

**Minutes of the Meeting of Freethorpe Parish Council, serving Freethorpe & Wickhampton,
held on Monday 17th October 2022 at 7.00pm at Freethorpe Village Hall**

Present: Nick Spencer (NS, Chair),
Paul Bacon (PB), Michael Blake (MB), Janet Church (JC),
Grant Nurden (GN, also District Councillor), Andrew Moll (AM, Parish Clerk)
Also present: John Fleetwood (JF, Tree Warden), and 1 member of the public

1. Apologies

Lana Hempsall (LH, County Councillor), David Lake (DL, Vice-Chair), Andrea Rowlands (AR, Tree Warden), GN arrived towards the end of the meeting due to a committee meeting at Broadland. He was present for items 11 onwards, and presented item 2b.

2. Public Forum

a) County Councillor Report

None, due to the absence of LH through illness.

b) District Councillor Report (delivered after item 10)

GN updated on the Broadland and South Norfolk move to the Horizon building in early 2023. The food waste collection service is now operating in Freethorpe. GN took Parish Councillor comments on board, and also promised to follow up why electrical goods left out had sometimes not been collected. He advised on the Town and Parish Council Forum this week, which should include answers to questions raised by Freethorpe Parish Council about the enforcement of conditions on developments. He suggested that there is scope for Parish Councillors to work together with colleagues from surrounding Parish Councils. He would be delighted if groups in the Marshes ward chose to register with the Broadland Community At Heart Lottery to raise funds. He advised that some confusion about access to Acle Food Bank for Ukrainian refugees had been cleared up. He fielded Parish Councillor questions about support for residents this winter. He specifically highlighted the "Warm Homes Fund" grants which are available to residents, and the "Keep It Going" grants to support organisations. Please see the Broadland District Council website and "Broadland News".

c) Tree Wardens Report

JF had inspected the trees at Wickhampton Play Area and provided a report. He wished to clarify that the oaks at the play area are safe but some tree surgery is recommended to keep the trees healthy. JF kindly volunteered to prune the apple tree and move the new trees further from the fence, which was agreed. JF also agreed to check the jubilee plaque near the Manor House. JF advised that Broadland Tree Network funding is in place. NS agreed to discuss some queries about managing VAT with JF.

d) Public Items

None.

3. Declarations of Interest for items on the agenda

As a substitute member of Broadland District Council's Planning Committee, GN is unable to discuss planning applications under agenda item 9. There were no other declarations.

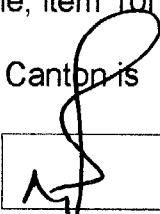
4. Minutes of the meeting held on Monday 26th September 2022

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

5. Matters arising from the previous meeting

- a) (8b) Use of Wickhampton name – options (AM) – done, item 6a refers.
- b) (8c) Wickhampton Pond – seek legal advice and pond expert advice (AM) – done, item 10i refers
- c) (10a) Speed management machine – follow up incorrect readings (AM) – done, Canton is investigating

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- d) (10b) Graffiti – provide some cleaner (NS) – done
- e) (10b) Broken bench – explore removal. (DL) – carry forward. **ACTION DL**
- f) (10b) Wickhampton Tree inspection – schedule (Nov) (JF) – done, item 2c refers
- g) (10b) Play Area Surfacing – inspector's advice (AM) – carry forward. **ACTION AM**
- h) (10g) Review Electronic Vehicle Charging point quotation(AM/JC)– carry forward. **ACTION AM**
- i) (10h) Draft letter to people bringing dogs onto play areas (AM) – done, NS asked that risks connected with avian flu be added, otherwise the letter was approved to be used by JC and DL where necessary.
- j) (11a) Send letter to Clarion about untidy area. (AM) - carry forward. **ACTION AM**
- k) (11b) Check action on tree at Southwood (AM) – done, email has been sent to Cantley Parish Council, JF confirmed that the oak overhangs the road and explained recommended action.
- l) Other matters arising

6. Clerk's Report

a) Use of Wickhampton Name

Parish Council received a report and made the following decisions. (1) It is not practically justifiable to change the legal name of Freethorpe Parish Council to include Wickhampton (2) The Parish Council decided on the strapline "serving Freethorpe and Wickhampton" to follow the Parish Council name so that people are aware that the Parish Council's responsibilities cover both villages. (3) Parish Council agreed a comms standard so that this will appear on letterheads and reports, and the website will be checked to ensure that both Freethorpe and Wickhampton are referenced appropriately. The strapline must not be used where it may confuse the legal name, such as legal, bank and supplier transactions.

b) Review of Code of Conduct

That latest LGA Model Code of Conduct was reviewed. Parish Councillors confirmed their understanding that they had signed up to the LGA Model Code of Conduct in 2020 and that this continues to be applicable Code of Conduct as referenced in Standing Orders.

c) Quarterly Finance Checks

Are in hand with MB.

d) CiLCA Training

AM's training course is in progress.

e) Arrangements for Remembrance

Parish Council confirmed arrangements for the Freethorpe Act of Remembrance at Freethorpe Methodist Cemetery on Sunday 13th November 10:45. PB kindly agreed to lay a wreath on behalf of the Parish Council. Royal British Legion are looking for collectors in the run-up to Remembrance Day. JC advised that poppies and collecting tins have been put in the village shop, the social club and the Methodist Church.

7. Finance

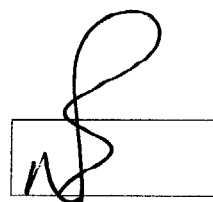
a) Monthly Financial Update

AM advised that the final income for the year, the second precept payment, had been received. Having spent reserves on the playing field tree surgery, the Parish Council's reserves are now either earmarked or for contingency, which is within recommended guidelines. The summary **forecast** financial position for 2022/23 as follows:

Income	£23,311.32
Operational Expenditure	-£17,520.49
Earmarked Reserves Expenditure	-£9,411.81
VAT expenditure to be reclaimed	-£1,000.00
Contingency Reserves	-£9,710.17
Current Bank balance, including deposit account	£25,637.19

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

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Ref	Payee	Description	Amount (£)
1	Andrew Moll	Salary for September 2022	169.33
2	Andrew Moll	Administration Expenses - postage	1.36
3	HMRC	PAYE	42.20
4	Society of Local Council Clerks	CiLCA course INVQL202032-1 07/10/22 No VAT	410.00
5	Countrystyle Recycling Ltd.	Bottle bank 11/08/22 INV330926 30/09/22 VAT5.00	29.99
6	Norse Eastern Ltd.	Inspections 9/21-6/22 05IN-1040412 30/09/22 VAT 98.00	588.00
7	Freethorpe Village Hall	Annual donation, agreed 26/09/22	3600.00
8	All Saints' Church, Freethorpe	Annual Cemetery Grass Cutting, agreed 26/09/22	685.00
9	Wickhampton Parochial Church Council	Annual Cemetery Grass Cutting, agreed 26/09/22	685.00
10	Freethorpe Methodist Church	Annual Cemetery Grass Cutting, agreed 26/09/22	590.00
11	Freethorpe First Responders	Annual Section 137 donation, agreed 26/09/22	190.00
12	Norfolk Accident Response Service	Annual Section 137 donation, agreed 26/09/22	190.00
13	East Anglia Air Ambulance	Annual Section 137 donation, agreed 26/09/22	140.00
14	Broadland Tree Warden Network	Annual Section 137 donation, agreed 26/09/22	250.00
15	Royal British Legion	Annual Section 137 donation, agreed 26/09/22	45.00
16	Norfolk Citizens' Advice	Annual Section 137 donation, agreed 26/09/22	70.00

8. Correspondence

- Rough Sleeper Count 29th Sept – Parish Council noted and confirmed a nil return.
- Road closure at Wickhampton in early October due to burst water main was noted.
- Asphalt work at Old Chapel Road junction – it was noted that the work has been done and is a great improvement which Parish Council has been pressing for. Highways' apologies for lack of notice were noted.
- Road surface on Low Road and Church Road – Parish Council agreed that this be raised with Highways. **ACTION AM**
- Norfolk ALC training newsletter was noted.
- Street lighting at Youngs Crescent – Parish Council noted an email from a resident about the problems caused by brighter street lights. MB confirmed that a number of residents are affected. He has fitted blackout blinds. It was felt that Norfolk County Council should be able to improve the situation with an adjustment of the lighting, or use of deflectors or angling of the heads. The problem has been logged.
- GNLP – Inspectors' letter was noted.
- NALC – latest newsletter was noted.

9. Planning

a) New Applications

Two retrospective applications to the Broads Authority were discussed, BA/2022/0331/HOUSEH and BA/2022/0348/HOUSEH, for 2 Church Farm Cottages Wickhampton. It was agreed to respond with option A – no comments. **ACTION AM**

b) Decisions

The following decision was noted: 20220852 Wickhampton Barn solar panels – approval.

c) Enforcements – it was noted that the one enforcement case has now been closed.

10. Update on Ongoing Matters and Projects

a) Speed Management

Parish Council noted the fact that the Police had again been doing speed checks at the Village Hall at the weekend. Their support is greatly appreciated given the latest statistics from Reedham Road, near the Village Hall. 85th percentile speeds of 40.6mph were only slightly down on previous figures. There was a staggering maximum speed of 90mph at 11pm on 4th September. Volumes were up from 30,440. Of 33,604 vehicles, 18,985 broke the speed limit. PLEASE DRIVE SAFELY. The remaining three locations showed 85th percentile speeds staying the same or reducing slightly at between 31.4 and 33.2mph.

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Volumes increased across the board by around 10%, which may be the additional summer traffic.

b) Play Area Inspections

Inspections continue as required. There were no new concerns to discuss.

c) Freethorpe Village Sign

Awaiting work to clean and re-paint.

d) Allotments

AM advised that discussions continue with the landowner, and we await confirmation from him before consulting residents as to their interest and support. GN has provided comments on the draft plan.

e) Parish Nature Plan

AM advised that a draft paper will be provided at a future meeting.

f) Tree Surgery at Freethorpe Playing Field

It was noted that this work is now complete.

g) Electronic Vehicle Charging Point

AM advised that a quotation has been provided to AM and JC which is yet to be reviewed.

h) Dog fouling

It was agreed that at the moment we do not need to approach Broadland to ramp up monitoring for dog fouling.

i) Wickhampton Pond

A decision paper was presented with advice from nplaw on the registration process. It was agreed that a Parish Council subscription be taken out with nplaw for £500 + VAT in order to progress registration. The wording of the risk in the risk schedule associated with the pond were reviewed and agreed. Parish Council confirmed that registration was a pre-requisite to decisions on further action.

11. Other Matters

a) Clothing Bank – JC advised that the clothing bank was full.

ACTION AM

b) Ducks dead on the road – NS noted the increase in dead ducks on the roads in Freethorpe. PB and JC confirmed that the duck road signs are in place. It was felt that avian flu may be a factor. If so, NS was concerned that car tyres are spreading this along the road. JF advised that tree wardens are finding more dead birds in woodland and fewer birds in general. Guidance remains that 3 or more birds with suspected avian flu should be reported.

12. Reports from Parish Councillors and items for next agenda

None.


13. Date of Next Meeting

Monday 21st November 2022 at 7:00pm at Freethorpe Village Hall.

14. Exclusion of the Press and Public under the Public Bodies (Admission to Meetings) Act 1960 to consider the following item of business:

JC advised on the Village Hall insurance claim relating to fireworks injuries.

The meeting closed at 8:20 pm.

Signed after approval by the Parish Council as being a true and accurate record by the Chair of the meeting or authorised deputy	 Chair Nick Spencer	Date 21/11/2022
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