

**Minutes of the Meeting of Freethorpe Parish Council held on Monday 16<sup>th</sup> November 2020 at 7.45pm remotely on Zoom**

**Present:** Nick Spencer (Chairman, NS)  
David Lake (Vice Chairman, DL)  
Paul Bacon (PB)  
Michael Blake (MB)  
Janet Church (JC)  
Linda Turner (LT)  
Andrew Moll (Parish Clerk, AM)

**Also present:** County Councillor Brian Iles, District Councillor Grant Nurden, Broadland Tree Warden Network Co-ordinator John Fleetwood, District Councillor (Acle) & prospective Conservative County Councillor Lana Hemsall and 3 other members of the public

**1. Apologies**  
None.

**2. Public Forum**

a) County Councillor

Brian Iles reported progress with schools, Adult Social Care, County Farms and Highways. He complimented the work the Highways Officer who covers this area, Paul Sellick. He noted the consultation on the budget. Brian was pleased that the drainage works were progressing well, having provided funding for the engineering design from his community allowance.

b) District Councillor

Grant Nurden reported that Broadland 'Communities at Heart' lottery launches in January 2021. Charities looking to raise funds can refer to the website for details. Grant was pleased to report that his Councillor Community Grant was supporting £400 equipment purchase for Freethorpe Girl Guides and potential £100 investment for Outlook magazine. Budget discussions will take place in November/December. Broadland's meetings can be watched on Youtube. Grant introduced Lana Hemsall, District Councillor for Acle and prospective Conservative County Councillor for the Acle division. Grant is following up on Broadland's approach to providing assistance to small businesses under the latest government round of grants.

c) Tree Wardens

John Fleetwood is collecting and re-using chippings from the churchyard for the school sensory garden. He thanked David Lake for compost for the new Tree Warden nursery. 2000+ seeds have been planted, meaning that Broadland will be able to plant from its own tree stock in three years. John reported a successful Tree Wardens' AGM with keynote speech from the national co-ordinator. John has refurbished the plaque for the memorial oak and will reinstall by the tree shortly. John complimented officers at Broadland for their recent prompt support around a tree preservation order.

d) Public

There were no other comments or questions from the public.

**3. Declaration of Interest for items on the agenda**

There were none.

#### 4. Minutes of the meeting held on Monday 19<sup>th</sup> October 2020

The minutes of the meetings were **agreed** as an accurate record and would be signed by the Chairman.

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

a) Co-option of parish councillor

The vacancy has been advertised. Two people have asked about the role but no candidates have come forward. The item remains on the agenda.

b) Public Engagement / web site

Parish Council activities and news are now being published on the web site, with a NEWS page. They will also be submitted to Great Yarmouth Mercury Village News.

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d) Rampant Horse

The request has been advertised on the web site for individuals to come forward if they are interested in developing a community approach to buying and running the pub. Some informal conversations have also taken place, but no interest as yet. The request will now also appear in the Great Yarmouth Mercury Village News. Parish Council to review at the next meeting.

**ACTION AM**

e) Wickhampton kiosk & signs – item 10c refers.

f) SAM2 locations – item 10a refers.

g) Wickhampton sign – item 10c refers.

h) Neighbourhood Plan

Andrew Moll has provided information to parish councillors for review. The Parish Council supported the production of a costed proposal in the new year. **ACTION AM**

i) Play Area remedial works order – item 10b refers.

j) Any Other Matters Arising

None.

#### 6. Clerk's Report

The Clerk's report was presented and noted. The Parish Council has received a number of messages of gratitude from recipients of Parish Council donations and contributions towards grass cutting in the cemeteries. The Freethorpe village remembrance went ahead on Sunday 8<sup>th</sup> November in line with government guidelines, including keeping the Police informed. Paul Bacon laid the wreath on behalf of the Parish Council, and Bethany Barber on behalf of the Cub Scouts.

#### 7. Finance

a) Monthly Financial Update

Andrew Moll reported the current financial position. The bank account balance, including the deposit account, is £38,248. Forecast commitments will reduce the balance to £24,601 by the end of March. The balance includes a further Community Infrastructure Levy payment of £7,631 in respect of the Palmers Lane development. With earmarked reserves set aside the operating balance is currently forecast as £16,774. This equates, to approximately one year's expenditure. Guidance is that the balance should always cover between 3 and 12 months' expenditure.

b) Budget 2020/21

Andrew Moll provided a draft budget proposal. The Parish Council has taken on additional responsibilities and costs for play areas, estimated at £2,675 per annum. One remedial work alone identified this year by inspection reports has been estimated at

£2,000. The precept request has to be provided to Broadland District Council by the end of December. Four options were put before the council.

Option	Rationale	Budget implication (based on band D figures)
1	£2,675 for Play Area inspection/maintenance + £1,000 contingency	Parish Council Tax rises to £49.21 per annum per household, an increase of £7.04 (16%).
2	£2,675 for Play Area inspection/maintenance Use reserves for contingency	Parish Council Tax rises to £46.78 per annum per household, an increase of £3.97 (9%).
3	A nominal increase of 2%, raising £280 Otherwise use reserves for Play Area inspection/maintenance and contingency in 2021-22	Parish Council Tax rises to £43.66 per annum per household, an increase of £0.85 (2%).
4	No increase. Use reserves for Play Area inspection/maintenance and contingency in 2021-22	Parish Council Tax stays at £42.81 per annum per household.

Parish councillors agreed to reflect on the options. A short single topic Parish Council meeting to be arranged for 7<sup>th</sup> December 2020 to agree the budget.

c) Payments

It was **agreed** to pay the following:-

Ref	Payee	Description	Amount (£)
1	Andrew Moll	Salary September 2020 ((1/12 4 hours a week for 52 weeks @ £11.45 = £198.47) less PAYE)	158.87
2	HMRC	PAYE	39.60
3	Andrew Moll	Administration Expenses (Zoom 14.39+ Postage 8.45)	22.84
4	Norfolk Association of Local Councils	Effective Councillor Training (Janet Church) VAT missed from previous invoice	12.00

**8. Correspondence**

a) Consultations

There was no specific Parish Council comment on consultations on Norfolk County Council boundary changes and Norfolk County Council Budget.

**9. Planning**

a) New Applications - none

b) Decisions – none

c) Other

Parish Council noted no further update on 20200261 (former garage site).

**10. Update on Ongoing Matters and Projects**

a) SAM2 machine: statistics & second sign

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Speed management in Freethorpe is aided by the SAM2 sign. In October it was sited on Chapelfield. 14,637 vehicles passed it at an average speed of 24.5mph. 25% of people exceeded the speed limit, speeders averaging 34mph. Mike Blake observed that analysis is limited by the data being provided in .pdf rather than .xls format.

**ACTION AM**

Highways have approved the proposals for a second SAM2 sign. This will be included in Norfolk Parish Partnership funding bid submitted by 7<sup>th</sup> December. The Parish Council will pay 50% from earmarked CIL funds.

b) Freethorpe & Wickhampton Play Area records and remedial works

Andrew Moll reported an incident at Freethorpe involving a handle coming away from the Carousel. No significant injury was sustained. It is not clear whether the equipment or the installation was the root cause. This is currently being pursued with the equipment supplier and the installer, along with the repair. The order has been placed for approved remedial works at Freethorpe, which will take place in December or January. The monthly inspection regime continues.

c) Wickhampton projects

David Brown, Chair of Friends of Wickhampton Church, has provided a paper on the telephone kiosk renovation and re-purposing, which has been shared with parish councillors. £490 has been raised from donations leaving a shortfall of £425. Grant Nurden was happy to earmark some of his community allowance for 2021-22 to support this work. Highways have informally advised that the request for a 30mph speed limit in Wickhampton is unlikely to meet the criteria in the County Council's Speed Management Strategy. However, Highways are supportive of installing two 'Wickhampton - Please Drive Carefully' signs and suggest that this could be included in the Parish Partnership bid for 50% funding by 7<sup>th</sup> December. David Lake to advise Andrew Moll of locations required.

**ACTION DL**

Village Sign information and example costs have been shared with David Brown. Early indications are that the figure of £1000-£1500 discussed at the last meeting falls short of covering all the costs. However, it was agreed that Andrew Moll and David Brown develop a costed proposal based on the Village Sign Society's information provided and bring this to Parish Council in the new year.

**ACTION AM**

d) Community Infrastructure Levy projects

Information has been provided about the terms for using CIL money. Projects to be considered in the new year.

e) Other Projects 2021/22

Projects to be considered in the new year.

**11. Other Matters**

a) Food & fuel poverty and social isolation

Andrew Moll reported contact from a number of sources reflecting concern about food and fuel poverty and social isolation in the parish at the current time. Lana Hemsall advised that Broadland District Council Early Help Hub exists to help people in these situations. Janet Church felt that approaches for grant funding to support Acle Foodbank's provision in the parish and the circulation of signposting information were also valid. The excellent contribution of Freethorpe General Stores to the village during the lockdown was noted with appreciation. Nick Spencer encouraged parish councillors to continue to be alert to needs in the parish at this time.

**ACTION AM**

- b) Paul Bacon asked John Fleetwood to advise on the replacement of the laburnum tree in the Cemetery at the Methodist Church.

**12. Reports from Parish Councillors**

None.

**13. Date of Next Meeting**

The next meeting would be Monday 7<sup>th</sup> December 2020, 7.45pm via Zoom.

The meeting scheduled for Monday 21<sup>st</sup> December is provisional subject to business on the agenda.

The meeting schedule for 2021 was agreed, with the removal of the August meeting.

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

It was **agreed** to exclude the press and public for the remainder of the meeting due to the confidential nature of the business to be transacted.

a) Letter to Outgoing Clerk

It was agreed that the matter should now be closed with a file note. It was noted that controls are now in place to prevent a similar situation in the future. **ACTION AM**

The meeting closed at 9.25 pm

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