

**Minutes of the Meeting of Freethorpe Parish Council, serving Freethorpe & Wickhampton,
held on Monday 18th September 2023 at 7.00pm at Freethorpe Village Hall**

Present: Nick Spencer (NS, Chairman), David Lake (DL, Vice-chairman), Paul Bacon (PB), Michael Blake (MB), Paul Crisp (PC), Andrew Moll (AM, Parish Clerk), Grant Nurden (GN, also District Councillor), Andrea Rowlands (AR, also Tree Warden)

Also present: John Fleetwood (JF, Tree Warden), and 1 member of the public

1. Apologies

Lana Hemsall (LH, County Councillor).

2. Public Forum

a) County Councillor Report – none

b) District Councillor Report - GN advised that Broadland has joined other councils in declaring a climate emergency. His member's grant has been committed for this year to Reedham and Halvergate. He is hoping for more collaborative working with minority party members in the running of the council. He spoke of the benefits of the Ward Cluster meeting of members of Freethorpe, Beighton, Halvergate and Reedham parish councils

c) Tree Wardens' Report - JF reported on a new orchard project at Aylsham and the upcoming National Tree Council conference.

d) Public Items – none.

*Following the recent by-election in
Thorpe St. Andrew North-West*

3. Declarations of Interest for items on the agenda

NS declared an interest in item 9c. As a substitute member of Broadland's Planning Committee GN is unable to discuss agenda item 9. There were no other declarations.

4. Minutes of the meeting held on Monday 17th July 2023

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

5. Matters arising from the previous meeting

a) (5h) Check EVCP insurance implications with NCC (AM) – done, item 10c refers.

b) (7d) Quarterly finance checks (MB) – done, item 7df refers.

c) (9a) Planning contact re. 75 The Green (NS) - done.

d) (10e) Advice on fencing Wickhampton pond (AM) – carry forward.

ACTION AM

e) (10g) Procure Janet Church Memorial bench & tree (AM/JF) – done, item 10f refers.

f) Other matters arising – none.

6. Clerk's Report

All covered under agenda items.

7. Finance

a) Monthly Financial Update

AM advised the financial position as follows:

Income ytd	£15,630.16	Bank balance	£23,890.72
Expenditure ytd	£5,208.75	Forecast end year balance	£9,617.45

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

Ref	Payee	Description	Amount (£)
1	Andrew Moll	Salary July & August	367.40
2	Andrew Moll	Administration: Postage	2.25
3	HMRC	PAYE	91.80
4	No Butts Bin Co. Limited	Janet Church Memorial Bench Inv 3831181	804.00

Chair's initials

NS

		Date 01/09/2023 VAT 134.00 Reg GB927480112	
5	PKF Littlejohn LLP	External Audit Inv SB20230180 Date 27/07/2023 VAT 42.00 Reg GB440498250	252.00
6	Hugofox Limited	Website charges 04/10/23-03/10/24 Bronze Svc Date 13/09/2023 VAT 20.38 Reg 156359683	122.28
SO	Calica Computer Solutions	Speed management machine - mandates 3 & 4	24.00

c) Receipts - noted

Ref	Payer	Description	Amount (£)
1	National Lottery	Grant for Swing Safe Freethorpe	7000.00

d) Quarterly Finance Checks – MB reported that these were complete.

e) Notice of conclusion of audit – this was noted by Parish Council.

f) Grants and donations – all recipients have been advised of the donation made last year and asked to complete the new form evidencing need and benefit of the donation. Perspective was provided by the rule of thumb that a donation of £300 is effectively £1 Council Tax per resident. Parish Councillors made the following comments: (1) The importance of the Village Hall to the community and the need for the contribution towards running costs and kitchen improvements was agreed. However PB felt that the sum is a very large amount. PC wondered whether the hire charges are too high. JF observed that new facilities will improve the hall and make it more likely to get bookings. GN advised that other local village halls are struggling and the asset needs to be maintained. Village Hall to be asked to share its accounts as in previous years. **ACTION AM** (2) JF said that, although the budget was for £250 towards tree wardens, he would be delighted with £100. NS accepted, expressing his gratitude for great value of the work of the tree wardens in the parish. (3) Royal British Legion donation was increased as the cost of wreaths had gone up, and also in line with the Council's Armed Forces Covenant, as noted by GN. (4) It was agreed that the bowls club be asked to complete a request form regarding a recent approach for support for the green repairs. GN suggested next year's member's grant might be applied for. It was also noted that the football club are asking for additional services from grounds maintenance, which should also be assessed and brought back to Parish Council.

The following donations were **agreed**. This commits all the grants & donations budget except for a residual £315 in the section 137 budget.

Recipient	Reason	Requested (£)	Agreed (£)
Village Hall	Annual Donation, includes use of the Village Hall for meetings	3600	3600
Total Village Hall	Budget £3,600		3600
All Saints Church	Cemetery upkeep	685	685
St Andrews Church	Cemetery upkeep	685	685
Freethorpe Methodist Church	Cemetery upkeep	685	685
Total Cemetery Maintenance	Budget £2,055		2055
First Responders	Section 137 donation	Any	190
Norfolk Accident Response Service	Section 137 donation	None	0
East Anglia Air Ambulance	Section 137 donation	None	0
Tree Warden Network	Section 137 donation	100	100
Royal British Legion	Section 137, including wreaths	47.50	60
Citizen's Advice Bureau	Section 137 donation,	150	150
Total Section 137	Budget £815		500

g) New charges for website – £122.28 per annum - was agreed by Parish Council.

Chair's initials



8. Correspondence

- a) For decision – (1) Public Spaces Protection Order was noted. (2) Town and Parish Council Summit is on 9th November 9:30-12:30. (3) Battle of Britain commemoration had passed (4) Community At Heart nominations 2024 was noted. (5) Cluster Meeting at Beighton on 21st Sept- MB to attend (6) Himalayan Balsam on Wickhampton Marsh – JF advised that this mustn't be touched now as the seedpods will spread - it can only be dealt with in spring (7) Volunteer survey respondent on A47 dualling – AM. (8) Noise disturbance at the Plantation – the particular problems of the previous weekend, when motor cycles were making a loud noise late at night and in the early morning, were discussed. GN has become involved as District Councillor, and has been assured that Environmental Health and the Police will be working together to find a resolution. (9) Police Priority Setting meeting on 21st Sept – AM to attend. (10) Naming of 75 The Green as Green View Way. Public comments were that this is slightly misleading as there isn't a village green as such to view. However, the name choice rests with the developers not the Parish or District Councils.
- b) For information – Parish Council noted (1) Park and Ride Update - the re-opening of the Postwick Park and Ride was noted, although PB felt the "Use It or Lose It" messaging in the Eastern Daily Press was unhelpful, especially given that the fare cap is still in effect for competing bus services. **ACTION AM** (2) East Anglian Coast & Estuary Conference 12th Oct and (3) Mindful Towns and Villages Project & Training.

9. Planning

- a) New Applications – information provided on the bus stop improvements was shared and it was agreed that more detail is needed to be able to comment further.
- b) Decisions – none
- c) Enforcements – two unchanged open cases were noted.

10. Update on Ongoing Matters and Projects

- a) Speed Management - Parish Council was pleased to see the new School Safety flashing 20mph signs in operation and agreed to write to thank our County Councillor, Lana Hemsall, and NCC Highways for their funding and support. We hope that these signs will encourage greater caution by drivers at a dangerous junction resulting in a measurable reduction in speed there. **ACTION AM**
In the meantime, the Police are still carrying out frequent speed checks and handing out fines near the Village Hall. The latest speed figures are as follows. On the Green by the Manor House, 85th percentile speeds were down from 31.6mph to 30.9mph on higher volumes of 31,086 vehicles. Five in six people kept within the speed limit. On the Common, near 111, 85th percentile speeds were down from 32.3 to 32.0 on increased volumes of 24,726 vehicles. Four in five people kept within the speed limit.
Parish Council agreed the assessment and costs of the SAM machine repair.
- b) Play Area Inspections – an initial update on the surfacing options was considered and will be brought back for decision. No significant issues found in latest inspections.
- c) Electronic Vehicle Charging Point (EVCP) – further information required from Village Hall on insurance implications, which will be raised once the Janet Church Memorial evening has passed.
- d) Wickhampton Pond – waiting on NpLaw.
- e) Rampant Horse – The Parish Council was disappointed that its Pride in Place grant application for a valuation of the Rampant Horse was rejected. The Rampant Horse Preservation Society (RHPS) has advised the landlord that it will not be able to submit a bid within the 6-month protected period for a community bid. A community bid can be made any

Chair's initials

time, and it was agreed to check with Broadland whether the valuation grant application can be resubmitted. **ACTION AM**

- f) Picnic bench & tree in memory of Janet Church – everything is in hand for the memorial evening on Friday 22nd September. JF & AR to plant the tree. NS to make an opening speech. The bench funded by Parish Council will be dedicated by David Grint.

11. Other Matters

- a) PB reported that the Chapelfield road sign opposite the pub is broken. **ACTION AM**
b) DL reported an overgrown hedge on Low Road overhanging the highway.
c) NS advised that dog fouling seems to have returned to the Common.
d) AR advised that the list of Parish Councillors on the website is not up to date. **ACTION AM**

12. Reports from Parish Councillors and items for next agenda

None.

13. Date of Next Meeting

Monday 16th October 2023 at 7PM at Freethorpe Village Hall.


Meeting dates for 2024 were agreed.

ACTION AM

15 th Jan	15 th Apr	15 th Jul	21 st Oct
19 th Feb	20 th May	-	18 th Nov
18 th Mar	17 th Jun	16 th Sep	16 th Dec (reserve)

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 8:50 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 20 th Nov 2023
---	--	--

--