

**Minutes of the Meeting of Freethorpe Parish Council, serving Freethorpe & Wickhampton,
held on Monday 17th April 2023 at 7.00pm at Freethorpe Village Hall**

Present: David Lake (DL, Vice-chairman), Paul Bacon (PB), Michael Blake (MB), Andrew Moll (AM, Parish Clerk), Grant Nurden (GN, also District Councillor)

Also present: John Fleetwood (JF, Tree Warden), Lana Hemsall (LH, County Councillor), Andrea Rowlands (AR, Tree Warden) and 5 members of the public

1. Apologies

Nick Spencer (NS, Chairman) due to COVID, hence DL chaired the meeting.

2. Public Forum

- a) County Councillor Report – LH explained the Norfolk County Council funding of flashing school 20mph safety signs to be installed in Freethorpe. She has also obtained funding for Electric Vehicle Charging points in Freethorpe, which can be managed by the county council with no overhead costs to the parish. Item 10f refers.
- b) District Councillor Report - GN advised that all the parish councils in the Marshes ward are in situ following uncontested elections. Broadland Council has obtained funding for sustainable heating of the Horizon building as it progresses towards net zero carbon emissions. Following public opposition, the Gypsy/traveller site at the A47 White House Corner is now under review by the Greater Norwich Local Plan team.
- c) Tree Wardens' Report - JF reported that 8 new tree wardens were being trained in Broadland. He also mentioned difficulty in accessing tree-related planning applications.
- d) Public Items – representatives of the Rampant Horse Preservation Society explained and discussed their work to retain a pub in Freethorpe. Parish Council unanimously **agreed** to lodge a non-binding Intention to Bid with Broadland District Council. This secures a 6-month period for a community bid to put together by the end of September. Parish Council noted the sterling work done by the group to establish community interest, secure Asset of Community Value status and plan the next steps. DL asked that updates and progress are fed back to Parish Council via a standing agenda item.

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 20th March 2023

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

5. Matters arising from the previous meeting

- a) (9a) Respond to 2023/0421 (AM) – done.
- b) (10a) Look into angling SAM machine on the Common to avoid interference from flag (AM) – done. Not possible. Parish Council did not want to remove the machine from the cycle, but suggested contacting the supplier to test the machine and/or move the post. **ACTION AM**
- c) (11) Approach family of the late Janet Church regarding memorial bench and/or tree at the Village Hall (AM) – awaiting response. JF offered to provide the tree. **ACTION AM**
- d) Other matters arising – none.

6. Clerk's Report

- a) Notice of uncontested election was shared with Parish Councillors. It was unanimously **agreed** that Michael Blake should be co-opted at the next meeting, leaving one vacancy.

7. Finance

a) Monthly Financial Update

AM advised the financial position for end of year 2022/23 as follows:

Income	£23,673.18	Bank balance	£13,469.31
Expenditure	£24,535.02		

The Section 106 grant of £15,642 has to be spent on "sports facilities". Therefore it was agreed to take this to the Village Hall Committee for them to consider.

ACTION DL

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

Ref	Payee	Description	Amount (£)
1	Andrew Moll	Salary March	183.80
2	Andrew Moll	Administration Expenses : postage	3.80
3	HMRC	PAYE	45.80
4	Norfolk Association of Local Councils	Annual subscription 2023/4 INV 642 VAT 0.00	240.33
5	Sonya Blythe	Internal Audit fee INV 7 April 2023 VAT 0.00	75.00
SO	Calica Computer Solutions	Speed management machine - mandates 3 & 4	24.00

There were no receipts.

c) Risk Assessment Schedule – was presented and **approved**.

d) Internal Auditor Report – was received and noted along with the Internal Auditor's signed AGAR statement. Regarding recommendations, it was unanimously **agreed** (1) to add all assets to the internal play area inspection; and (2) to a new Statement of Internal Controls (item 7h refers).

e) Annual Governance Statement - (page 4 of the AGAR) – was reviewed, **approved** by Parish Council and duly signed by DL.

f) Annual Accounting Statement - (page 5 of the AGAR) – was reviewed, **approved** by Parish Council and duly signed by DL. Income and expenditure below £25,000 qualifies for exemption from external audit. GN proposed, seconded by MB, that external audit was budgeted for, provides continuity and should be used. It was unanimously **agreed**.

g) Bank reconciliation and bank statements – were checked, **approved** and duly signed by DL. It was **agreed** that MB should do this as part of quarterly finance checks.

h) Statement of Internal Controls - was reviewed, **approved** and duly signed by DL.

8. Correspondence

a) For decision – (1) Reedham Neighbourhood Plan was discussed and admired. GN and LH explained benefits of neighbourhood plans and other parishes considering them. (2) Parish Council supported the idea of a parish cluster meeting, although DL was concerned about it being a meeting for meeting's sake. Twice a year was suggested.

b) For discussion – (1) Local electrician services were noted. (2) JF said that Tree Preservation Order at Church Farm, Wickhampton, was a positive update by the Broads Authority.

c) For information – Noted: (1) Town & Parish Council Forum Wednesday 26th April. (2) Positive public feedback on the last Parish Council meeting.

9. Planning

a) New Applications –Parish Council reviewed 2023/0792 and 2023/0816, variations to 75 The Green. It was unanimously **agreed** to respond with 'no objections'. **ACTION AM**

b) Decisions – approval of 20230150 ecological strategy for 75 The Green was noted.

c) Enforcements – two open cases were noted with no further discussion.

10. Update on Ongoing Matters and Projects

- a) Speed Management - on the Lower Green near Church View, facing Acle, 85th percentile speeds were down from 33.2mph to 31.7mph on lower volumes of 19,037 vehicles. Although one speed of 75mph was recorded, overall the number of people breaking the speed limit fell from 32% to 20%. On the Common near 111, facing Southwood, 85th percentile speeds were up from 31.3 to 32.7mph on reduced volumes of 22,987 vehicles. The number breaking the speed limit stayed the same at 20%. The sign was flashing up inaccurate speeds at this location but this doesn't appear to have affected the data collected.
- b) Play Area Inspections - no new concerns have emerged from play area inspections. A new noticeboard for Wickhampton has been received and will replace the wooden one. A new basketball backboard for Wickhampton has been ordered.
- c) Freethorpe Village Sign - work to clean and repaint is scheduled for May.
- d) Allotments - no further progress.
- e) Parish Nature Plan - no further progress.
- f) Electronic Vehicle Charging Point - Parish Council noted the success of the survey, with 37 responses received. 52% thought Electric Vehicle Charging Points would be an asset, 14% maybe, 32% didn't. 62% might use them now or in the future, 38% didn't expect to. Detailed comments were considered. Some respondents were worried about the costs to the parish, which are now nil. Parish Council agreed that they would be an asset for Freethorpe, under the management of the county council. The last step in the process is now being sought, which is the Village Hall's agreement for its electricity to be used and refunded by the county council. **ACTION DL**
- g) Wickhampton Pond - Freethorpe Parish Council Minutes of 10th June 1985 record its understanding that it owned and was responsible for the Wickhampton Pond, but the title has never been registered. In order to be clear about management of the pond now and into the future, the Parish Council is seeking to register the land. npLaw's advice on registering the pond was noted, and a form to collect historical evidence was agreed, to be completed by Parish Councillors and shared with others who may have information. **ACTION ALL**

11. Other Matters

- a) MB thanked GN for his service as District Councillor for the Marshes Ward over the last four years.

12. Reports from Parish Councillors and items for next agenda


None.

13. Date of Next Meeting

Monday 15th May 2023 following Annual Parish Meeting 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: None.

The meeting closed at 8:30 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 15/5/2023.
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