

**Minutes of the Meeting of Freethorpe Parish Council held  
on Monday 21<sup>st</sup> March 2022 at 7.00pm at Freethorpe Village Hall**

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

**Also present:** Andrea Rowlands (AR, Tree Warden), and 1 member of the public

**1. Apologies**

Michael Blake (MB), John Fleetwood (JF, Tree Warden), Lana Hemsall (LH, County Councillor).

**2. Public Forum**

a) County Councillor Report

LH sent a message asking to be notified of any issues for her to deal with. She also advised that the meeting with NCC and JF has been arranged.

b) District Councillor Report

GN confirmed that the Broadland portion of council tax will stay the same, as will the brown bin charge. Broadland are working with the other local authorities to welcome Ukrainian refugees. GN advised of a further Town and Parish Council coming up in April.

c) Tree Warden Report

AR advised that the tree wardens have planted an oak tree at the Village Hall for the Queen's Platinum Jubilee, and a Rowan tree in memory of Geoffrey and Edith Moll at Freethorpe Methodist Cemetery. Trees have been delivered for Wickhampton Play Area.

d) Public Items

No items were raised by the members of the public.

**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 21<sup>st</sup> February 2022**

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

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

a) (2b) Advertise Community At Heart (AM) – completed.

b) (2c) Memorial tree plaque wording (DL) – DL has provided the wording. It was **agreed** to fund the plaques for the rowan tree and the platinum jubilee oak at an estimated cost of around £80. DL to order with JF. **ACTION DL**

c) (5c) Check whether Police.UK gives sufficient view of crime details (ALL) – example and instructions were provided to allow Parish Councillors to review. Carry forward. **ACTION ALL**

d) (5h) Write to Clarion about waste ground (AM) – letter has been sent.

e) (6) Follow up Community Emergency Plan (GN/AM) – done, item 10n refers.

f) (8b) Report potholes on Old Chapel Road and Chapelfield (AM) – done.

g) (8j) Removal of Wickhampton goalposts (DL) – done, many thanks to DL.

h) (8k) Advise on anchoring shelter at Wickhampton (DL) – it has been agreed with the Wickhampton Play Area Committee that it is not safe to put the shelter back up. DL kindly offered to remove the shelter. **ACTION DL**

A decision paper was presented with three options for a picnic bench to replace the shelter. The recommended option, Glasdon Clifton, £571.87, was **agreed** on grounds of best match to the new bench and demonstrable value for money compared to the other options. The purchase was **agreed** subject to match funding from the Wickhampton Play Area Committee.

**ACTION AM**

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- i) (9c) Follow up enforcement 2021ENF220 The Plantation (AM/GN) – done, item 9c refers.
- j) (10j) Allotments – contact landowner (AM) – done, item 10j refers.
- k) (10k) Ask Sue Burman to clean and repaint Freethorpe Village Sign – done, item 10k refers.
- l) Other matters arising – none.

## 6. Clerk's Report

All covered by agenda items.

## 7. Finance

### a) Monthly Financial Update

AM reported the current 2021-22 financial position in summary:

Bank balance, including deposit account £20,818.09

Forecast balance by end of March 2022 £12,382.47

Parish Council noted the receipt of recycling credits to a value of £425, which represents 18 months of recycling glass, cans and paper at the Playing Field and has cost £75 in collection costs. (£52.20 in 2021/22, with one invoice not yet received)

GN requested that the Wickhampton Telephone Kiosk funding and expenditure be more clearly separated from income and expenditure in the accounts to show that the funds were held by the Parish Council on behalf of the residents' project as it had no bank account.

**ACTION AM**

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

Ref	Payee	Description	Amount (£)
1	Andrew Moll	Salary for February 2022	158.87
2	Andrew Moll	Administration Expenses – postage	1.51
3	HMRC	PAYE	39.60
4	Calica Computer Solutions	Reimbursement for purchase of padlock for second SAM machine	11.40
5	Glasdon UK Limited VAT Reg: GB155847044	Bench for Wickhampton Play Area Invoice SI834155 Date 25/02/2022	713.13
6	Norfolk Association of Local Councils	<i>Annual Subscription: Invoice 119 received but not yet due (June 2022) so payment to be authorised at the next meeting in the new financial year</i>	200.28
7	Playdale Playgrounds Limited	New play equipment – previously requested to be put on hold until surfacing work completed to our satisfaction. The work has now been fully completed, other than the removal of the skip. Invoice 0000045129 Date 09/03/2022	6000.43

### c) Appointment of Internal Auditor

It was **agreed** to appoint Sonya Blythe as Internal Auditor for the 2021-22 accounts. Her experience and training had been assessed in the appointment process last year. Her excellent work in the role last year was noted in agreeing her appointment this year.

## 8. Correspondence

- a) Humpty Dumpty Road Race cancellation - was noted.
- b) Closure of the Rampant Horse – the owner's indication of intention to close was discussed at length. Correspondence had been received from three residents which was also considered by the Parish Council. The discussion was guided by advice received from Broadland District Council regarding the Asset of Community Value (ACV) process. The business viability and the community capacity to buy and operate the pub would need to be evidenced to complete the ACV nomination we have drafted. The ACV is most useful to give the community 6

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months to raise funds to buy if the pub is put up for sale. However, the information we have suggests the pub is more likely to simply be closed and not put up for sale. It was agreed that the situation continue to be monitored, with an eye to complete the ACV nomination if circumstances suggest that it would be helpful.

- c) TRO closure of Mill Road, Halvergate 22-24 March – was noted.
- d) Town and Parish Forum presentations were shared with Parish Councillors.
- e) Village Hall – Platinum Jubilee preparations – beacon grant and fireworks (DL/JC) – it was **agreed** that a grant be pursued, and that a cost for fireworks be brought to the next meeting. **ACTION AM/DL/JC**
- f) Barn Owls & Short-eared Owl at Wickhampton – resident photos were received with enthusiasm.
- g) Wickhampton mower donation to Village Hall (DL) – was noted as a generous gesture, but the offer was not likely to be taken up, as unsuitable. It was agreed that Norse be asked to do some of the mowing currently done by volunteers. **ACTION AM**
- h) Wickhampton garden waste dumping at pond (AM/DL) – was noted. Technically, the waste is on public land on the verge of the Wickhampton Pond. It is understood that the nearby resident has the matter of removal in hand, so no further action to be taken at the moment.

## 9. Planning

- a) New Applications – 20220370 1 Walpole Way extension. There were no objections, subject to any resident issues that may be raised. **ACTION AM**
- b) Decisions – 20220131 Works to TPO trees, Wickhampton, has been approved.
- c) Enforcements – 2021ENF220 The Plantation – it was noted that the issue has been escalated within Broadland District Council.

## 10. Update on Ongoing Matters and Projects

- a) Speed Management  
The latest speed monitoring figures, for February 2022 showed a decrease in volume and a small increase in 85%ile speed from 27.8mph to 28.4mph at School Road. PLEASE DRIVE SAFELY.
- b) Second SAM2 machine  
The new schedule for the second speed machine was agreed. The new posts and locations have been approved and match-funded by NCC Highways and installed by Westcotec.
- c) School Road Safety Project  
GN reported a successful visit by GN and MB to Freethorpe Community Primary and Nursery School on 23rd February. Prizes were presented for the school's speed safety poster designs.
- d) New benches at Wickhampton and Freethorpe  
The new bench for Wickhampton Play Area, with Platinum Jubilee plaque, has been delivered. The Palmers Lane bench will be ordered next.
- e) Freethorpe Play Area new equipment  
New play equipment was installed at Freethorpe Playing Field. Safety inspections were carried out by the Clerk and the External Inspector. Issues raised have been dealt with by the supplier. The only remaining task is the removal of the skip by the supplier, which is in hand.
- f) Play Area Inspections  
No new or urgent issues have been identified in inspections.
- g) Wickhampton Village Sign  
GN reported a successful and well-attended unveiling of the Wickhampton Village Sign. A video has been posted on the website.
- h) Wickhampton Entry Sign  
Awaiting installation by NCC.

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- i) Community Speedwatch  
Now requires a member of the public to come forward as volunteer co-ordinator.
- j) Allotments  
The landowner who came forward to explore options has been sent the draft proposal for comment. GN has arranged for advice from Broadland District Council and confirmed that he is happy for this to go ahead with AM and AR if he is unavailable.
- k) Freethorpe Village Sign  
Awaiting work to clean and re-paint (likely May).
- l) Parish Nature Plan  
It was **agreed** that volunteers be sought to plan a Parish Nature Audit.
- m) Tree Surgery at Freethorpe Playing Field  
It was **agreed** that the work on the oak trees raised by the Tree Wardens should be the priority and dealt with separately from other work at the Playing Field.
- n) Community Emergency Plan  
A first draft was reviewed. It was **agreed** that Parish Councillor contact details be included as on the website and that volunteers be sought to be added as contacts.

#### 11. Other Matters

PB observed that there is a traffic hazard at the bend in the Common. Parked cars mean that vehicles are forced onto the wrong side of the road round the bend. It was agreed to monitor to assess whether action is needed.

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

None.

#### 13. Date of Next Meeting

Monday 25<sup>th</sup> April 2022, 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:

The meeting closed at 8:40 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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