

**Minutes of the Meeting of Freethorpe Parish Council held  
on Monday 21<sup>st</sup> June 2021 at 8.00pm at Freethorpe Village Hall**

**Present:** Nick Spencer (Chairman, NS)  
David Lake (Vice Chairman, DL)  
Paul Bacon (PB)  
Michael Blake (MB)  
Janet Church (JC)  
Grant Nurden (GN, also District Councillor)  
Andrew Moll (Parish Clerk, AM)

**Also present:** Andrea Kelly (AK, Broads Authority), Lana Hemsall (LH, County Councillor) and 1 member of the public

**1. Apologies**

Tree Wardens Network Co-ordinator John Fleetwood(JF).

**2. Public Forum**

**a) Broads Authority Report**

The Parish Council received an update from the Broads Authority (AK) reminding us of the rich nature assets in our parish, a considerable area of which falls within an SSSI. There are opportunities for communities to develop nature recovery plans, in our case finding ways of making nature bridges between the national park and the wider countryside. The Broads Authority will work with farmers and communities in developing nature plans and administering grant support. The Parish Council will look at the Broads Authority 'big picture' plans. MB also asked for examples of local parish plans and initiatives. It remains to be established whether a Neighbourhood Plan or Local Nature Plan would be best suited for our parish.

**ACTION AM**

**b) County Councillor Report**

LH provided an introduction and update on her new role for the County Council, including as Vice-Chair of Scrutiny Committee, which will be reviewing the Western Link. She will also feed back to Parish Council on the way in which verge cutting is being managed to balance safety and visibility with wild flower and nature protection.

**ACTION LH**

**c) District Councillor Report**

GN reported on changes at Broadland, including the new joint Broadland/South Norfolk website, encouraging people to register accounts on it. He will also look at supporting the Walpole Almshouses' 150th Anniversary initiative from Member's Grant.

**ACTION GN**

**d) Tree Warden Report**

JF had submitted a written report which was noted by Parish Council. PB is dealing with the Methodist Cemetery tree plant with JF. The location for oak tree planting at Village Hall to be discussed by Village Hall Committee.

**ACTION JC**

**e) 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 17<sup>th</sup> May 2021

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

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

- a) (5b) Advertisement of vacancy (AM) is in progress. **ACTION AM**
- b) (5i) Approach NCC about verge cutting (AM) – refer to item 2b above.
- c) (5j) Write to landlord about Wickhampton Play Area (AM) – email has been sent, leave item open until lease extended. **ACTION AM**
- d) (7d) Compare Parish and Village Hall Insurance (AM) – refer to item 7c below.
- e) (7d) Wickhampton Pond ownership (NS) – carry forward. **ACTION NS**
- f) (8d) Update Broadland and Broads Authority on Wickhampton resident concerns (AM) – both organisations have been contacted and provided with the minutes of the previous meeting for their records.
- g) (9a) Advise Parish Council support for application 20210676 (AM) – done.
- h) (10e) Procure Wickhampton mowing and Freethorpe verti-drain (AM) - Wickhampton mowing has been added to the Freethorpe fortnightly grounds maintenance; Norse have been advised that Stephen Smith will liaise with them to arrange verti-drain.
- i) Other Matters arising – none.

#### 6. Clerk's Report - all items were covered by the agenda.

#### 7. Finance

##### a) Monthly Financial Update

AM advised that the 2020-21 accounts have been published on the website and are available for public inspection. The AGAR has been sent to the external auditor. AM report the current 2021-22 financial position in summary:

Bank balance, including deposit account	£33,452
Forecast balance	£27,843
Less earmarked reserves	<b>£8,757</b>
Forecast operating balance by end of March	£19,086

Earmarked Reserves were reviewed, noting Community Infrastructure Levy(CIL) money of £7,381 to be spent within 4 years on projects compliant with regulations.

##### Already approved projects

Parish Partnership SAM machine	£1,758
Parish Partnership Wickhampton Entry Signs	£250
Wickhampton Village Sign	£1,749

##### Prospective projects agreed subject to detailed costings

Wickhampton Village Sign – installation & peripherals	£1,000
School Road Safety Project	£1,000
Freethorpe Village Sign Re-paint	£1,000
Freethorpe Pump Fencing & Painting	£1,000
Footpath Safety Study	£500

##### Prospective projects requiring further consideration

Play equipment replacement?	£4,000
Multi Use Games Area?	£10,000
Methodist Cemetery Extension?	£0

GN advised that some of these projects may not be eligible for CIL.

GN noted that Broadland's deposit fund could be used for savings.

##### b) Payments

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

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Ref	Payee	Description	Amount (£)
1	Andrew Moll	Salary May 2021	158.87
2	Andrew Moll	Administration Expenses - postage	2.64
3	HMRC	PAYE	39.60
4	Community Action Suffolk	Insurance	402.41
5	The Sign Shed	Wickhampton Play Area conservation zone sign	9.41
6	NGFPlay	Replacement cradle swing seat Wickhampton (Manufacturer online price £307.93)	161.28
7	X 2 CONNECT LTD.	Wickhampton Telephone Kiosk Invoice 16475 Includes 78.71 VAT Covered by Member Grant of £425	472.27
8	K.P.Monsey	Repair work at Wickhampton Play Area And materials for Freethorpe Play Area	680.00

c) Comparison of Parish and Village Hall insurance

Parish Council was satisfied that there are no gaps in cover between the two policies. NS asked for confirmation that the asset values in Parish Council insurance is index-linked.

**ACTION AM**

## 8. Correspondence

a) Tree preservation orders in the parish

The list provided by JF was reviewed, with two comments to feed back – Walpole Way should be Freethorpe not Wickhampton and querying the number and reference of the trees at 12 The Green.

**ACTION AM**

b) Broadland Community At Heart awards 15<sup>th</sup> October 2021 was noted.

c) Platinum Jubilee Planning 2<sup>nd</sup> June 2022

Wickhampton residents are starting to plan as will Freethorpe Village Hall.

d) Off road vehicles noise pollution on Reedham Road

Concerns about the noise disturbance from off-road vehicles at the Plantation were discussed and are being followed up with the Police, Broadland's Environmental Protection Team and Reedham Parish Council.

**ACTION AM**

e) Police and Freethorpe School Road Safety Project

Parish Council agreed to support a road safety project with the Police and the school to result in 'please drive safely' signs designed by the children.

**ACTION AM**

f) Report on the Multi Use Games Area (MUGA) by Stephen Smith

Parish Council received a report on the state of the (MUGA). Significant work is needed to make the surface safe when wet. Signs advise that individuals use it at their own risk. Future requirements and options to repair or replace the surface must be considered, developed and presented to Parish Council.

**ACTION AM**

g) Armed Forces Week 21<sup>st</sup> June 2021

Noted by Parish Council. Our Armed Forces Covenant is now published on the MoD website. Arrangements are in hand for a village Remembrance Sunday ceremony.

## 9. Planning

a) New Applications – The Parish Council supported planning applications 20210752 (67 The Green) and 20210827 (15 The Green). Application 20211147 (Halvergate Road) was supported assuming the next-door neighbour is not concerned.

**ACTION AM**

b) Decisions – full approval of 20210676 (Chapelfield) was noted.

c) Enforcements – no new enforcements advised.

## 10. Update on Ongoing Matters and Projects

### a) Speed Management

Parish Council noted the latest statistics: 24,353 vehicles passed the Manor House heading south in May, with an 85<sup>th</sup> percentile speed of 33.0mph unchanged from previous reading, although vehicle numbers increased by 5000. Parish Councillors were alarmed at some of the excessive speeds recorded on the Green and Reedham Road. The second SAM machine and the road safety work with the Police and the School are the next steps for the Parish Council in addressing this problem. MB understood that speeding in Freethorpe had been mentioned on a Freethorpe Facebook page. A link to the Parish Council's website might be of assistance. **ACTION AM**

### b) Freethorpe & Wickhampton Play Area Works

The work planned at Wickhampton has been completed and addresses all the points in the recent annual inspection report. Wickhampton Play Area is now mown fortnightly, the oak trees have been inspected and made safe, the shelter, outdoor bench and climbing slide have been repaired, a new cradle swing has been installed, and a nature conservation zone set aside. Work is due to commence at Freethorpe shortly which will address items raised in its inspection report.

### c) Play Area Inspections

The Annual Play Area Inspections took place in June at Wickhampton and Freethorpe, and the reports provided to Parish Councillors. The life expectancy of the older wooden equipment highlighted in the report is to be established with the inspector before making decisions about replacement.

### d) Wickhampton Village Sign

Comments on the design of the Wickhampton Village Sign have been collated and fed back to the supplier. A revised colour paper draft has been requested.

## 11. Other Matters

- a) Flooding in heavy rain last week on School Road and the east end of Palmers Lane was discussed but no further action to be taken.
- b) DL observed two potholes on School Road. PB observed potholes at the Old Chapel Road junction. To be reported. **ACTION AM**

## 12. Reports from Parish Councillors and items for next agenda

- a) Neighbourhood Plan commitment
- b) Tree Planting Suggestions, including Village Hall

## 13. Date of Next Meeting

Monday 19<sup>th</sup> July, 7.45pm at Freethorpe Village Hall. Apologies from PB were noted.

## 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 8:55 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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