NOTICE OF A PARISH COUNCIL MEETING</b> <b>FREETHORPE VILLAGE HALL - MONDAY 21<sup>st</sup> OCTOBER 2013</b> <b>7.45 p.m.</b>		

## AGENDA

PUBLIC PARTICIPATION		
A period of time up to approximately 15 minutes (at Chairman's discretion) is allocated to allow Officials and members of the public to address Council and bring to attention any points for further discussion or future agenda item(s)		
<b>1</b>	<b>APOLOGIES</b>	Apologies for absence from the meeting will be taken and recorded
<b>2</b>	<b>DECLARATIONS</b>	Members to declare any known pecuniary and/or non-pecuniary interests that may affect any agenda item below, and not previously declared to Broadland District Council
<b>3</b>	<b>MINUTES</b>	Minutes of the meeting held on 16 <sup>th</sup> September 2013 will be amended as considered necessary and approved
<b>4</b>	<b>MATTERS ARISING</b>	The Chairman, Clerk and others as appropriate will update on matters previously discussed with appropriate action as necessary.
<b>5</b>	<b>PLANNING</b>	<b><i>No New Applications To Date</i></b> Any new applications received prior to meeting may be discussed at Council discretion with notifications posted as appropriate. Any updates on past applications will be heard.
<b>6</b>	<b>VILLAGE HALL UPDATE</b>	<i>The Chairman and others as appropriate will update on progress etc. for upgrading to village hall, including financial arrangements/contract etc.</i>
<b>7</b>	<b>OTHER VILLAGE MATTERS</b>	Any general items pertaining to Freethorpe can be discussed and approved/actioned as appropriate.
<b>8</b>	<b>FINANCIAL MATTERS</b>	The Clerk will report on the return of the Audit for 2012-13, Council may wish to discuss. To approve payments (separate list will be provided).
<b>9</b>	<b>CLERK INFORMATION</b>	The Clerk will bring to notice any items of correspondence received
<b>10</b>	<b>COUNCILLORS COMMENTS</b>	Members of the Council may bring to the attention of the Chairman or Clerk, any matters they feel need actions or suggestions for next agenda.
Signed:		<div>  </div>
		Parish Clerk 15 October 2013

<b>Parish Clerk:</b> <b>Stephen Williamson</b> <b>01493 789422</b> E-Mail: freethorpeparish@btinternet.com	<b>FREETHORPE</b> <b>Parish Council</b> <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	<b>15 Sunninghill Close</b> <b>BRADWELL</b> <b>Great Yarmouth</b> <b>Norfolk</b> <b>NR31 9JB</b>
<b>PARISH COUNCIL YEAR 2013-2014</b> <b>MINUTES OF THE MEETING</b>		
HELD ON MONDAY OCTOBER 21 <sup>st</sup> 2013		
<b>PRESENT AT THE MEETING</b>		
Councillors: N. Spencer (Chair) P. Bacon, L. Turner. Clerk: S. Williamson. Tree Warden: J. Fleetwood. Four Members of the public		
<b>SPECIAL NOTE:</b> <b>WITH FOUR OF THE SEVEN COUNCILLORS ABSENT THE MEETING WAS NOT QUORATE,</b> <b>HOWEVER IT WAS AGREED THAT THE MEETING COULD PROCEED AS NO DECISIONS WERE</b> <b>NECESSARY ON THIS OCCASION</b>  <b>THE ONLY EXCEPTION WAS AGREEMENT TO MAKE PAYMENTS WHICH COULD NOT BE DELAYED</b> <b>A SECOND SIGNATURE WAS NECESSARY FOR CHEQUES AND THIS WOULD QUALIFY AS THE</b> <b>FOURTH PERSON NECESSARY</b>		

*The Meeting commenced at 7.55 p.m.*

<b>PUBLIC SECTION</b>	
Council were informed that further flooding had occurred at Palmers Lane. Mr. John Fleetwood reported that he had recently attended a regional forum at which he had learned that 700 diseases affecting trees had been identified, 14 of these were fatal. It was believed that within a decade only one to two percent of ash trees would still be alive, plane and juniper trees were also very dangerously affected. Mr Fleetwood also imparted information that several London Boroughs had made conscious decision to fell trees in parks rather than be responsible for problems caused and opening themselves to compensation claims. Mr. Fleetwood also informed that Broadland were paying for him to gain a Tree Safety Certificate which would save the school around £500 per annum. Every child in the school had potted an acorn. A member of the public (also a serving police officer for the area) introduced himself as having moved into the village.	
<b>1:</b>	<b>APOLOGIES FOR ABSENCE</b>
Mr. Carr and Mrs Church had apologised (holidays). Messrs. Lake and Noakes also absent, no reasons known. The Clerk informed also of an apology from NCC Councillor Brian Iles and the local police PCSO	
<b>2:</b>	<b>DECLARATIONS</b>
There were no declarations additional to those registered with Broadland District Council	
<b>3:</b>	<b>MINUTES</b>
The Minutes of the meeting held on 16 <sup>th</sup> September were approved as being accurate and a true record. The Minutes were duly signed by The Chairman.	
<b>4:</b>	<b>MATTERS ARISING</b>
The Clerk informed that a letter requesting hedge cutting had been sent as requested to Mr Evans, that the planning application for 102 The Common returned in good time voicing no objections, location of grit bins forwarded to NCC Highways, letter of support for WREN done and sent to Mr. Stephen Smith (acknowledged), street lighting matter reported to Peter Leggett at Broadland who had indicated that Broadland were responsible for lighting in Sutton Crescent, NCC responsible for Cricketers Walk. Village skips had been abandoned by Broadland in 2012 as not financially sustainable.	

5:	PLANNING	
There were no new applications, and no update news save on 102 The Common (see Item 4 above)		
6:	VILLAGE HALL UPDATE	
The Chairman acquainted Council with arrangements made with the Village Hall contractors, with all due care taken to ensure compliance and safety for the Parish Council, two stage payments had been made and further payments due by cheque as work progressed.		
7:	OTHER VILLAGE MATTERS	
In the absence of Mr. Iles the Clerk informed that high speed broadband was still due for Freethorpe prior to Christmas. First decisions on budget cuts included the closure of Acle Respite Centre, however the education budget was being increased. In response to the litter bin enquiry, Council agreed this could be attached to the fence providing Broadland felt the fence was strong enough. From the police one crime had been reported in September, the theft (since recovered) of a trailer.		
8:	FINANCIAL MATTERS & PAYMENTS	
The Clerk informed that the audit for 2012-13 had been returned from Mazars, no problems, quite happy, no recommendations – The Clerk had passed this information on to Lynda Boyle. The Clerk informed that income this month showed a cheque from Village Hall in the sum of £32,632.60 mentioned and agreed at the last meeting, also received the second instalment of the 2013-14 Precept - £4,475.00 from Broadland – 30 <sup>th</sup> September. The Council agreed to the following payments ( <i>see note at commencement of these Minutes</i> )		
BACS payment made 11 October to Parkin & Lisle (not including VAT) - Village Hall		£5,332.50
BACS payment made 11 October to Parkin & Lisle (not including VAT) - Village Hall		£5,332.50
S.A. Williamson (Salary and Allowance {£25} for October 2013)		£175.00
Mazars (Audit fee for 2012-2013)		£360.00
Cheque 1 for Living Essence (Inclusive of VAT) – Village Hall		£11,953.80
Cheque 2 for Living Essence (Inclusive of VAT) – Village Hall		£10,148.40
Royal British Legion Poppy Appeal		£25.00
		TOTAL £33,327.20
BANK BALANCES AT LAST STATEMENT		Current: £60,286.92 Reserve: £1,952.91
9:	CLERK INFORMATION/CORRESPONDENCE	
The Clerk informed that he had received a thank you letter from St. Andrews Wickhampton for the September donation, also that he would represent Freethorpe as well as Reedham at the Broadland Forum 23 October.		
10:	COUNCILLORS COMMENTS/FUTURE AGENDA	
It was noted that the contractor was not insurance covered for theft of materials left on site, however the local police had promised to keep a special watch when possible.		

*The meeting closed at 8.32 p.m.*

<i>Signed after agreed amendment and approval by Council as being a true and accurate record by the Chair of the meeting or authorised deputy</i>		Dated:
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Parish Clerk: Stephen Williamson 01493 789422 E-Mail: freethorpeparish@btinternet.com	<b>FREETHORPE</b> <b>Parish Council</b> <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	15 Sunninghill Close BRADWELL Great Yarmouth Norfolk NR31 9JB
<b>NOTICE OF A PARISH COUNCIL MEETING</b>		
<b>FREETHORPE VILLAGE HALL - MONDAY 18<sup>th</sup> NOVEMBER 2013</b> <b>7.45 p.m.</b>		

## AGENDA

<b>PUBLIC PARTICIPATION</b>		
A period of time is allocated to allow Officials and members of the public to address Council and bring to attention any points for further discussion or future agenda item(s)		
<b>1</b>	<b>APOLOGIES</b>	Apologies for absence from the meeting will be taken and recorded
<b>2</b>	<b>DECLARATIONS</b>	Members to declare any known pecuniary and/or non-pecuniary interests that may affect any agenda item below, and not previously declared to Broadland District Council
<b>3</b>	<b>MINUTES</b>	Minutes of the meeting held on 21 <sup>st</sup> October 2013 will be amended as considered necessary and approved
<b>4</b>	<b>MATTERS ARISING</b>	The Chairman, Clerk and others as appropriate will update on matters previously discussed with appropriate action as necessary.
<b>5</b>	<b>PLANNING</b>	<b>31 The Green, Freethorpe</b> Any further new applications received prior to meeting may be discussed at Council discretion with notifications posted as appropriate. Any updates on past applications will be heard.
<b>6</b>	<b>VILLAGE MATTERS</b>	Any general items pertaining to Freethorpe can be discussed and approved/actioned as appropriate.
<b>7</b>	<b>FINANCIAL MATTERS</b>	To approve payments (separate list will be provided).
<b>8</b>	<b>BUDGET 2014-15</b>	Councillors invited to offer any ideas and/or guidance for Clerk, who will be preparing draft budget for consideration at December meeting
<b>9</b>	<b>MEETINGS 2014</b>	Council to confirm intended meeting dates for 2014
<b>10</b>	<b>CLERK INFORMATION</b>	The Clerk will bring to notice any items of correspondence received
<b>11</b>	<b>COUNCILLORS COMMENTS</b>	Members of the Council may bring to the attention of the Chairman or Clerk, any matters they feel need actions or suggestions for next agenda.
Signed:		<div> <div><i>Stephen Williamson</i></div> <div>Parish Clerk 13 November 2013</div> </div>

<b>Parish Clerk:</b> <b>Stephen Williamson</b> <b>01493 789422</b> E-Mail: freethorpeparish@btinternet.com	<b>FREETHORPE</b> <b>Parish Council</b> <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	<b>15 Sunninghill Close</b> <b>BRADWELL</b> <b>Great Yarmouth</b> <b>Norfolk</b> <b>NR31 9JB</b>
<b>PARISH COUNCIL YEAR 2013-2014</b> <b>MINUTES OF THE MEETING</b>		
HELD ON MONDAY NOVEMBER 18 <sup>th</sup> 2013		
<b>PRESENT AT THE MEETING</b>		
Councillors: N. Spencer (Chair), D. Lake (Vice-Chair). P. Bacon, B. Carr, J. Church, G. Noakes, L. Turner. Clerk: S. Williamson. Three Members of the public		

*The Meeting commenced at 7.48 p.m.*

<b>PUBLIC SECTION</b>	
The main query raised was concerning the pond in Wickhampton. After brief discussion it was felt that further investigation relating to the Parish responsibilities, including public safety, was necessary and the Chairman stated he would take this on. Also about Wickhampton a query was raised concerning contribution towards the insurance arranged for the play area earlier in the year. It was generally felt that at least for the present no contribution was necessary from the local group, as any problems would be directed to the Parish Council in any case.	
<b>1:</b>	<b>APOLOGIES FOR ABSENCE</b>
With all Parish Councillors present no formal apologies for absence were tabled, however the Clerk did inform that apologies had been received from Tree Warden and County Councillor.	
<b>2:</b>	<b>DECLARATIONS</b>
There were no declarations additional to those registered with Broadland District Council	
<b>3:</b>	<b>MINUTES</b>
The Minutes for the meeting held in October had been prior circulated. No amendments were found to be necessary. To accept the Minutes as a true and accurate record – Proposed: Mr. Bacon, Seconded: Mrs Turner. Vote: 3 For, 0 Against, 4 Abstentions (not at meeting). Carried. The Minutes were duly signed.	
<b>4:</b>	<b>MATTERS ARISING</b>
The Clerk confirmed that acknowledgement of request for waste-bin re-mounting had been acknowledged. The main matter concerned updating e-mails from Broadland in regards to Walpole Way land. The synopsis was that Broadland were shortly to start pursuing NR Powell for payment of the final amount of money, amounting to some £30,000. The e-mail also posed the question as to whether the Parish Council would be prepared to take on the maintenance. The Clerk was asked to respond accordingly, on the basis that something could almost certainly be arranged.	
<b>5:</b>	<b>PLANNING</b>
<b>20131539</b>	<b>31 The Green, Freethorpe - Ashman</b> <b>Ground mounted Solar Voltic Array</b>
Council saw no reason to object to this application. On other matters the Clerk informed Council of an ongoing enforcement matter at 4 Palmers Lane, most conditions discharged. Re-visit planned in 3 months.	
<b>6:</b>	<b>VILLAGE MATTERS</b>
The Police report for mid October to mid November showed one reported crime, the theft of the till from the	

post office – enquiries ongoing. Taking notes made and in the absence of NCC Councillor Brian Iles, the Clerk informed that faster Broadband was still scheduled to be available in the village prior to Christmas, Mr. Iles had also confirmed that the decision on the incinerator by central government was due in January, and had also pointed out changes in the S106 regulations which was now to become Community Infrastructure Levy. The Clerk then confirmed that recycling credits were due to be paid amounting to £388.25. On other matters the Chairman referred to a letter from Stephen Smith in relation to the Village Hall, and also stated that he had asked for a VAT invoice to cover the remaining 25% plus VAT. On phase two of the project it was mentioned that grant applications had been made to Norfolk Community Foundation and WREN.

7:	FINANCIAL MATTERS & PAYMENTS		
The Clerk stated there was little to report this month, other than to assure Councillors that the cheques unsigned at the last meeting were all taken care of (the Clerk thanked Mr. Spencer for organising this) and despatched in reasonable time (including the payments for Village Hall). The Clerk felt it worth mentioning that those two payment cheques as well as the payment to Mazars had not cleared by the time Santander prepared the statement so the balance shown below is rather misleading, the Parish Council is about £22,500 'worse off' than the figure shown. Nevertheless the Clerk felt the figure is still healthy! There was only one due payment which was unanimously agreed.			
S.A. Williamson Salary and Allowance (£25) for November 2013			£175.00
TOTAL			£175.00
CURRENT ACCOUNT BANK BALANCE AT STATEMENT (29 October)			£46,746.92

8:	BUDGET 2014-15
The purpose of this section was to give Council opportunity to guide the Clerk when calculating a likely budget. The main matters that arose was to allow higher insurance premium and donations to churchyards.	

9:	MEETINGS 2014			
This had been briefly discussed in October and Council confirmed intention to hold meetings on the third Monday each month in 2014 although it was hoped that an August meeting could be avoided. One change was necessary that being In April as the third Monday clashed with Easter. Dates confirmed as:				
Monday January 20		Monday February 17		Monday March 17
Monday May 19		Monday June 16		Monday July 21
Monday October 20		Monday November 17		Monday December 15
If necessary to meet in August this will be set nearer the time. The meeting in May (19) will also include both the Annual Parish Meeting and Annual Parish Council Meeting. All start times 7.45 p.m.				

10:	CLERK INFORMATION/CORRESPONDENCE
The Clerk advised of the date for the next Freethorpe Ten road race being 2 <sup>nd</sup> February 2014. Thank you letter had been received from Freethorpe Methodist Church for recent donation. The Clerk also confirmed that NCC had been advised of a wrongly addressed letter from Environment Dept.	

11:	COUNCILLORS COMMENTS/FUTURE AGENDA
No further matters were raised.	

*The meeting closed at 8.25 p.m.*

<i>Signed after agreed amendment and approval by Council as being a true and accurate record by the Chair of the meeting or authorised deputy</i>		Dated:
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Parish Clerk: Stephen Williamson 01493 789422 E-Mail: freethorpeparish@btinternet.com	<b>FREETHORPE</b> <b>Parish Council</b> <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	15 Sunninghill Close BRADWELL Great Yarmouth Norfolk NR31 9JB
<b>NOTICE OF A PARISH COUNCIL MEETING</b>		
<b>FREETHORPE VILLAGE HALL - MONDAY 16<sup>th</sup> DECEMBER 2013</b> <b>7.45 p.m.</b>		

## AGENDA

<b>PUBLIC PARTICIPATION</b>		
A period of time is allocated to allow Officials and members of the public to address Council and bring to attention any points for further discussion or future agenda item(s)		
<b>1</b>	<b>APOLOGIES</b>	Apologies for absence from the meeting will be taken and recorded
<b>2</b>	<b>DECLARATIONS</b>	Members to declare any known pecuniary and/or non-pecuniary interests that may affect any agenda item below, and not previously declared to Broadland District Council
<b>3</b>	<b>MINUTES</b>	Minutes of the meeting held on 18 <sup>th</sup> November 2013 will be amended as considered necessary and approved
<b>4</b>	<b>MATTERS ARISING</b>	The Chairman, Clerk and others as appropriate will update on matters previously discussed with appropriate action as necessary.
<b>5</b>	<b>PLANNING</b>	<b><i>Plot Adj 118 The Common, Freethorpe (20131615) / 3 School Road, Freethorpe (20131690)</i></b> Any further new applications received prior to meeting may be discussed at Council discretion with notifications posted as appropriate. Any updates on past applications will be heard.
<b>6</b>	<b>VILLAGE MATTERS</b>	Any general items pertaining to Freethorpe can be discussed and approved/actioned as appropriate.
<b>7</b>	<b>FINANCIAL MATTERS</b>	To approve payments (separate list will be provided).
<b>8</b>	<b>BUDGET 2014-15</b>	Council to consider the budget proposals and estimates for 2014-15 and agree a likely Precept request figure to be confirmed at January meeting
<b>9</b>	<b>CLERK INFORMATION</b>	The Clerk will bring to notice any items of correspondence received
<b>10</b>	<b>COUNCILLORS COMMENTS</b>	Members of the Council may bring to the attention of the Chairman or Clerk, any matters they feel need actions or suggestions for next agenda.
Signed:		<div><i>Stephen Williamson</i></div> Parish Clerk 11 December 2013



<b>Parish Clerk:</b> <b>Stephen Williamson</b> <b>01493 789422</b> E-Mail: freethorpeparish@btinternet.com	<b>FREETHORPE</b> <b>Parish Council</b> <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	<b>15 Sunninghill Close</b> <b>BRADWELL</b> <b>Great Yarmouth</b> <b>Norfolk</b> <b>NR31 9JB</b>
<b>PARISH COUNCIL YEAR 2013-2014</b> <b>MINUTES OF THE MEETING</b>		
HELD ON MONDAY NOVEMBER 18 <sup>th</sup> 2013		
<b>PRESENT AT THE MEETING</b>		
Councillors: N. Spencer (Chair), D. Lake (Vice-Chair). P. Bacon, B. Carr, J. Church, G. Noakes, L. Turner. Clerk: S. Williamson. Three Members of the public		

*The Meeting commenced at 7.48 p.m.*

<b>PUBLIC SECTION</b>	
The main query raised was concerning the pond in Wickhampton. After brief discussion it was felt that further investigation relating to the Parish responsibilities, including public safety, was necessary and the Chairman stated he would take this on. Also about Wickhampton a query was raised concerning contribution towards the insurance arranged for the play area earlier in the year. It was generally felt that at least for the present no contribution was necessary from the local group, as any problems would be directed to the Parish Council in any case.	
<b>1:</b>	<b>APOLOGIES FOR ABSENCE</b>
With all Parish Councillors present no formal apologies for absence were tabled, however the Clerk did inform that apologies had been received from Tree Warden and County Councillor.	
<b>2:</b>	<b>DECLARATIONS</b>
There were no declarations additional to those registered with Broadland District Council	
<b>3:</b>	<b>MINUTES</b>
The Minutes for the meeting held in October had been prior circulated. No amendments were found to be necessary. To accept the Minutes as a true and accurate record – Proposed: Mr. Bacon, Seconded: Mrs Turner. Vote: 3 For, 0 Against, 4 Abstentions (not at meeting). Carried. The Minutes were duly signed.	
<b>4:</b>	<b>MATTERS ARISING</b>
The Clerk confirmed that acknowledgement of request for waste-bin re-mounting had been acknowledged. The main matter concerned updating e-mails from Broadland in regards to Walpole Way land. The synopsis was that Broadland were shortly to start pursuing NR Powell for payment of the final amount of money, amounting to some £30,000. The e-mail also posed the question as to whether the Parish Council would be prepared to take on the maintenance. The Clerk was asked to respond accordingly, on the basis that something could almost certainly be arranged.	
<b>5:</b>	<b>PLANNING</b>
<b>20131539</b>	<b>31 The Green, Freethorpe - Ashman</b> <b>Ground mounted Solar Voltic Array</b>
Council saw no reason to object to this application. On other matters the Clerk informed Council of an ongoing enforcement matter at 4 Palmers Lane, most conditions discharged. Re-visit planned in 3 months.	
<b>6:</b>	<b>VILLAGE MATTERS</b>
The Police report for mid October to mid November showed one reported crime, the theft of the till from the	



post office – enquiries ongoing. Taking notes made and in the absence of NCC Councillor Brian Iles, the Clerk informed that faster Broadband was still scheduled to be available in the village prior to Christmas, Mr. Iles had also confirmed that the decision on the incinerator by central government was due in January, and had also pointed out changes in the S106 regulations which was now to become Community Infrastructure Levy. The Clerk then confirmed that recycling credits were due to be paid amounting to £388.25. On other matters the Chairman referred to a letter from Stephen Smith in relation to the Village Hall, and also stated that he had asked for a VAT invoice to cover the remaining 25% plus VAT. On phase two of the project it was mentioned that grant applications had been made to Norfolk Community Foundation and WREN.

7:	FINANCIAL MATTERS & PAYMENTS		
	The Clerk stated there was little to report this month, other than to assure Councillors that the cheques unsigned at the last meeting were all taken care of (the Clerk thanked Mr. Spencer for organising this) and despatched in reasonable time (including the payments for Village Hall). The Clerk felt it worth mentioning that those two payment cheques as well as the payment to Mazars had not cleared by the time Santander prepared the statement so the balance shown below is rather misleading, the Parish Council is about £22,500 'worse off' than the figure shown. Nevertheless the Clerk felt the figure is still healthy! There was only one due payment which was unanimously agreed.		
	S.A. Williamson Salary and Allowance (£25) for November 2013		£175.00
		<b>TOTAL</b>	<b>£175.00</b>
	<b>CURRENT ACCOUNT BANK BALANCE AT STATEMENT (29 October)</b>		<b>£46,746.92</b>

8:	BUDGET 2014-15		
	The purpose of this section was to give Council opportunity to guide the Clerk when calculating a likely budget. The main matters that arose was to allow higher insurance premium and donations to churchyards.		

9:	MEETINGS 2014			
	This had been briefly discussed in October and Council confirmed intention to hold meetings on the third Monday each month in 2014 although it was hoped that an August meeting could be avoided. One change was necessary that being In April as the third Monday clashed with Easter. Dates confirmed as:			
	Monday January 20	Monday February 17	Monday March 17	Monday April 28
	Monday May 19	Monday June 16	Monday July 21	Monday September 15
	Monday October 20	Monday November 17	Monday December 15	
	If necessary to meet in August this will be set nearer the time. The meeting in May (19) will also include both the Annual Parish Meeting and Annual Parish Council Meeting. All start times 7.45 p.m.			

10:	CLERK INFORMATION/CORRESPONDENCE		
	The Clerk advised of the date for the next Freethorpe Ten road race being 2 <sup>nd</sup> February 2014. Thank you letter had been received from Freethorpe Methodist Church for recent donation. The Clerk also confirmed that NCC had been advised of a wrongly addressed letter from Environment Dept.		


11:	COUNCILLORS COMMENTS/FUTURE AGENDA		
	No further matters were raised.		

*The meeting closed at 8.25 p.m.*

<i>Signed after agreed amendment and approval by Council as being a true and accurate record by the Chair of the meeting or authorised deputy</i>		Dated:
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Parish Clerk: Stephen Williamson 01493 789422 E-Mail: freethorpeparish@btinternet.com	<b>FREETHORPE</b> <b>Parish Council</b> <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	15 Sunninghill Close BRADWELL Great Yarmouth Norfolk NR31 9JB
<b>NOTICE OF A PARISH COUNCIL MEETING</b>		
<b>FREETHORPE VILLAGE HALL - MONDAY 16<sup>th</sup> DECEMBER 2013</b> <b>7.45 p.m.</b>		

## AGENDA

<b>PUBLIC PARTICIPATION</b>		
A period of time is allocated to allow Officials and members of the public to address Council and bring to attention any points for further discussion or future agenda item(s)		
<b>1</b>	<b>APOLOGIES</b>	Apologies for absence from the meeting will be taken and recorded
<b>2</b>	<b>DECLARATIONS</b>	Members to declare any known pecuniary and/or non-pecuniary interests that may affect any agenda item below, and not previously declared to Broadland District Council
<b>3</b>	<b>MINUTES</b>	Minutes of the meeting held on 18 <sup>th</sup> November 2013 will be amended as considered necessary and approved
<b>4</b>	<b>MATTERS ARISING</b>	The Chairman, Clerk and others as appropriate will update on matters previously discussed with appropriate action as necessary.
<b>5</b>	<b>PLANNING</b>	<b><i>Plot Adj 118 The Common, Freethorpe (20131615) / 3 School Road, Freethorpe (20131690)</i></b> Any further new applications received prior to meeting may be discussed at Council discretion with notifications posted as appropriate. Any updates on past applications will be heard.
<b>6</b>	<b>VILLAGE MATTERS</b>	Any general items pertaining to Freethorpe can be discussed and approved/actioned as appropriate.
<b>7</b>	<b>FINANCIAL MATTERS</b>	To approve payments (separate list will be provided).
<b>8</b>	<b>BUDGET 2014-15</b>	Council to consider the budget proposals and estimates for 2014-15 and agree a likely Precept request figure to be confirmed at January meeting
<b>9</b>	<b>CLERK INFORMATION</b>	The Clerk will bring to notice any items of correspondence received
<b>10</b>	<b>COUNCILLORS COMMENTS</b>	Members of the Council may bring to the attention of the Chairman or Clerk, any matters they feel need actions or suggestions for next agenda.
Signed:		<div>  </div>
		Parish Clerk 11 December 2013

<b>Parish Clerk:</b> <b>Stephen Williamson</b> <b>01493 789422</b> E-Mail: freethorpeparish@btinternet.com	<b>FREETHORPE</b> <b>Parish Council</b> <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	<b>15 Sunninghill Close</b> <b>BRADWELL</b> <b>Great Yarmouth</b> <b>Norfolk</b> <b>NR31 9JB</b>
<b>PARISH COUNCIL YEAR 2013-2014</b> <b>MINUTES OF THE MEETING</b>		
HELD ON MONDAY DECEMBER 16 <sup>th</sup> 2013		
<b>PRESENT AT THE MEETING</b>		
Councillors: N. Spencer (Chair), D. Lake (Vice-Chair). P. Bacon, B. Carr, J. Church, G. Noakes, L. Turner. Clerk: S. Williamson. Tree Warden: J. Fleetwood. No other members of the public		

*The Meeting proper commenced at 7.47 p.m.*

<b>PUBLIC SECTION</b>	
As the only member of the public present, Mr. Fleetwood outlined progress at the school including Christmas tree decoration. Further trees for planting were expected in January/February 2014. Mr. Fleetwood then informed that he had resigned from writing 'Broadsheet' largely over a matter of principle in relation to a recent article concerning the badger cull which had sparked some adverse response. On a brighter note, Mr. Fleetwood was able to confirm and was duly congratulated upon attaining Level 1 tree inspection certificate, he informed that this would save the school alone something in the region of £500 per annum. On behalf of NCC Councillor Brian Iles, the Clerk informed that although it was unlikely (as previously hoped) for faster Broadband to be available in Freethorpe prior to Christmas, the village was scheduled on the first phase, and the improved system should be up and running before summer 2014. Mr. Iles had commented on the huge amount of conflicting information on this subject and informed that even Acle would probably be no earlier than Freethorpe but nearby places like Reedham may be waiting another 2-3 years.	
<b>1:</b>	<b>APOLOGIES FOR ABSENCE</b>
With all Councillors present there were none, although Brian Iles had tabled apologies for absence via Clerk.	
<b>2:</b>	<b>DECLARATIONS</b>
There were no declarations additional to those registered with Broadland District Council	
<b>3:</b>	<b>MINUTES OF LAST MEETING</b>
The Minutes of the meeting held on 18 <sup>th</sup> November had been prior circulated and there were no amendments or desired alteration. Council voted unanimously to accept the Minutes as a true and accurate record, and they were duly signed by the Chairman	
<b>4:</b>	<b>MATTERS ARISING</b>
The only matter within this heading was a short update e-mail from Tracy Ball (Broadland Conservation) confirming a letter had gone to N.R. Powell (see November Minutes). No response received at this time.	
<b>5:</b>	<b>PLANNING</b>
<b>20131615</b>	<b><i>Plot Adj 118 The Common, Freethorpe</i></b>
Council recalled that this application had previously been received in outline form, at which time the Parish Council had raised misgivings about in-filling, and the fact that although pleasant enough, the intended building did not fit in with the surrounding properties, chiefly Walpole Cottages. Council felt therefore they could not support this application.	
<b>20131690</b>	<b><i>3 School Road, Freethorpe</i></b>
There were no objections to this proposal.	

<b>6:</b>	<b>VILLAGE MATTERS</b>
Council accepted unanimously the quotation from Garden Guardian for 2014 work (including regular cutting) to the playing field, the sum quoted was £1,230.00 plus VAT which represented a rise of 2.5% on the 2013 figure which was in line with current RPI. The Police report showed no crimes reported since last meeting.	

<b>7:</b>	<b>FINANCIAL MATTERS &amp; PAYMENTS</b>
The Clerk reported receipt of a recycling payment of £388.25. With reference to payments due, the Clerk informed that he had noted the donations at this time last year and assumed the Parish Council would continue with these. On the Garden Guardian invoice, the Clerk pointed out that this represented the whole 'cutting' year. Finally the Clerk reminded that budget figures for the next PC year made up a separate report. Council voted unanimously to authorise the payments as listed below	
S. Williamson – Salary and Allowance (£25) for December	£175.00
Freethorpe First Responders (Annual donation)	£100.00
Norfolk Accident Rescue Service (Annual Donation)	£100.00
Garden Guardian (invoice for 2013 work inclusive of VAT)	£1,440.00
<b>TOTAL</b>	<b>£1,815.00</b>
<b>CURRENT ACCOUNT BANK BALANCE AT LAST STATEMENT</b>	<b>£9,541.97</b>

<b>8:</b>	<b>BUDGET 2014-15</b>
<p>The Clerk (RFO) had produced a draft budget for the year commencing 1<sup>st</sup> April 2014, pointing out that insurance had risen significantly to cover Wickhampton play area. Other figures had in the main been slightly adjusted upwards (inflation) with a 'contingency fund' introduced to replace work previously done by Mr. Twiddy. The only new expense shown within the budget was an allowance for election expenses in 2015. The RFO pointed out that with S106 funds exhausted, and the likelihood of further new homes bonus being received only small, that the only known income for the year other than the Precept was the VAT return – this figure was unknown at the present time, but was likely to be in the region of £1,500. The RFO felt it likely that the Parish would end 2013-14 with approximately £7,000 of available funds, and had recommended a Precept request of £9,442 which represented a rise of just above 5%. In real terms the RFO informed that the contribution by Council Tax payers within Freethorpe amounted to between £23.00 (Band A) and £38.50 (Band E) per annum, and that the suggested rise represented between £1.00 and £2.00 per annum per Council Tax payer – 10p – 20p per month.</p> <p>It was noted that the figure did not have to be confirmed until the January meeting, and there was one additional possible expense as the Village Hall Committee had asked for assistance in financing work to the pavilion, installation of heat pump relating to hall refurbishment as well as ongoing maintenance and MUGA. Discussion ensued for a lengthy period, and whilst broadly there was no objection, there were queries as to why insufficient allowance had been made, and also as to whether there was a 'school of thought' existing as to whether it was easier to ask the Parish Council to supply funds rather than engage in fund raising activity, as well as query about football club subscriptions, and whilst it was noted that the Village Hall did not wish to risk losing the football teams by rapidly increasing subscriptions, it was felt a salient fact that many players did not reside in the village. The section ended as Council agreed to ask for a financial breakdown of income and outgoings and justification of the figure being requested. Only then it was felt could the Parish Council act in the best interests of Parishioners, and decide whether to accede to the request, and if so decide whether any Precept rise should be staggered or made a one-off, the former of these two would rely on use of existing reserve funds, the latter may mean too large a rise being made and a financial burden.</p> <p>All Councillors agreed to re-address the issue at the January meeting, by which time it was felt figures should be available, and then fix the Precept request accordingly.</p> <p><i>Note: a copy of the budget when finalised will be kept with and thus become part of the official Minutes</i></p>	

<b>9:</b>	<b>CLERK INFORMATION/CORRESPONDENCE</b>
Within this section the End of Grant Monitoring form in relation to Village Hall Phase One was handed to the Clerk for onward transmission. The Clerk also informed that Broadland were currently undertaking a review	

of Polling Stations, the Clerk felt the village was largely unaffected as no alternative to the Village Hall existed (given that schools are used only as a last resort).

Broadland had also posed questions as to the currently being introduced alternative to Section 106 and Council felt they would wish to liaise with Broadland as and when necessary. There was also a donation request from Citizens Advice, and whilst Council agreed it was a worthy cause, it was felt that no donation was practical during the current financial year.


<b>10:</b>	<b>COUNCILLORS COMMENTS/FUTURE AGENDA</b>
The Chairman informed that he had spoken with NALC in relation to securing formal ownership of the pond at Wickhampton, and the advice had been to use a solicitor to register the land, but to try and do most if not all of the investigation work to produce background evidence themselves in order to save money. To this end, Mrs Church agreed to examine old Council records she held and report back	

*The meeting closed at 9.50 p.m.*

<i>Signed after agreed amendment and approval by Council as being a true and accurate record by the Chair of the meeting or authorised deputy</i>		Dated:
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Parish Clerk: Stephen Williamson 01493 789422 E-Mail: freethorpeparish@btinternet.com	<b>FREETHORPE</b> <b>Parish Council</b> <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	15 Sunninghill Close BRADWELL Great Yarmouth Norfolk NR31 9JB
<b>NOTICE OF A PARISH COUNCIL MEETING</b> <b>FREETHORPE VILLAGE HALL - MONDAY 20<sup>th</sup> JANUARY 2014</b> <b>7.45 p.m.</b>		

## AGENDA

<b>PUBLIC PARTICIPATION</b>		
A period of time is allocated to allow Officials and members of the public to address Council and bring to attention any points for further discussion or future agenda item(s)		
<b>1</b>	<b>APOLOGIES</b>	Apologies for absence from the meeting will be taken and recorded
<b>2</b>	<b>DECLARATIONS</b>	Members to declare any known pecuniary and/or non-pecuniary interests that may affect any agenda item below, and not previously declared to Broadland District Council
<b>3</b>	<b>MINUTES</b>	Minutes of the meeting held on 16 <sup>th</sup> December 2013 will be amended as considered necessary and approved
<b>4</b>	<b>MATTERS ARISING</b>	The Chairman, Clerk and others as appropriate will update on matters previously discussed with appropriate action as necessary.
<b>5</b>	<b>PLANNING</b>	<b><i>No new applications received.</i></b> Any new applications received prior to meeting may be discussed at Council discretion with notifications posted as appropriate. Any updates on past applications will be heard.
<b>6</b>	<b>VILLAGE MATTERS</b>	Any general items pertaining to Freethorpe can be discussed and approved/actioned as appropriate.
<b>7</b>	<b>FINANCIAL MATTERS</b>	To approve payments (separate list will be provided).
<b>8</b>	<b>BUDGET 2014-15</b>	Council to consider the budget proposals and estimates for 2014-15 and agree Precept request figure for submission to Broadland by 31/1/14
<b>9</b>	<b>CLERK INFORMATION</b>	The Clerk will bring to notice any items of correspondence received
<b>10</b>	<b>COUNCILLORS COMMENTS</b>	Members of the Council may bring to the attention of the Chairman or Clerk, any matters they feel need actions or suggestions for next agenda.
Signed:		<div>  </div>
		Parish Clerk 15 January 2014

<b>Parish Clerk:</b> <b>Stephen Williamson</b> <b>01493 789422</b> E-Mail: freethorpeparish@btinternet.com	<b>FREETHORPE</b> <b>Parish Council</b> <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	<b>15 Sunninghill Close</b> <b>BRADWELL</b> <b>Great Yarmouth</b> <b>Norfolk</b> <b>NR31 9JB</b>
<b>PARISH COUNCIL YEAR 2013-2014</b> <b>MINUTES OF THE MEETING</b>		
HELD ON MONDAY JANUARY 20 <sup>th</sup> 2014		
<b>PRESENT AT THE MEETING</b>		
Councillors: N. Spencer (Chair), D. Lake (Vice-Chair). P. Bacon, B. Carr, J. Church, G. Noakes, L. Turner. Clerk: S. Williamson. Six Members of the public		

*The Meeting commenced at 7.48 p.m.*

<b>PUBLIC SECTION</b>	
Within the public section, the Chairman informed that slow progress was being made in connection with the Wickhampton pond – solicitor now checking. For NCC Mr. Brian Iles informed that the incinerator decision had again been put back, and this was now causing major concern in relation to budgeting for 2014-15. On faster broadband, the situation was still unclear, but it seemed Freethorpe would be served in the not too distant future. Mr. Iles also pointed out how well Freethorpe had done in terms of securing grants, feeling that the village had done as well as any and better than most. Extra money had been made available for pothole repairs, and lastly Mr. Iles stated he was not supportive of the District Councillor switching to an Independent, feeling he should have resigned and been prepared to seek re-election.	
1:	<b>APOLOGIES FOR ABSENCE</b>
With all Councillors present there were none	
2:	<b>DECLARATIONS</b>
There were no declarations additional to those registered with Broadland District Council	
3:	<b>MINUTES</b>
The Minutes of the meeting held on December 16 <sup>th</sup> had been prior circulated and no major alterations were found to be necessary. Council unanimously agreed to accept the Minutes as a true and accurate record, and the Minutes were duly signed by the Chairman.	
4:	<b>MATTERS ARISING</b>
The Clerk informed that the quotation from Garden Guardian had been formally accepted and also the cheque for 2013 work sent. The grant cheques for Freethorpe First Responders and NARS had also been sent, thank you message from FFR, but nothing from NARS which the Clerk felt was not good, the timing of bank statements had meant that he did not know as yet if cheque had been banked but promised to update. The Clerk stated there was no further news from Broadland on Walpole Way	
5:	<b>PLANNING</b>
There were no new applications. The Clerk confirmed that the two applications considered in December had been returned in good time with comments as agreed.	
6:	<b>VILLAGE MATTERS</b>
The Clerk informed that an updated gritting route list from NCC Highways had been received with no changes so far as Freethorpe was concerned (main road only). No police report had been received at this time.	



7:	FINANCIAL MATTERS & PAYMENTS		
The Clerk stated there was little to report this month, and confirmed that grant cheques to First responders/NARS were sent out well before Christmas, but did not make mention on the current statement. The Clerk stated he was not aware of any payments other than his salary/allowance, other than the fact that January is the time he had to renew computer protection, and as for past two years he and the three Parish Councils had all paid one quarter of the amount			
S.A. Williamson (Salary and Allowance {£25} for January)			£175.00
S.A. Williamson One quarter cost of computer protection package renewal			£16.25
			<b>TOTAL</b>
			<b>£191.25</b>
<b>CURRENT ACCOUNT BANK BALANCE AT LAST STATEMENT (2/1/14)</b>			<b>£7,926.97</b>

8:	<b>BUDGET &amp; PRECEPT FOR 2014-2015</b>
<p>The Clerk (RFO) had re-examined the budget proposals from December and made some adjustments, the only one queried was the reduction in donation to the three churches which was raised back to £1,500 even though only £1,350 had been paid in 2013-14 (contrary to figure budgeted). The Clerk had suggested a Precept request for £9,350 and this was broadly accepted. <i>(Note: A copy of the budget is appended to these Minutes and does thus become part of the Minutes).</i> Attention then turned to the request for additional funds from Village Hall Committee tabled in December. Mr. Carr gave a brief history of fund raising, which he pointed out was nearly always by the “same twenty people” who worked for no reward. He felt that in time the Parish Council should take more responsibility for funding the larger part of the estimated £14,000 p.a. running costs. Discussion continued for some time and it was agreed that the extra cost was something that had not been envisaged, exceptional costs ongoing each year and down to new legal responsibilities for water safety. Council unanimously agreed to raise a further £1,000 from the 2014-15 Precept in addition to the budget figures supplied, and to fund additional cost from reserves. After a little debate it was agreed to pay for the essential work on receipt of account (rather than make extra donation to Village Hall) as this would facilitate VAT claim-back. In closing this section the Committee were urged to take a good look at the whole maintenance viewpoint. Discussions as to the future contributions could and should take place throughout the remainder of the year.</p>	

9:	CLERK INFORMATION / CORRESPONDENCE
The only item reported by the Clerk was receipt of a strategy survey from Broadland. The Clerk promised he would deal with this and informed this was a 13 page document which he would e-mail on if required.	

10:	COUNCILLORS COMMENTS/FUTURE AGENDA
	Mentioned that the public house was closed for the foreseeable and available for lease (as an aside it was suggested that perhaps Village Hall could take advantage by extending opening hours of bar). The garage was apparently being auctioned. Concerns about off-road racing on the plantation (borders with Reedham) mentioned and also the apparent increase in dog faeces since the removal of one of the bins.

*The meeting closed at 8.58 p.m.*

<i>Signed after agreed amendment and approval by Council as being a true and accurate record by the Chair of the meeting or authorised deputy</i>		Dated:
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<b>Parish Clerk:</b> <b>Stephen Williamson</b> <b>01493 789422</b> E-Mail: stephenwilliamson977@btinternet.com	<b>FREETHORPE</b> <b>Parish Council</b> <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	<b>15 Sunninghill Close</b> <b>BRADWELL</b> <b>Great Yarmouth</b> <b>Norfolk</b> <b>NR31 9JB</b>
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### BUDGET FOR 2014/15

The Clerk (RFO) stated he had another look at the figures presented last time, and can see very little space for major changes. A little pruning here and there has reduced things a little by keeping Village Hall and churches allowance the same, keeping my allowance the same, and reducing salary increase slightly, but still in line with inflation, (indicated in **red**).

At present the small amount of tax I have to pay is being channelled through Hickling, but word has it that next year everything is going to need separating – I am looking into whether it would be cheaper to buy (possibly shared with Reedham) suitable computer hardware to handle that rather than pay an outside firm.

One thing not taken into consideration in December was the expected VAT return – some figures are still awaited so I no exact figures available, felt it should run well into four figures (although not as much as the £6,000 received back this year, thanks mainly to the Wickhampton project.

Expense	2012/13	2013/14	2014/15	Notes
NALC Subscription	£165	£175	£185	<i>Unsure if any rise likely</i>
CPRE Subscription	£35	£35	£40	<i>Unsure if any rise likely</i>
Norfolk RCC Subscription	£25	£25	£25	<i>Unsure if any rise likely</i>
HMRC Work	£25	£37.50	£50	<i>Likely to be new company - estimate</i>
Clerk Salary	£1,440	£1,800	<b>£1,840</b>	<i>Just above 2.2% rise</i>
Clerk Expenses	£240	£300	<b>£300</b>	<i>No increase</i>
Insurance	£502	£550	£1,000	<i>Now includes Wickhampton Play area</i>
Internal Audit	£150	£150	£160	<i>A small rise seems appropriate</i>
External Audit	£162	£175	£250	<i>Last year under estimated</i>
Village Hall (rent/donation)	£1,800	£2,000	<b>£2,000</b>	<i>No increase</i>
Grounds Maintenance (quotation)	-	£1,200	£1,230	<i>Garden Guardian</i>
3 Church Donations	£1,350	£1,500	£1,500	<i>NB only £1,350 paid in 2013-14</i>
Freethorpe First Responders	£100	£100	£125	<i>Small increase seems appropriate</i>
Accident Rescue Service	£100	£100	£125	<i>Small increase seems appropriate</i>
Royal British Legion Donation	£25	£25	£25	<i>Unlikely to need increase</i>
General Expenses (post etc.)	£200	£200	<b>£100</b>	<i>Haven't needed £200 last two years</i>
Contingency Fund (Village Work)	-	-	£250	<i>Replacing things like Mr. Twiddy</i>
Election Expenses (2015)	-	-	£125	
<b>TOTALS</b>	<b>£6,971</b>	<b>£8,372</b>	<b>£9,330</b>	<i>In December estimate was £9,600</i>
<b>PRECEPT FIGURE</b>	<b>£7645</b>	<b>£8950</b>	<b>£9,350</b>	<b>SUGGESTED PRECEPT REQUEST</b>

### PLUS AS AGREED AN ADDITIONAL £1,000 – SEE MINUTE ITEM No. 8


When determining what Precept rise is necessary, the first thing to bear in mind is that the Council DOES have money. It seems likely that Council will reach the end of March with funds of around £7,250 plus the Reserve account which is about £1,500.

**A RISE TO £9,200 IS IN LINE WITH INFLATION (SAY 2.2%)  
SO NOW THE QUESTION IS HOW MUCH TO ADD FOR VILLAGE HALL REQUEST**

**NOTE THIS EQUATES TO AN AVERAGE CONTRIBUTION PER BAND D COUNCIL TAX PAYER OF  
APPROXIMATELY £34.40 – LOWER BANDS WILL PAY LESS, HIGHER BANDS A LITTLE MORE**

Parish Clerk: Stephen Williamson 01493 789422 E-Mail: freethorpeparish@btinternet.com	<b>FREETHORPE</b> <b>Parish Council</b> <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	15 Sunninghill Close BRADWELL Great Yarmouth Norfolk NR31 9JB
<b>NOTICE OF A PARISH COUNCIL MEETING</b>		
<b>FREETHORPE VILLAGE HALL - MONDAY 17<sup>th</sup> FEBRUARY 2014</b> <b>7.45 p.m.</b>		

## AGENDA

<b>PUBLIC PARTICIPATION</b>		
A period of time is allocated to allow Officials and members of the public to address Council and bring to attention any points for further discussion or future agenda item(s)		
<b>1</b>	<b>APOLOGIES</b>	Apologies for absence from the meeting will be taken and recorded
<b>2</b>	<b>DECLARATIONS</b>	Members to declare any known pecuniary and/or non-pecuniary interests that may affect any agenda item below, and not previously declared to Broadland District Council
<b>3</b>	<b>MINUTES</b>	Minutes of the meeting held on 20 <sup>th</sup> January 2014 will be amended as considered necessary and approved
<b>4</b>	<b>MATTERS ARISING</b>	The Chairman, Clerk and others as appropriate will update on matters previously discussed with appropriate action as necessary.
<b>5</b>	<b>PLANNING</b>	<b><i>No new applications received.</i></b> Any new applications received prior to meeting may be discussed at Council discretion with notifications posted as appropriate. Any updates on past applications will be heard.
<b>6</b>	<b>RECYCLING ARRANGEMENTS</b>	In view of forthcoming changes in recycling arrangements with Broadland District Council, the Parish Council will review letter received as well as other available information
<b>7</b>	<b>OTHER VILLAGE MATTERS</b>	Any other general items pertaining to Freethorpe can be discussed and approved/actioned as appropriate.
<b>8</b>	<b>FINANCIAL MATTERS</b>	To approve payments (separate list will be provided).
<b>9</b>	<b>CLERK INFORMATION</b>	The Clerk will bring to notice any items of correspondence received
<b>10</b>	<b>COUNCILLORS COMMENTS</b>	Members of the Council may bring to the attention of the Chairman or Clerk, any matters they feel need actions or suggestions for next agenda.
Signed:		<div>  </div>
		Parish Clerk 12 February 2014

<b>Parish Clerk:</b> <b>Stephen Williamson</b> <b>01493 789422</b> E-Mail: freethorpeparish@btinternet.com	<b>FREETHORPE</b> <b>Parish Council</b> <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	<b>15 Sunninghill Close</b> <b>BRADWELL</b> <b>Great Yarmouth</b> <b>Norfolk</b> <b>NR31 9JB</b>
<b>PARISH COUNCIL YEAR 2013-2014</b> <b>MINUTES OF THE MEETING</b>		
HELD ON MONDAY FEBRUARY 17 <sup>th</sup> 2014		
<b>PRESENT AT THE MEETING</b>		
Councillors: D. Lake (Vice-Chair). P. Bacon, J. Church, G. Noakes, L. Turner. Clerk: S. Williamson. Four Members of the public		

*The Meeting commenced at 7.47 p.m. Mr. Lake in the Chair.*

<b>PUBLIC SECTION</b>	
There were no matters raised	
<b>1:</b>	<b>APOLOGIES FOR ABSENCE</b>
Councillors Spencer (Holiday) and Carr (Personal commitment). Apologies accepted unanimously. Apologies for absence were also received from NCC Councillor Brian Iles, PCSO and John Fleetwood.	
<b>2:</b>	<b>DECLARATIONS</b>
There were no declarations additional to those registered with Broadland District Council	
<b>3:</b>	<b>MINUTES</b>
The Minutes of the meeting held on 20 <sup>th</sup> January 2013 had been prior circulated and no alterations or amendments were found to be necessary. Minutes unanimously accepted as being a true and accurate record and were duly signed on behalf of the Chairman by Mr. Lake	
<b>4:</b>	<b>MATTERS ARISING</b>
The Clerk reported that the matter of the sign (Chapel Field/The Common) had been reported to NCC Highways. The matter of off-road racing had been reported to Broadland environmental who had received no direct complaints. The Clerk also read a reply from Broadland concerning local complaints about dog fouling since bin removal, this reply stated that only one direct complaint had been received.	
<b>5:</b>	<b>PLANNING</b>
There were no new applications and no update reports	
<b>6:</b>	<b>RECYCLING ARRANGEMENTS</b>
Council discussed the paperwork from Broadland District Council/NCC in relation to the fact that bottles would be acceptable within recycling bins from about October 2014. The general feeling was that the Parish Council should revert to dealing directly with NCC, even if this meant a collection fee had to be paid, as a profit for the Council should still be forthcoming. This matter was carried forward for further discussion at future meetings over the coming 2-3 months, and Council broadly agreed to use every opportunity to encourage Parishioners to keep using bottle banks for the good of the village.	
<b>7:</b>	<b>OTHER VILLAGE MATTERS</b>
Within this section the Clerk read a report submitted by John Fleetwood (Tree Warden) – 1) The cherry tree has been felled at the school (paid for by Broadland DC).	

2) Broadland DC will be delivering all the trees and shrubs they are supplying in the next few weeks.

3) Whilst tidying up the trees in the garden and vegetable garden at the school, I removed the dense ivy from an old apple and an old pear. That revealed that they are both around 100 years old and therefore were probably planted at the time the school was built. That makes them very important of course and I will do all I can to save them, gradually reducing them a little each year so that they are not too stressed.

4) The school were hoping to raise enough funds for an outside classroom. I spoke to my contact at MKM Building Supplies and we had a meeting with Rachel, the Head Teacher. MKM will now supply all the materials (free of charge of course) and together with the assistance of a parent who is a carpenter we shall build it. It is basically a 5m x 5m preservative treated timber shelter with a bench around the perimeter. The cost that the school was looking at was £6,000 so this will be another big saving for them. I will take care of the design and any planning permission that may be necessary. So that will be this year's project.

5) The only other thing I should report is that a call from a parishioner reported that a branch from a willow tree was hung up in telephone cables on the marshland behind Wickhampton Church. After originally thinking they were power cables and reporting it accordingly, the nice man informed me that they were telephone cables and I should report it to Telecom. Anyway, despite feeling a total idiot, the hazard now cleared.

In addition the Clerk reported two crimes reported during December, January list not available.

8:	FINANCIAL MATTERS & PAYMENTS	
<p>The Clerk reported a quiet month, but confirmed that the Precept request for 2014-15 in the sum of £10,350.00 went off to Broadland in good time, the first half of that should be received in late April. He noted that the bank balance was still pretty healthy. The Clerk also confirmed that the cheque for £100 sent to NARS pre Christmas had gone through the bank and whilst considering possible administrative oversight, thought it was very poor form not to bother with a polite thank you. The Clerk suggested that perhaps the Council may like to consider NOT awarding a grant later in 2014 – maybe the money could be better spent by helping someone else!</p> <p>Lastly the Clerk mentioned a renewal request for subscription to CPRE, informing that £30 had been paid in the past year and that CPRE had politely suggested £36.00 renewal. Having checked the budget this was agreed and the Council unanimously approved the following payments</p>		
S.A. Williamson (Salary and Allowance {£25} for February)		£175.00
CPRE 2014 Subscription		£36.00
		<b>TOTAL</b>
<b>CURRENT ACCOUNT BANK BALANCE AT LAST STATEMENT (3/2/14)</b>		<b>£211.25</b>
		<b>£7,535.72</b>


9:	CLERK INFORMATION/CORRESPONDENCE
<p>Within this section the Clerk mentioned the forthcoming Yare Parish Forum to be held at Reedham Village Hall on Wednesday 19<sup>th</sup> March, and also referred to the previously distributed notes and recommendations from UK Power Networks.</p>	

10:	COUNCILLORS COMMENTS/FUTURE AGENDA
<p>Within this section the Clerk offered to purchase flowers or send letter/card relating to Jackie Barnes' mother who had recently passed away. Council felt that a card or letter should be sent on behalf of the Council and possibly a small donation be made to Norwich Hospital (discuss in March) On other matters the Clerk was asked to report the finger post (junction Low Road/Reedham Road) to NCC Highways and also mention that flooding was still occurring at corner of main road and Palmers Lane.</p>	

<p><i>Signed after agreed amendment and approval by Council as being a true and accurate record by the Chair of the meeting or authorised deputy</i></p>		Dated:
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Parish Clerk: Stephen Williamson 01493 789422 E-Mail: freethorpeparish@btinternet.com	<b>FREETHORPE</b> <b>Parish Council</b> <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	15 Sunninghill Close BRADWELL Great Yarmouth Norfolk NR31 9JB
<b>NOTICE OF A PARISH COUNCIL MEETING</b> <b>FREETHORPE VILLAGE HALL - MONDAY 17<sup>th</sup> MARCH 2014</b> <b>7.45 p.m.</b>		

## AGENDA

<b>PUBLIC PARTICIPATION</b>		
A period of time is allocated to allow Officials and members of the public to address Council and bring to attention any points for further discussion or future agenda item(s)		
<b>1</b>	<b>APOLOGIES</b>	Apologies for absence from the meeting will be taken and recorded
<b>2</b>	<b>DECLARATIONS</b>	Members to declare any known pecuniary and/or non-pecuniary interests that may affect any agenda item below, and not previously declared to Broadland District Council
<b>3</b>	<b>MINUTES</b>	Minutes of the meeting held on 17 <sup>th</sup> February 2014 will be amended as considered necessary & approved <i>(Copy enclosed/available at meeting)</i>
<b>4</b>	<b>MATTERS ARISING</b>	The Chairman, Clerk and others as appropriate will update on matters previously discussed with appropriate action as necessary.
<b>5</b>	<b>PLANNING</b>	<b><i>No new applications received.</i></b> Any new applications received prior to meeting may be discussed at Council discretion with notifications posted as appropriate. Any updates on past applications will be heard.
<b>6</b>	<b>VILLAGE MATTERS</b>	Any general items pertaining to Freethorpe can be discussed and approved/actioned as appropriate.
<b>7</b>	<b>RECYCLING FROM LATE 2014</b>	Further discussion as appropriate, including furtherance of any decision(s) taken.
<b>8</b>	<b>FINANCIAL MATTERS</b>	To discuss and agree any donation to hospital in memory M. Woodgate To approve payments <i>(separate list will be provided and completed).</i>
<b>9</b>	<b>CLERK INFORMATION</b>	The Clerk will bring to notice any items of correspondence received
<b>10</b>	<b>COUNCILLORS COMMENTS</b>	Members of the Council may bring to the attention of the Chairman or Clerk, any matters they feel need actions or suggestions for next agenda.
Signed:		 Parish Clerk 12 March 2014

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<b>PARISH COUNCIL YEAR 2013-2014</b> <b>MINUTES OF THE MEETING</b>		
HELD ON MONDAY MARCH 17 <sup>th</sup> 2014		
<b>PRESENT AT THE MEETING</b>		
Councillors: N. Spencer (Chair), D. Lake (Vice-Chair). P. Bacon, J. Church, G. Noakes, L. Turner. Clerk: S. Williamson. Tree Warden: J. Fleetwood. Four Members of the public		

*The Meeting commenced at 7.48 p.m.*

<b>PUBLIC SECTION</b>
Mr. Fleetwood (Tree warden) informed of BT attending to one fallen branch on telephone lines, but they had refused to visit for a second incident. The school planting was complete and he was in the process of making boxes for vegetable growing. He confirmed that MKM were supplying all the materials for a new outbuilding to use as a classroom in good weather (worth some £6,800 in total) and that he and a carpenter would do the work. Unfortunately it had just been ascertained that planning permission would be needed so there would be a delay. Two trees (one pear/1 apple) were believed to be 100 years old, which coincided with the opening of the school in 1914.

*The meeting proper began at 7.55 p.m.*

<b>1: APOLOGIES FOR ABSENCE</b>
Mr. Brian Carr – holiday. Apology accepted unanimously

<b>2: DECLARATIONS</b>
There were no declarations additional to those registered with Broadland District Council

<b>3: MINUTES</b>
The Minutes of the meeting held on 17 <sup>th</sup> February had been prior distributed and no alterations or amendment was found to be necessary, and that they represented an accurate record. Mr. Spencer abstained from voting as he had not been at the meeting, otherwise the Minutes were approved unanimously. They were duly signed by the Vice Chair (Mr. Lake) who had chaired that meeting.

<b>4: MATTERS ARISING</b>
The Clerk read a letter of condolence which had been sent to Mr. Owen Woodgate following the recent death of his wife Margaret. Council approved a £25 donation to Hethel Ward at Norfolk & Norwich Hospital.

<b>5: PLANNING</b>
<b>20140436</b> <b>Blake. Land off Chapel Road</b> <b>Change of Use to horse paddocks/stabling</b> Council saw no objection to this application and were happy to support. The Clerk advised of new numbering for properties in The Green and Chapelfield.

<b>6: VILLAGE MATTERS</b>
The Clerk apologised that police reports were still running a month behind, and felt this would correct itself by the time of the Annual Meeting. No crimes in Freethorpe had been notified during February, although the whole Council were aware of the second theft of a cash register at the post office. In March. Council did not

wish to make any donation to 1<sup>st</sup> Acle Scouts. Former garage sold at auction (builder N. Burlingham)

## 7:

## RECYCLING

Mr. Lake was in the process of finalising the suggested best routes for the Parish Council to maintain an income from recycling from October 2014. Current prices according to Mr. Lake were around £90 per ton for paper, £30 per ton for glass and £300 per ton for textiles. It was unanimously agreed that the Council would return to this topic in April when hopefully it would be possible to reach a decision.

## 8:

## FINANCIAL MATTERS & PAYMENTS

The Clerk reported that a duplicate bank statement had arrived, and whilst ordering, Santander seemed to be surprised that the Council hadn't signed up for Internet banking and offered to send details, so that they are doing. The Clerk stated he was still of the opinion we should look for alternative banking, realising that the Council got a little way down the path last year but stating it never really progressed, he suggested perhaps talking again in the new Council year. He reminded that March 31<sup>st</sup> was the end of the Council year, stating if there are any payments outstanding it would be good to deal with these immediately so that they could clear the bank before the end of the month. Council agreed unanimously to settle the following accounts

S.A. Williamson (Salary and Allowance {£25} for March)	£175.00
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Hethel Ward, Norfolk & Norwich Hospital	£25.00
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CMS Anglia Ltd. On behalf of Village Hall as agreed – work to water systems	£1,708.80
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<b>TOTAL</b>	<b>£1,908.80</b>
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**CURRENT ACCOUNT BANK BALANCE VIA TELEPHONE (12/3/14)**

**£7,360.72**

## 9:

## CLERK INFORMATION/CORRESPONDENCE

The Clerk informed that it was now legal for Parish Councils to have electronic banking and debit cards, but passed on the NALC warning that sufficient safeguards had to be put in place before the current two signature and cheque payment system was dropped. The general feeling of the Council was to continue with cheque payments until such time as this became impractical or impossible. The Clerk also informed that Sue Lake was leaving NALC to take up a position with Aylsham Town Council.

## 10:

## COUNCILLORS COMMENTS/FUTURE AGENDA

Council were informed that the Finger post and give way signs recently reported had been re-erected. There was no further news on a tenant for the public house.

*The meeting closed at 8.20 p.m.*

*Signed after agreed amendment and approval by Council as being a true and accurate record by the Chair of the meeting or authorised deputy*

Dated: