

**Minutes of the Meeting of Freethorpe Parish Council held on Monday 18<sup>th</sup> January 2021 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)  
Grant Nurden (GN, also District Councillor)  
Linda Turner (LT)  
Andrew Moll (Parish Clerk, AM)

**Also present:** County Councillor Brian Iles, Tree Wardens Network Co-ordinator John Fleetwood and 2 members of the public

**1. Apologies**

None.

**2. Public Forum**

a) County Councillor

Brian Iles reported good progress with Norfolk's service provision and achievement of savings targets. He paid tribute to the Highways team who have been working 24/7 to deal with flooding and gritting demands.

b) District Councillor

GN noted the significant impact of COVID-19 in the Broadland district and urged caution and adherence to guidance. He advised that the next step towards approval of the Greater Norwich Development Plan takes place in February and early March, in the shape of a further consultation on the legal compliance of the plan. See the GNDP website for further information.

c) Tree Wardens

John Fleetwood advised that the pandemic has led to a backlog of 800 trees awaiting planting. A magnificent disease-resistant elm has been delivered in celebration of the 30<sup>th</sup> anniversary of the network. Broadland has agreed a new scheme offering 100 trees to residents of Hellesdon for planting November 2021 to March 2022. If successful the scheme could extend across the district. The tree nursery now has 6000 seedlings.

d) Public

There were no other comments or questions from the public.

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

GN advised that, as a substitute member of Broadland District Council's Planning Committee he is unable to join discussion of planning applications, agenda item 9. There were no other declarations.

**4. Minutes of the meeting held on Monday 7<sup>th</sup> December 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

AM reported that the paperwork for GN's membership of the Parish Council has been completed and confirmed with Broadland's Monitoring Officer.

- b) Rampant Horse  
It was noted that the pub is no longer advertised for sale, cannot open at present and no application for change of use has been made. There remains an interest in its contribution to community life. AM advised that the Asset of Community Value application depends on community interest which has not yet been evidenced. The status of the application to be followed up with Broadland. **ACTION AM**
- c) Neighbourhood Plan  
A proposal to be developed by April highlighting the costs and commitment involved. **ACTION AM**
- d) SAM2 Statistics  
AM advised that Calica Computer Solutions are exploring the options. **ACTION AM**
- e) Wickhampton Village Sign  
Agenda item 10b refers.
- f) Food and fuel poverty and social isolation  
Agenda item 6 refers.
- g) Any Other Matters Arising  
None.

## 6. Clerk's Report

- a) AM reported that the ongoing concern over the impact of the pandemic and lockdown on our parishioners is paramount. We remain vigilant to the well-being of our residents. JC felt that the Freethorpe Flyer was a helpful initiative.
- b) AM reported that at one point in December both the Green and the Common were closed: for drainage works and a burst water main. We are grateful to the County Council for the successful and prompt completion of their works, and Anglian Water for fixing the water main.
- c) Public material is posted in a NEWS section on the website. Councillors and members of the public are encouraged to sign up for email alerts.
- d) The Parish Council noted with sadness the recent deaths of four residents whose lives enriched our village life.

## 7. Finance

### a) Monthly Financial Update

AM reported the current financial position in summary:

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|---|------------|
| Bank balance, including deposit account   | £29,504.53 |
| Less forecast expenditure to end of March | £3,966.00  |
| Less earmarked reserves                   | £9,077.05  |
| Operating balance by end of March         | £16,461.48 |

### b) Quarterly Internal Finance Check – December 2020

MB reported that the checks took place in December, taking around 90 minutes. This worked well, reviewing the accounts for the first 9 months of the year. The circumstances were clarified surrounding the audit writebacks for two unrepresented cheques from 2019-20. It was noted that a replacement cheque for Norse for grounds maintenance had been paid this financial year but was accounted for last year. It was **agreed** that the unrepresented cheque to Royal British Legion for £40 should not be reissued.

### c) Payments

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

| Ref | Payee | Description | Amount (£) |
|-----|-------|-------------|------------|
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| 1 | Andrew Moll         | Salary December 2020  | 158.87 |
| 2 | Andrew Moll         | Administration Expenses (Zoom 14.39+ Postage 3.58)  | 17.97  |
| 3 | HMRC                | PAYE  | 39.60  |
| 4 | Acle Parish Council | Donation to Acle Foodbank as agreed at meeting of 7 <sup>th</sup> December                                      | 250.00 |
| 5 | NGF Play            | Maintenance Inv-3767, work as approved at Parish Council meeting 19/10/2020 item 14b; invoice as per quotation. | 406.09 |

## 8. Correspondence

### a) Temporary closure of Palmers Lane

This work to allow road and pavement reconfiguration was noted.

### b) Flooding on the Green

JC and GN reported that, following heavy rains in December and January, flooding remains a concern in the parish, with gardens, fields and lanes seriously affected. This has been particularly problematic for some residents on the East side of the Green between the Manor House and Palmers Lane. Gardens on the East side beyond the shop have also been saturated. GN has pursued the situation with residents, Broadland's Emergency Officer and Assistant Director and Clarion Housing, who are sending a surveyor. Likely causes were discussed and actions are being followed up, specifically flood-board options with Clarion (GN) and, at DL's suggestion, designs of drains with Norfolk County Council (Brian Iles/AM). PB pointed out that people affected should take photos as evidence.

**ACTION GN/AM**

Flooding has also affected Palmers Lane at the Wickhampton Chapel junction and, beyond that junction, on Church Lane, Wickhampton. DL observed that when the field soakaways at the corner are saturated there is nowhere else for the water to go.

### c) Environmental concerns

Parishioner concerns were raised about the impacts of cutting and degradation of verges, hedges and trees across the parish. AM has explored some avenues whereby Parish Council can work with parishioners, the County Council, tree wardens and other organisations through this year to address this. Parish Councillors agreed to consider the points raised in the correspondence and bring ideas to a subsequent meeting.

**ACTION AM**

## 9. Planning

### a) New Applications – none.

### b) Decisions - as discussed at Parish Council 07/12/20 [20202220](#) has been approved.

### c) Enforcements – no new enforcements.

### d) Other – Parish Councillors noted the update to [20200261](#). The Parish Council was encouraged that Broadland's planners and the Environment Agency are giving drainage and flood management due consideration in the former garage site application. It was **agreed** that AM should notify the planners of the flooding discussed at today's meeting for information. 8b above refers.

**ACTION AM**

## 10. Update on Ongoing Matters and Projects

### a) SAM2 statistics

In November the SAM2 was positioned on the Green facing Reedham. Daily analysis shows between 20% and 35% violations, the average speed of violations being 34mph.

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The December statistics were of limited value due to the road closures and were not presented.

b) Freethorpe & Wickhampton Play Area records and remedial works

In January, the operational inspections of Play Areas at Freethorpe and Wickhampton took place. No 'high' risks were identified. The Parish Council **agreed** that quotations should be sought for remedial maintenance works identified, noting significant work needed on the Freethorpe wooden assault course with rings and the carousel which requires resurfacing and a replacement handle. The Parish Council **agreed** that the surfacing material should be Safagrass matting, which is the cheapest option, least intrusive and in keeping with the other equipment. It was also **agreed** that signage for Wickhampton Play Area (£36.55+VAT) could be purchased by the Clerk.

c) Wickhampton Village Sign

- i. Parish Council noted the research carried out by David Brown, Chair of Friends of Wickhampton.
- ii. The outline specification for the construction and installation of a replacement village sign was approved, based on the existing design, using manufactured fibreglass.
- iii. It was **agreed** that a request for quotation is sent to the two suppliers in the report. DL commented that some minor changes to the sign design have been suggested. NS asked that these were finalised with residents early in the process and certainly no later than mock-ups included with the quotations. **ACTION AM/DL**
- iv. The possibility of the quotations exceeding the £1500 earmarked reserves was accepted.

d) Community Infrastructure Levy projects

Parish councillors were asked to consider any possible projects for discussion at the next meeting. NS asked AM to advise on the terms and conditions of CIL projects.

**ACTION AM**

**11. Other Matters**

DL checked whether the cardboard bank had been emptied. It was confirmed.

**12. Reports from Parish Councillors**

None.

**13. Date of Next Meeting**

The next meeting would be Monday 15<sup>th</sup> February 2021, 7.45pm via Zoom.

**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 9:01 pm

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| <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><br><br><b>Nick Spencer</b> | <b>Date</b> |
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