


Parish Clerk: Stephen Williamson 01493 789422 E-Mail: freethorpe.pc@gmail.com COUNCIL YEAR 2017-18	FREETHORPE Parish Council <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	15 Sunninghill Close BRADWELL Great Yarmouth Norfolk NR31 9JB
NOTICE OF A PARISH COUNCIL MEETING		
FREETHORPE VILLAGE HALL		
MONDAY 24th APRIL 2017 – 7.45 p.m.		

AGENDA

PUBLIC PARTICIPATION		
A period of time is allocated to allow Officials and members of the public to address Council and bring to attention any points for further discussion or future agenda item(s)		
1	APOLOGIES	Apologies for absence from the meeting will be taken and recorded
2	DECLARATIONS	Members to declare any known pecuniary and/or non-pecuniary interests that may affect any agenda item below, and not previously declared to Broadland District Council
3	MINUTES	Minutes of the meeting held on 20 th March 2017 will be amended as considered necessary, approved and signed.
4	MATTERS ARISING	The Chairman, Clerk and others as appropriate will update on matters previously discussed with appropriate action as necessary.
5	PLANNING View Online at www.broadland.gov.uk/plans OR http://planning.broads-authority.gov.uk/online-applications and enter reference number shown on the right	20170437 – 47 Chapelfield – New extension/porch 20170525 – Brickyard Byre – New side extension 20170559 – Walpole Almshouses – Replace back doors BA/2017/0071/NONMAT – 2 Church Farm Cottages – window & door installation – Broads Authority Any further new applications received prior to the meeting may be discussed at Council discretion with notifications posted as appropriate. Any updates on past applications/enforcement issues will be reported.
6	VILLAGE MATTERS	Any other general items pertaining to Freethorpe can be discussed and approved with action agreed as appropriate. This may include any updates regarding SAM2 machine.
7	TELEPHONE BOXES	Council to confirm purchase of telephone box in Freethorpe (subject to review of contract received), and debate/decide the purchase of the box in Wickhampton
8	FOOTWAY LIGHTING	Council to decide whether to send a representative to the Broadland Consultation meeting scheduled for Wednesday 24 th May.
9	FINANCIAL MATTERS & PAYMENTS	To update as necessary on any financial information. To approve payments (<i>separate list will be provided</i>).
10	ANNUAL PARISH MEETING 2017	Council to review and subtract from/add to the provided list of organisations to invite to APM scheduled for Monday May 15 th .
11	CLERK INFO	The Clerk will bring to notice any items of correspondence received.
12	COUNCILLORS COMMENTS	Members of the Council may bring to the attention of Chairman or Clerk, any matters they feel need actions or suggestions for next agenda.
Signed:		Parish Clerk 19 April 2017
		

Parish Clerk: Stephen Williamson 01493 296036 E-Mail: freethorpe.pc@gmail.com	FREETHORPE Parish Council <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	46 Moorhen Way Kingfisher Park Burgh Castle Norfolk NR31 9FJ
PARISH COUNCIL YEAR 2017 - 2018		
MINUTES OF THE MEETING - MONDAY 24th APRIL 2017		
PRESENT AT THE MEETING		
Councillors: N. Spencer (Chair), D. Lake (Vice-Chair). J. Church, G.P. Lamb, G. Thompson, L. Turner. NCC Councillor: B. Iles Broadland District Councillor: G. Nurden Tree Warden: John Fleetwood. 3 Members of the public		

The Meeting commenced at 7.48 p.m.

PUBLIC SECTION
<p>For Broadland District Council, Mr. Nurdin stated that he had accepted the invitation to the consultation on footway lighting, surprisingly some of the bigger affected Parishes had not. He stated that Capital Grants would no longer be available after March 2018, however funds up to 20% of project cost (up to £3,000) were available. Transitional terms for businesses affected by business rate changes including £1,000 from the government if rate exceeded £100,000.</p> <p>John Fleetwood (tree warden) outlined details of special arranged visits for junior tree wardens in May, June & July, all of the trips would be free. Certificates to Junior Tree Wardens would be awarded at May APM.</p> <p><i>Note: NCC Councillor Brian Iles had pre-advised of his lateness owing to business at another Parish – his report is included later in these Minutes.</i></p>

1: APOLOGIES FOR ABSENCE
Mr. P. Bacon – prior commitment on change of meeting date. Accepted.

2: DECLARATIONS
There were no declarations additional to those registered with Broadland District Council.

3: MINUTES
The Minutes of the meeting held on April 24th had been prior circulated, no further amendments were deemed necessary. The Minutes were accepted as being a true & accurate record and duly signed.

4: MATTERS ARISING
There were no matters other than those dealt with within other Minutes headings

5:	PLANNING	
20170437	47 Chapelfield	New extension and porch
Council had no concerns relating to this application and supported the proposals		
20170525	Brickyard Byre	New side extension
Council had no concerns relating to this application and supported the proposals		
20170559	Walpole Almshouses	Replacement rear doors
Council had no concerns relating to this application and supported the proposals		
BA/2017/0071/NONMAT	2 Church Farm Cottages	Window/door alterations
Council had no concerns relating to this application and supported the proposals		
20170585	27 The Green	Change of use – shop to residential
Council had no concerns relating to this application and supported the proposals		

6:	VILLAGE MATTERS
<p>This section was devoted to two recently received traffic analysis reports from the SAM 2 spewed monitoring machine. The results (now received from three locations) were quite similar to the first report showing that average speeds of those exceeding the 30 mph limit were between 37 mph and 40 mph. However the percentage of motorists speeding was high on The Green location – around 6% – 12%. Council still felt that a further review once all locations had been trialled was necessary, maybe afterwards reporting figures to Aclé SNT. There was speculation as to whether the machine by the sub-station could be swivelled around to the reverse direction in order to provide an additional 'site'.</p>	

7:	TELEPHONE BOXES
<p>Council agreed in principle to purchase the telephone box on The Green. Mr. Spencer had reviewed the BT contract and found it acceptable, Councillor Thompson expressed a wish to read it, hence although the cheque would be written it would be held for a period of time (Clerk to be advised). The only other concern raised was that with a new Headmistress being sought for Freethorpe school, would the new incumbent be as keen as the outgoing Head for children to utilise the box. On the Freethorpe box (also for sale) a local resident had suggested a book exchange facility, this was welcomed generally, meriting further discussion.</p>	

8:	FOOTWAY LIGHTING
<p>With no Councillor available Council agreed that the Clerk should attend the consultation evening at Norwich on May 24th and report back.</p>	

9:	FINANCIAL MATTERS & PAYMENTS
<p>The Clerk reminded Council that the old Council year ceased on 31st March and that Freethorpe were now officially in the Parish Council year 2017-2018. There was little to report on matters, however the Clerk confirmed that Santander had acknowledged the new standing order for Calica (SAM 2 machine) and the update to his salary and expenses. The paperwork from Mazars for the 2016-17 Audit had been received – the good news was that Freethorpe have NOT been singled out for any additional details, so the audit return (scheduled to be approved in June) should be reasonably straightforward. Lastly the Clerk informed that he had yet to receive the updated statement for the Reserve account – with interest added annually the figure shown below should be a little higher.</p>	
PAYMENTS DUE	
Payee & Reason	Amount
<i>S.A. Williamson – period to 18 April 2017 – Standing Order due 18th April Salary - £160.25 Plus Expenses/Allowance £30.00</i>	£190.25
<i>Calica Computer Solutions – April payment – Standing Order due 15th April</i>	£10.00
<i>NALC – Annual subscription</i>	£185.12
<i>Indigo Waste Services (to March 31)</i>	£21.60
<i>BT Payphones</i>	£1.00
	TOTAL OF ABOVE
	£407.97
BANK BALANCES AT STATEMENT(S) (CLOSE OF BUSINESS ON 3 APRIL 2017)	
MAIN CURRENT ACCOUNT	£9,110.99
BUSINESS RESERVE A/C	£10,059.61

10:	ANNUAL PARISH MEETING
<p>The Clerk had provided a contact list of usual organisations reporting at the forthcoming Annual meeting and this was found to be in order with no changes or additions necessary</p>	

11:	CLERK INFORMATION/CORRESPONDENCE
<p>The Clerk advised of an impending 3 day road closure affecting about 350 metres of The Common for Anglian Water work between 2nd & 5th May 2017. In addition paperwork had been received outlining team revisions to NCC Highways (Freethorpe not affected) and Community Infrastructure Levy (CIL) arrangements –</p>	

Freethorpe was not due to receive any payments in the foreseeable future. The Clerk had also prior circulated an Acle Police newsletter and a summary of services provided by NALC. Finally the Clerk reported that the first and main batch of material for the Parish Council section of the Village website had been forwarded – 2016-2017 Minutes to follow following approval earlier.

12:	COUNCILLORS COMMENTS/FUTURE AGENDA
	<p>Mrs Church reported that new grants were being sought for proposed improvements to play equipment at the Village Hall. Mr. Iles (NCC) had arrived at approximately 8.15 p.m. and in his report he emphasised that most outstanding matters were now either dealt with or on hold until after the forthcoming local council elections (May 4th). The new NCC MD Wendy Thomas had called a meeting of all department heads to re-design the structure to the standards she required. The new boss of schools and education in the area (a further temporary appointment) was now in place – he came highly recommended, and the recent OFSTED report was the best received for some considerable time. Norse were taking over Herondale (Acle) who wanted to return it to a proper social care home. Mr. Iles also stated that one ongoing matter of permissive footpaths had run its course until revised legislation was in place. On behalf of the Council Mr. Spencer wished Mr. Iles good luck in the forthcoming election.</p>

The Meeting closed at 8.35 p.m.

<i>Signed after agreed amendment and approval by Council as being a true and accurate record by the Chair of the meeting or authorised deputy</i>		Dated:
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Parish Clerk: Stephen Williamson 01493 296036 E-Mail: freethorpe.pc@gmail.com	FREETHORPE Parish Council <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	46 Moorhen Way Kingfisher Park Burgh Castle Norfolk NR31 9FJ
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NOTICE OF THE ANNUAL PARISH MEETING

FREETHORPE VILLAGE HALL - MONDAY 15th MAY 2017 - 7.45pm

1	APOLOGIES	Apologies for absence from the meeting will be taken and recorded
2	MINUTES	The Minutes of the 2016 Annual Meeting will be presented for approval, amended as necessary and duly signed.
3	TREE WARDEN	Time will be made available for a report by Mr. John Fleetwood – this section will also include presentation of certificates to Junior Tree Wardens.
4	FREETHORPE PARISH COUNCIL	Time is allocated for the Chairman, any Parish Councillor and the Clerk to report on the past year. The Clerk will convey end of year finance report
5	NORFOLK COUNTY COUNCIL REPORT	Time will be made available for any report from Norfolk County Council
6	BROADLAND DISTRICT COUNCIL REPORT	Time will be made available for any report from Broadland District Council
7	COMMUNITY REPORTS	Any group, club, individual or organisation operating within Freethorpe are welcome to report as appropriate.
8	PARISHIONERS QUESTIONS	An open forum with time allotted as appropriate. This item can also be utilised for additional items advised by Parishioners

Signed:

Stephen Williamson

Parish Clerk
5th MAY 2017

NOTES:

**ANY PARISHIONER AND/OR GROUP WISHING TO ADD AN AGENDA ITEM
PLEASE CONTACT THE CLERK (Contact details above)**

Any group wishing to report but unable to attend personally may forward report to the
Parish Clerk (e-mail as above)

On Item 7 – Time will be allowed for any group/institution to present their report personally, and every endeavour will be made to read reports submitted by post/e-mail, however depending on the number of reports received the Parish Council reserve the right to Minute that a report has been received without reading it in full, and making copy available to any Parishioner on request.

If at all possible it is desirable that a copy of your report is electronically forwarded in advance of, or soon after the meeting, to the Parish Clerk, for inclusion within the Minutes.
Alternatively please supply a legible copy to the Clerk at the meeting.

Copies of any report made are available on request to any Parishioner, and will be sent electronically where possible, or by post/personal delivery if necessary

Parish Clerk: Stephen Williamson 01493 296036 E-Mail: freethorpe.pc@gmail.com	FREETHORPE Parish Council <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	46 Moorhen Way Kingfisher Park Burgh Castle Norfolk NR31 9FJ
PARISH COUNCIL YEAR 2017 - 2018		
MINUTES OF THE ANNUAL PARISH MEETING MONDAY 15th MAY 2017		
PRESENT AT THE MEETING		
Councillors: N. Spencer (Chair), D. Lake (Vice-Chair). P. Bacon, J. Church, G.P. Lamb, G. Thompson, L. Turner. NCC Councillor: B. Iles Broadland District Councillor: G. Nurden 20 Members of the public		

The Meeting commenced at 7.45 p.m.

1:	APOLOGIES FOR ABSENCE
Apologies prior received from First Responders, Almshouses Trust, Freethorpe & Wickhampton Churches	
2:	MINUTES
The Minutes of the Annual Parish Meeting held on May 16 th 2016 had been prior circulated, no further amendments were deemed necessary. The Minutes were accepted as being a true & accurate record and duly signed.	
3:	TREE WARDEN
Mr John Fleetwood presented his report which highlighted the core of the success continued to be the Junior Tree Warden scheme, the only one in the country. Mr. Fleetwood emphasised that they worked hard and were good time keepers, they had planted trees and cleared ground and helped obtain a Preservation Order for four oak trees. Visits had been arranged for the junior wardens during the summer to Raveningham, Wrong's Covert and Oakhill Wood in Brundall. Special mention was made of four particular junior wardens, one of whom received the Junior Tree Warden award – <i>names withheld from these Minutes and the full report as the juniors involved are under age 16</i> . Mr. Fleetwood gave thanks to the Conservation Team at Broadland and also the continued support of the school. He concluded by saying that during the summer the whole Parish would be surveyed in order to evaluate liability resulting from ash dieback disease. A COPY OF THIS FULL REPORT (minus children's names) IS WITHIN MINUTE BOOK & WILL BE AVAILABLE ON THE WEBSITE OR BY REQUEST TO THE PARISH CLERK.	
4:	FREETHORPE PARISH COUNCIL
The Chairman, Mr. Spencer, had no formal report but thanked the Councillors and Clerk for help and support during the year. The Parish Clerk thanked the Councillors as well as those representing NCC & Broadland as well as the Tree Warden and Lynda Boyle the auditor. He went on to mention the newly created Parish tab on the Freethorpe Village Hall website, thanking Stephen Smith for his hard work to organise this, he stated that for the first time all meeting Minutes (going back to 2012) were available for viewing and this year all the Annual Reports would be placed. Financially in his role as RFO the Clerk stated that the closing balance on the Council's main bank account at 31 st March was £9,910.99 – since added to by the first half of the 2017-18 Precept. The Reserve account stood at £10,059.61 also since added to by annual interest. A COPY OF THIS FULL REPORT IS WITHIN MINUTE BOOK & WILL BE AVAILABLE ON THE WEBSITE OR BY REQUEST TO THE PARISH CLERK	

5:	NORFOLK COUNTY COUNCIL
<p>Mr. Brian Isles, newly re-elected NCC Councillor stated that the economic impacts of the Northern Distributor Road gave great hope for the future of the county, just as the dualling of the final part of the A11 had brought growth to the area. Although still some way off he hoped that the upgrading of the 'Acle straight' and third river crossing in Great Yarmouth would assist in job and business creation, as would the projected 90 minute train journey time from Norwich to London. During May the Council had changed from the 'Rainbow Alliance' to Conservative overall control. As for Freethorpe there had been issues over Permissive paths affecting dog walkers, and the County were trying to obtain grants to assist with this problem. Speeding on the main road through the village (as well as Reedham and Moulton) continued to be a problem and he was glad to see the introduction of a speed warning sensor. The County monitors flooding on an ongoing basis. Lastly he informed that the Caister NCC Highways depot had now closed and the local man (incumbent for many years – John Cotton) now worked from Aylsham.</p> <p>A COPY OF THIS FULL REPORT IS WITHIN MINUTE BOOK & WILL BE AVAILABLE ON THE WEBSITE OR BY REQUEST TO THE PARISH CLERK</p>	

6:	BROADLAND DISTRICT COUNCIL
<p>For Broadland District Council, Mr. Grant Nurdin stated that devolution had somewhat dominated the past year, he felt that missing out may turn out to be regrettable in future years. Broadland continued to deliver the best services possible but monetary constraints were a continual problem. The Council's Broadland Growth company had built and sold new homes at Carrowbreck to the highest environmental standards, two further projects were in the pipeline. Staying fit & healthy was the prime reason for the wellbeing programme and whilst the new recycling service had experienced teething problems but now was the best in Norfolk at 50%. The Council had recently made the decision to hand over management of footway lighting to the Parish Councils, Freethorpe was one affected, a consultation meeting was scheduled for the end of May. Broadland was a safe place to live and partnerships existed with Safer Neighbourhood Action Panels. Key projects for older & more vulnerable people. The Early Hub & Tots to Teens programmes help to develop young people.</p> <p>A COPY OF THIS FULL REPORT IS WITHIN MINUTE BOOK & WILL BE AVAILABLE ON THE WEBSITE OR BY REQUEST TO THE PARISH CLERK</p>	

7:	COMMUNITY REPORTS
<p>Freethorpe F.C: Report presented by Stephen Smith – for 2016-2017 the club w running eight teams – three adult including a Ladies Team and five youth teams. With 11-a-side adult football in something of a decline Freethorpe FC continued to shoot above its weight with two teams in the Anglian Combination and the Ladies team in the Norfolk League. Visiting teams always praised the facilities on offer. The club had passed its FA Charter Standard 'health check'. The main concern was the sustainability of the MUGA which had been in operation 24/7 since opening in 2006. The life-span was projected at 10-15 years, hence the cost of a replacement surface (some £30,000) and a community plan needed to be formulated to prevent the demise of the facility. The club seeks to 'provide football for all, for life at an affordable and safe venue.</p> <p>Walpole Almshouses: Report prior provided. The accounts were currently being audited. The Rev. Dr. Lorna Allies & Michael Blake had been welcomed as Trustees, the former being Chairperson. The Almshouses are fully occupied with improvements due to take place, although the general order was good.</p> <p>All Saints Church Freethorpe: Report prior provided. A service was held every Sunday at 11.00 a.m. Members of the team were part of the Open Book Team which dramatized a Biblical story and members took part in the Reedham Passion Play at Easter 2017. Two weddings were due at the church later in the year, the garden party in Autumn 2016 raised over £900, two coffee mornings had raised a further £250. A new altar rail kneeler is near completion and is due to be blessed by the Bishop of Thetford at the Carol Service in December. Financial assistance towards the churchyard maintenance from Parish Council much appreciated.</p> <p>St. Andrews Church Wickhampton: Report prior provided. The church was disappointed in being unsuccessful in obtaining a Lottery Heritage Grant to repair the church tower, other avenues being explored. Another grant was being used to maintain medieval wall paintings. An art exhibition takes place in the church between 1st and 8th July. One wedding is planned for August 2017.</p>	

Freethorpe First Responders:	There were currently nine volunteers with eight currently able to respond.
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Usually over 1,000 hours a month were available when someone was able to repond. More volunteers were shortly to be sought owing to current Responders ageing. From March 2016 to February 2017 the Responders attended 144 calls of which 34 were in Freethorpe and Wickhampton. Criteria laid down for attending was mentioned, along with the fact that the majority of callouts were for shortness of breath and/or breathing difficulties. The group continued to check the four defibrillators at Cantley, Freethorpe, Reedham and Moulton. Consumables were provided from funds. It was mentioned that the Responders would be unable to continue without the support received from the public as well as donations and bequests. Junior first aid training ws carried out for Year 6 children with the best young first aider receiving a shield dedicated to Liam Smith who died at a young age whilst a pupil at Reedham School.

Freethorpe Primary School: Presented by Maureen Burns – Interim Executive Head.

COPIES OF THE FULL REPORTS ARE WITHIN MINUTE BOOK & WILL BE AVAILABLE ON THE WEBSITE OR BY REQUEST TO THE PARISH CLERK

8:	PARISHIONERS QUESTIONS
There were no further questions raised	

The Meeting closed at 8.25 p.m.

<i>Signed after agreed amendment and approval by Council as being a true and accurate record by the Chair of the meeting or authorised deputy</i>		Dated:
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PARISH COUNCIL YEAR 2017 - 2018		
THE ANNUAL PARISH COUNCIL MEETING MINUTES OF THE MEETING - MONDAY 24th APRIL 2017		
PRESENT AT THE MEETING		
Councillors: N. Spencer (Chair), D. Lake (Vice-Chair). P. Bacon, J. Church, G.P. Lamb, G. Thompson, L. Turner. NCC Councillor: B. Iles Broadland District Councillor: G. Nurden 2 Members of the public		

The Meeting commenced at 8.28 p.m.

1:	ELECTION OF CHAIRMAN
Nominations for the post of Chairman to the Parish Council 2017-18. The only nomination was for Mr. N. Spencer – Nominated by Mrs Church, Seconded by Mr. Thompson. All In Favour. Mr. Spencer duly signed the mandatory form accepting the post.	
2:	APOLOGIES FOR ABSENCE
With all Councillors present there were none.	
3:	ELECTION OF VICE-CHAIR
Mr. Spencer called for nominations for the post of Vice-Chairman to the Parish Council for 2017-2018. The only nomination was for Mr. D. Lake – Nominated Mr. Spencer, Seconded by Mr. Bacon. All In Favour. Mr. Lake duly signed the mandatory form accepting the post.	
4:	DECLARATIONS
All Councillors duly signed the 'no change' form provided stating there had been no non-reported changes to their formal declarations made to Broadland Council in May 2015. <i>Note: The declaration of Mr. Lamb was duly signed, however the date read March 2017 when his declaration as a new Councillor was made.</i>	
5:	FINANCIAL MATTERS
The Parish Clerk Mr. S. Williamson was duly named as (continuing) Responsible Financial Officer. Mrs Lynda Boyle was formally confirmed as the Parish Council Internal Auditor. Council decided not to appoint an accounts monitor. The current cheque signatories were confirmed as Mr. N. Spencer and Mr. D. Lake. Application had been made to the Parish bankers to add Mr. G. Thompson as third signatory.	
6:	COMMITTEES
No Committees were currently operative and no new ones were planned for the foreseeable future.	
7:	WORKING PARTIES
No Working Parties were currently operative and no new ones were planned for the foreseeable future.	
8:	STANDING ORDERS
Council duly accepted continuance of the Standing Orders initially recommended by NALC.	


9:	FINANCIAL REGULATIONS
Council duly accepted continuance of the Financial Regulations initially recommended by NALC.	
10:	CODE OF CONDUCT
All Councillor had prior received, agreed to observe and sign the Code of Conduct recommended by Broadland District Council and NALC.	
11:	RISK ASSESSMENT
Council duly accepted the current Risk Assessment, however the Parish Clerk observed that this could probably be improved and hoped to work on a replacement during the year	

The Meeting closed at 8.35 p.m.

<i>Signed after agreed amendment and approval by Council as being a true and accurate record by the Chair of the meeting or authorised deputy</i>		Dated:
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Parish Clerk: Stephen Williamson 01493 296036 E-Mail: freethorpe.pc@gmail.com COUNCIL YEAR 2017-18	FREETHORPE Parish Council <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	46 Moorhen Way Kingfisher Park Burgh Castle Norfolk NR31 9FJ
NOTICE OF A PARISH COUNCIL MEETING		
FREETHORPE VILLAGE HALL		
MONDAY 15th MAY 2017		
THIS MEETING WILL COMMENCE AT THE CONCLUSION OF THE ANNUAL PARISH MEETING AND ANNUAL PARISH COUNCIL MEETING		

AGENDA

PUBLIC PARTICIPATION		
As it is expected that anyone wishing to raise a point/make reports will have done so within the preceding meeting, no public section is planned – however if you do wish to raise any matter please ask the Chairman or Parish Clerk		
1	APOLOGIES	Apologies for absence from the meeting will be taken and recorded
2	DECLARATIONS	Members to declare any known pecuniary and/or non-pecuniary interests that may affect any agenda item below, and not previously declared to Broadland District Council
3	MINUTES	Minutes of the meeting held on 24 th April will be amended as considered necessary, approved and signed.
4	MATTERS ARISING	The Chairman, Clerk and others as appropriate will update on matters previously discussed with appropriate action as necessary.
5	PLANNING	<i>No new applications received</i> Any new applications received prior to the meeting may be discussed at Council discretion with notifications posted as appropriate. Any updates on past applications/enforcement issues will be reported.
6	VILLAGE MATTERS	Any other general items pertaining to Freethorpe can be discussed and approved with action agreed as appropriate. This is likely to include updates on proposed telephone kiosk purchase(s)
7	ANNUAL PARISH MEETING	This section is to enable Council to further discuss and/or take a vote on any matters raised at the preceding Annual Parish Meeting
8	FINANCIAL MATTERS & PAYMENTS	To update as necessary on any financial information. To approve payments (<i>separate list will be provided</i>).
9	CLERK INFO	The Clerk will bring to notice any items of correspondence received.
10	COUNCILLORS COMMENTS	Members of the Council may bring to the attention of Chairman or Clerk, any matters they feel need actions or suggestions for next agenda.
Signed:		<div>  </div>
		Parish Clerk 10 May 2017

Parish Clerk: Stephen Williamson 01493 296036 E-Mail: freethorpe.pc@gmail.com	FREETHORPE Parish Council <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	46 Moorhen Way Kingfisher Park Burgh Castle Norfolk NR31 9FJ
PARISH COUNCIL YEAR 2017 - 2018		
MINUTES OF THE MEETING - MONDAY 15th MAY 2017		
PRESENT AT THE MEETING		
Councillors: N. Spencer (Chair), D. Lake (Vice-Chair). P. Bacon, J. Church, G.P. Lamb, G. Thompson, L. Turner. NCC Councillor: B. Iles Broadland District Councillor: G. Nurden Members of the public		

The Meeting commenced at 8.37 p.m.

1:	APOLOGIES FOR ABSENCE
With all Councillors present there were none.	
2:	DECLARATIONS
There were no declarations additional to those registered with Broadland District Council	
3:	MINUTES
The Minutes of the meeting held on April 24 th had been prior circulated, no further amendments were deemed necessary. The Minutes were accepted as being a true & accurate record and duly signed.	
4:	MATTERS ARISING
There were none that would not be covered in later agenda items	
5:	PLANNING
There were no new applications. There was one update from the Broads Authority relating to 2 Church Farm Cottages – permission granted. The Clerk informed of a note from Broadland stating that the house on The Green (compulsory purchased by Broadland) had been withdrawn prior to auction, there was no reason as to why this was not listed for June.	
6:	VILLAGE MATTERS
On the Wickhampton telephone box, a local resident had confirmed she was willing to organise a book exchange facility and was willing to repaint the box, she had wondered about replacement of broken glass panels, Mr. Lake stated he would check how many and measure prior to June meeting. An e-mail from Broadland had informed that all applicants who had moved into the eight new homes at The Common had a strong local background, seven of the eight to current residents in the village and one to an applicant from an adjoining Parish, one further Housing Association property in the Parish had also allocated as a local let. The request to send a copy of the BT agreement to Mr. Thompson had been overlooked – Clerk to do this ASAP. Mrs Church asked that thank you letter be sent to Messrs. Adrian Barber and Tim Meale for their Parish work.	
7:	ANNUAL PARISH MEETING
This section had been intended in case any voting or further discussion was necessary on items at the Annual Parish Meeting – there were none.	

8:	FINANCIAL MATTERS & PAYMENTS	
The Clerk stated there was practically nothing to report this month, things having been relatively quiet. The only invoices were for the 2017-18 insurance and also (subject to PC approval) invoice for NALC as payment for a 'New Councillors' course which Peter Lamb wished to attend. The current account balance shown below includes the receipt of the first half of the 2017-18 Precept. The business reserve account is up to date with interest added – the Clerk informed that the Parish had earned almost £100 in the period since it was agreed to transfer a large amount – this of course is welcome and shows that something is being done right!		
PAYMENTS DUE		
Payee & Reason		Amount
S.A. Williamson – period to 18 May 2017 – Standing Order due 18 th May Salary - £160.25 Plus Expenses/Allowance £30.00		£190.25
Calica Computer Solutions – May payment – Standing Order due 15 th May		£10.00
Business Services at CAS (Parish Insurance 2017-18)		£906.98
Norfolk ALC (Course Peter Lamb)		£60.00
		TOTAL OF ABOVE
		£1,167.23
BANK BALANCES AT STATEMENT(S) (CLOSE OF BUSINESS ON 2 MAY 2017)		
MAIN CURRENT ACCOUNT	£14,257.04	
BUSINESS RESERVE A/C/	£10,098.74	

9:	CLERK INFORMATION/CORRESPONDENCE
A contact number had been located for John High – the person who last renovated the Wickhampton sign. Clerk to contact and arrange new estimate. Plans had also been discussed in the past for a small roof for the sign – this to be raised. Canton of Calica Solutions (looking after SAM 2 machine, had mentioned an upcoming holiday meaning that re-charging could not take place for 16 days. Council felt that no extra action was necessary and that this would be a good test as to how long batteries lasted. CPRE had issued an invite to Councillors to attend a Campaign Alliance meeting in Norwich in mid-July. Updated mobile library times had been provided for remainder of calendar year. Clerk confirmed his attention to attend Broadland consultation evening on 24 th May.	

10:	COUNCILLORS COMMENTS/FUTURE AGENDA
There was brief discussion on the idea to form a working committee to try and fundraise for new MUGA surface. Tree was resting on telephone lines at a field near marshes believed to be owned by Paul Dunthorne	

The Meeting closed at 9.15 p.m.

<i>Signed after agreed amendment and approval by Council as being a true and accurate record by the Chair of the meeting or authorised deputy</i>		Dated:
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Parish Clerk: Stephen Williamson 01493 296036 E-Mail: freethorpe.pc@gmail.com	FREETHORPE Parish Council <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	46 Moorhen Way Kingfisher Park Burgh Castle Norfolk NR31 9FJ
PARISH COUNCIL YEAR 2017 - 2018		
MINUTES OF THE MEETING - MONDAY 19th JUNE 2017		
PRESENT AT THE MEETING		
Councillors: N. Spencer (Chair), D. Lake (Vice-Chair). P. Bacon, J. Church, G.P. Lamb, L. Turner. Broadland District Councillor: G. Nurden 2 Members of the public		

The Meeting commenced at 7.45 p.m.

1:	APOLOGIES FOR ABSENCE
Councillor G. Thompson (work commitments). Accepted. Apologies also received from NCC Councillor Brian Iles and Tree Warden John Fleetwood	

2:	DECLARATIONS
There were no declarations additional to those registered with Broadland District Council	

3:	MINUTES
The Minutes of the Annual Parish Council Meeting held on May 15 th had been prior circulated, no further amendments were deemed necessary. The Minutes were accepted as being a true & accurate record and duly signed. The Minutes of the general Parish Meeting held on the same date had also been prior circulated, again no further amendments were deemed necessary and these Minutes were duly signed as being a true and accurate record. (<i>Note: Minutes of the Annual Parish Meeting are due to be signed in May 2018</i>)	

4:	MATTERS ARISING
With regards to the missing glass panels in the Wickhampton telephone box (which Parish considering purchasing) Mr. Lake informed that three panels measuring 385mm x 195mm needed replacement, quote(s) to be obtained for this work. The Clerk felt it may be worth asking BT if the box would be passed over with this work done. Final decision as to whether to go ahead with purchase hopefully in July.	

5:	PLANNING	
BA/2017/0072/LBC	2 Church Farm Cottages	New window/door
Council had no objection to this proposal and supported the application		
20170808	92 The Common	Single storey side extension
Council had no objection to this proposal and supported the application		
20170838	Brickyard Cottage	Removal of condition
Council had no objection to this proposal and supported the application to remove one of the conditions.		
There were no updates on previous applications, nor on investigations into planning breaches. The Clerk informed that Broadland had been in contact to ascertain whether in future Council would be prepared to consider applications solely via the Internet. Council felt that they would prefer to have the opportunity to view 'hard copies' but appreciated there may be no choice in the matter during coming years/months.		

The Meeting was briefly suspended (8.00 p.m.) to allow for public participation

PUBLIC SECTION
Broadland Councillor Grant Nurdin had little news but was able to confirm that the property known as Pond Barn in The Green had been withdrawn from auction owing to incorrect information. The property had been advertised and apparently was now sold (subject to contract). He also stated he was no longer on the Broadland Planning Committee but had taken up on the Economic Development Committee.

Mr. Miller informed Council that new grant applications for work to the Village Hall would be submitted as the year went on and hoped that Council would support applications with necessary information and have grants in the Parish name so that VAT could legally be reclaimed. Council supported this.

The Meeting re-commenced at 8.07 p.m.

6:	VILLAGE MATTERS
The matter of the Wickhampton phone box had been dealt with in Item 4.	

7:	ACCOUNTS & MAZARS RETURN 2016-17
Councillors had been sent copies of the accounts and these were approved, there was one outstanding uncashed cheque from the financial year (see Item 8 below). Council also approved the draft return to Mazars which was duly signed by the Chairman and Clerk in his capacity as Responsible Financial Officer. <i>Note: A 'hard copy' of relevant paperwork is stored via the Clerk's computer, is placed within the Minute Book and is also on the Parish Council pages of the Village Hall Website.</i>	

8:	FINANCIAL MATTERS & PAYMENTS												
The Clerk confirmed that the main financial work had now been completed for the Council year 2016-2017 and has now been audited by the Parish Internal Auditor. The Clerk continued stating that during preparing accounts, one missing cheque emerged – this being one of the grant cheques issued in September 2016 – in this case for NARS. The Clerk had spoken to NARS who had searched their records and confirmed it had not been received nor banked. Hence one question to resolve this evening will be whether to (a) forget about the donation in the last Council year (b) to issue a new cheque this evening - £150.00 or (c) double or add to the 2017-18 donation due in September. Council unanimously agreed to issue a new cheque													
<table border="1"> <tr> <td><i>S.A. Williamson – period to 18 June 2017 – Standing Order due 18th June Salary - £160.25 Plus Expenses/Allowance £30.00</i></td><td>£190.25</td></tr> <tr> <td><i>Calica Computer Solutions – June payment – Standing Order due 15th June</i></td><td>£10.00</td></tr> <tr> <td><i>Mrs L. Boyle – Internal Audit Fee for 2016-17 Accounts</i></td><td>£200.00</td></tr> <tr> <td><i>Mr. S.A. Williamson – Two additional return journeys from home to Freethorpe to deliver and later collect accounts material – 54 Miles x £0.45 plus Reed Ferry x 2</i></td><td>£32.90</td></tr> <tr> <td><i>NARS – replacement cheque for 2016-17 grant (see above)</i></td><td>£150.00</td></tr> <tr> <td>TOTAL</td><td>£583.15</td></tr> </table>		<i>S.A. Williamson – period to 18 June 2017 – Standing Order due 18th June Salary - £160.25 Plus Expenses/Allowance £30.00</i>	£190.25	<i>Calica Computer Solutions – June payment – Standing Order due 15th June</i>	£10.00	<i>Mrs L. Boyle – Internal Audit Fee for 2016-17 Accounts</i>	£200.00	<i>Mr. S.A. Williamson – Two additional return journeys from home to Freethorpe to deliver and later collect accounts material – 54 Miles x £0.45 plus Reed Ferry x 2</i>	£32.90	<i>NARS – replacement cheque for 2016-17 grant (see above)</i>	£150.00	TOTAL	£583.15
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<i>NARS – replacement cheque for 2016-17 grant (see above)</i>	£150.00												
TOTAL	£583.15												

BANK BALANCES AT STATEMENT(S) (CLOSE OF BUSINESS ON 2 MAY 2017)	
MAIN CURRENT ACCOUNT	£13,860.87
BUSINESS RESERVE A/C/	£10,098.74

9:	CLERK INFORMATION/CORRESPONDENCE
The Clerk confirmed that a letter had been received outlining plans for the GY & District Athletic Club Humpty Dumpty 10k run, scheduled for 2 nd July. The Clerk confirmed that Santander had confirmed his change of address details and there were at last signs of action on changing cheque signatories. The only other item was the newsletter from Acle SNT which had been forwarded to all Councillors.	


10:	COUNCILLORS COMMENTS/FUTURE AGENDA
There were no points raised that hadn't been covered in prior items.	

The Meeting closed at 8.30 p.m.

<i>Signed after agreed amendment and approval by Council as being a true and accurate record by the Chair of the meeting or authorised deputy</i>		Dated:
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Parish Clerk: Stephen Williamson 01493 296036 E-Mail: freethorpe.pc@gmail.com COUNCIL YEAR 2017-18	FREETHORPE Parish Council <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	46 Moorhen Way Kingfisher Park Burgh Castle Norfolk NR31 9FJ
NOTICE OF A PARISH COUNCIL MEETING		
FREETHORPE VILLAGE HALL		
MONDAY 17th JULY 2017 – 7.45 p.m.		

AGENDA

PUBLIC PARTICIPATION		
A period of time is allocated to allow Officials and members of the public to address Council and bring to attention any points for further discussion or future agenda item(s)		
1	APOLOGIES	Apologies for absence from the meeting will be taken and recorded
2	DECLARATIONS	Members to declare any known pecuniary and/or non-pecuniary interests that may affect any agenda item below, and not previously declared to Broadland District Council
3	MINUTES	Minutes of the meeting held on 19 th June 2017 will be amended as considered necessary, approved and signed.
4	MATTERS ARISING	The Chairman, Clerk and others as appropriate will update on matters previously discussed with appropriate action as necessary.
5	PLANNING	<i>No New Applications Received</i> Any new applications received prior to the meeting may be discussed at Council discretion with notifications posted as appropriate. Any updates on past applications/enforcement issues will be reported.
6	SAM 2 VILLAGE SPEEDING	As the full cycle of chosen positions had now elapsed, Council to discuss findings and decide as appropriate on furthering matters with Acle SNT and/or other suitable bodies
7	FREETHORPE VILLAGE MATTERS	Any other general items pertaining to Freethorpe can be discussed and approved with action agreed as appropriate.
8	WICKHAMPTON VILLAGE MATTERS	In particular decision as to whether to proceed with purchase of telephone box, and repair/replacement of village sign. Other items may be discussed as appropriate
9	FINANCIAL MATTERS & PAYMENTS	To update as necessary on any financial information. To approve payments (<i>separate list will be provided</i>).
10	CLERK INFO	The Clerk will bring to notice any items of correspondence received.
11	COUNCILLORS COMMENTS	Members of the Council may bring to the attention of Chairman or Clerk, any matters they feel need actions or suggestions for next agenda.
12	AUGUST RECESS	As (subject to no urgent matters occurring) the Parish Council will not be meeting in August, permission will be needed for the Chair/Vice-Chair in consultation with Clerk to deal with any urgent matters and/or payments. Planning matters also will need arrangements made.
Signed:		 Parish Clerk 12 July 2017

Parish Clerk: Stephen Williamson 01493 296036 E-Mail: freethorpe.pc@gmail.com	FREETHORPE Parish Council <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	46 Moorhen Way Kingfisher Park Burgh Castle Norfolk NR31 9FJ
PARISH COUNCIL YEAR 2017 - 2018		
MINUTES OF THE MEETING - MONDAY 17th JULY 2017		
PRESENT AT THE MEETING		
Councillors: D. Lake (Vice-Chair). P. Bacon, J. Church, G.P. Lamb, G. Thompson, L. Turner. Broadland District Councillor: G. Nurden 3 Members of the public		

The Meeting commenced at 7.58 p.m. – Mr. D. Lake (Vice-Chair) Chairing the meeting.

PUBLIC SECTION	
Broadland Councillor Grant Nurdin submitted his report. This mentioned that a revised date for footway lighting consultation should be available soon, although the Broadland team were looking at alternative proposals in order that other affected Parishes would take part. The Community Capital Grant Scheme was in its final year (ends March 2018). The property referred to as 'Pond Barnes' was in the ownership of BDC and marketing arrangements were being addressed. The garden waste disposal contract was due to soon be awarded. The general waste contract expires in 2019 and this contract could be expanded.	
1:	APOLOGIES FOR ABSENCE
Received from Mr. Spencer (prior engagement) – Accepted. Apologies also received from NCC Councillor Brian Iles and Tree Warden John Fleetwood.	
2:	DECLARATIONS
There were no declarations additional to those registered with Broadland District Council	
3:	MINUTES
The Minutes of the meeting held on June 19 th had been prior circulated, no further amendments were deemed necessary. The Minutes were accepted as being a true & accurate record and duly signed. <i>(Note that Mr. Thompson had not been present at this meeting)</i>	
4:	MATTERS ARISING
There were none that would not be dealt with under other headings	
5:	PLANNING
There were no new applications – the Clerk updated on the ongoing enforcement work.	
6:	SAM 2 / VILLAGE SPEEDING
In his absence from the meeting, the Chairman Mr. Spencer had indicated that he felt a good way forward would be to collate figures to form a report, which could then be sent to Acle SNT. Other Councillors concurred. The Clerk mentioned that Acle Police were encouraging local villages to operate a 'Speedwatch' campaign – the problem with this was unchanged as few local residents were believed to be interested in what was viewed as 'spying on neighbours'. The only logical way this could happen would be to combine with other villages so that any campaign would operate outside of their home village or area.	

7:	FREETHORPE VILLAGE MATTERS
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The speeding matter within the village had already been raised. The MUGA replacement report had been made available. Notices were in place relating to the next athletic run event. The Annual Fete was scheduled to be held on the coming Sunday – 23rd July.

8:	WICKHAMPTON VILLAGE MATTERS
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The Clerk informed that he had spoken to John High who had visited and viewed the Wickhampton village sign. In general terms he felt that an expenditure of £4-500 would be likely to only last for some four years – a new sign, which he was willing to undertake would probably run to around £1,000. The Clerk stated that a new sign by a manufacturer would almost certainly cost a great deal more. No decision taken – it was hoped that a decision could be made at the next meeting in September.

9:	FINANCIAL MATTERS & PAYMENTS
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The Clerk advised that Having not received an invoice from Indigo (Glass collections for April/May/June) he had telephoned them and apparently they now only send invoices when £10 is exceeded – so the next invoice was due in early October. The Clerk also confirmed that as agreed he had purchased good quality storage boxes (picture circulated). The mouse problem appeared to have been solved, but nevertheless the boxes should keep the Freethorpe paperwork he held in good condition for the future. There was still spare capacity. The Clerk had also purchased a binder for the 2017-18 Minutes. Nothing else to report on financial matters – the bills to pay were simply to myself and to Councillor Lamb for his expenses when attending the New Councillor Course

<i>S.A. Williamson – period to 18 July 2017 – Standing Order due 18th July Salary - £160.25 Plus Expenses/Allowance £30.00</i>	£190.25
<i>Calica Computer Solutions – July payment – Standing Order due 15th July</i>	£10.00
<i>S.A. Williamson – stationery purchases refund: 1 large box @ £20.99 / 3 smaller boxes @ £14.99 each (£44.97) / 1 Folder for Minutes @ £8.99</i>	£74.95
<i>Mr. G.P. Lamb – refund mileage expenses – training course 29 miles @ £0.45p</i>	£13.05
	TOTAL
	£288.25

BANK BALANCES AT STATEMENT(S) (CLOSE OF BUSINESS ON 3 JULY 2017)

MAIN CURRENT ACCOUNT	£12,748.45
BUSINESS RESERVE A/C/	£10,098.74

10:	CLERK INFORMATION/CORRESPONDENCE
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There was little of any interest that had not already been mentioned. The monthly police report for the whole Acle SNT area had already been distributed to all Councillors

11:	COUNCILLORS COMMENTS/FUTURE AGENDA
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There was discussion relating to the car parking situation particularly on Old Chapel Road which was considered dangerous as well as inconsiderate. Mr. Thompson stated he would try to take photographs prior to the next meeting which could then substantiate a communication to the Police.

12:	AUGUST RECESS
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As the Parish Council had no scheduled meeting during August, Council gave consent for the Chairman, Vice-Chair and Clerk to make decisions as necessary to keep matters running smoothly. The next meeting was scheduled for Monday 18th September.

The Meeting closed at 8.47 p.m.

<i>Signed after agreed amendment and approval by Council as being a true and accurate record by the Chair of the meeting or authorised deputy</i>		Dated:
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Parish Clerk: Stephen Williamson 01493 296036 E-Mail: freethorpe.pc@gmail.com COUNCIL YEAR 2017-18	FREETHORPE Parish Council <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	46 Moorhen Way Kingfisher Park Burgh Castle Norfolk NR31 9FJ
NOTICE OF A PARISH COUNCIL MEETING		
FREETHORPE VILLAGE HALL		
MONDAY 18th SEPTEMBER 2017 – 7.45 p.m.		

AGENDA

PUBLIC PARTICIPATION		
A period of time is allocated to allow Officials and members of the public to address Council and bring to attention any points for further discussion or future agenda item(s)		
1	APOLOGIES	Apologies for absence from the meeting will be taken and recorded
2	DECLARATIONS	Members to declare any known pecuniary and/or non-pecuniary interests that may affect any agenda item below, and not previously declared to Broadland District Council
3	MINUTES	Minutes of the meeting held on 17 th July 2017 will be amended as considered necessary, approved and signed.
4	MATTERS ARISING	The Chairman, Clerk and others as appropriate will update on matters previously discussed with appropriate action as necessary.
5	PLANNING View Online at www.broadland.gov.uk/plans and enter reference number shown on the right	20171413 – 6 Sutton Crescent – sub division & new houses Any further new applications received prior to the meeting may be discussed at Council discretion with notifications posted as appropriate. Any updates on past applications/enforcement issues will be reported.
6	VILLAGE MATTERS (Freethorpe)	Any other general items pertaining to Freethorpe can be discussed and approved, with action agreed as appropriate. This may include any updates regarding the parking situation in and around Old Chapel Rd.
7	VILLAGE MATTERS (Wickhampton)	Council need to further any decision relating to repairs to existing sign (or replacement). Decision relating to telephone box poss. purchase)
8	VILLAGE SPEEDING	Council may have further discussions on data obtained from the SAM2 machine and suggest ways to further the matter via Acle Police
9	FINANCIAL MATTERS & PAYMENTS	To update as necessary on any financial information. To approve payments (<i>separate list will be provided</i>).
10	CLERK INFO	The Clerk will bring to notice any items of correspondence received.
11	COUNCILLORS COMMENTS	Members of the Council may bring to the attention of Chairman or Clerk, any matters they feel need actions or suggestions for next agenda.
Signed:		Parish Clerk 13 September 2017
		

Parish Clerk: Stephen Williamson 01493 296036 E-Mail: freethorpe.pc@gmail.com	FREETHORPE Parish Council <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	46 Moorhen Way Kingfisher Park Burgh Castle Norfolk NR31 9FJ
PARISH COUNCIL YEAR 2017 - 2018		
MINUTES OF THE MEETING - MONDAY 18th SEPTEMBER 2017		
PRESENT AT THE MEETING		
Councillors: D. Lake (Vice-Chair). P. Bacon, J. Church, G.P. Lamb, G. Thompson, L. Turner. NCC Councillor: B. Iles Broadland District Councillor: G. Nurden Tree Warden: John Fleetwood 2 Members of the public		

The Meeting commenced at 7.45 p.m. – David Lake in the Chair.

PUBLIC SECTION
<p>Reporting for NCC, Mr. Brian Iles informed that he now held a new Business & Property portfolio. The Council held some 1,670 acres of land, mostly farmland but some development potential. The aim was to generate some £2 million a year. The Herondale project at Acle was due for discussion and it was hoped that homes with care facility would materialise. A new person to run Children's Services had been appointed, Adult Social Services still of concern. A further £20 million had to be saved by 2021 at which time government money would effectively cease. Mr. Iles also stated he was on the Broads Authority Planning Committee.</p> <p>For Broadland District Council, Mr. Grant Nurden stated that the matter of footway lighting consultation may well be delayed for several months. The Capital Grant programme may well carry on an extra year after March 2018. The Waste contract had gone for tender and was likely to be cheaper than previously.</p> <p>Tree Warden John Fleetwood stated that the tree survey was 75% complete with results to be known as soon as possible. An aged cypruss tree had been felled at the bottom of the school field as it had become dangerous, a similar age apple tree had fallen down but cuttings and seeds had been recovered giving around twenty chances of a new one growing. He had taken a couple of junior tree wardens to a recent forum. He also stated that the Tree Warden support from Broadland District had improved considerably in the last year. 29 of the 54 Parishes & Towns now had active Tree Wardens.</p>

1: APOLOGIES FOR ABSENCE
Mr. N. Spencer – personal matters. Apology accepted unanimously

2: DECLARATIONS
There were no declarations additional to those registered with Broadland District Council

3: MINUTES
The Minutes of the meeting held on 17 th July had been prior circulated, no further amendments were deemed necessary. The Minutes were accepted as being a true & accurate record and duly signed. <i>Noted for Minutes – there was no Parish Council meeting in August 2017</i>

4: MATTERS ARISING
On a past topic relating to local historical names being suggested for any new roads was clarified – the guidelines were that (a) Names of living persons could not be used except in rare special circumstances. (b) Names of landscape features demolished by development or names of historic persons, events or places were desirable as were names selected from themes to reflect and enhance the area character and (c) names should not be readily confused with street names already in use in the area. It had not been possible to take photographs of the parking problems previously adhered to, but it was hoped to achieve this soon.

5:	PLANNING		
	20171413	6 Sutton Crescent	Sub division and new homes
Council were in two minds about this proposal, being aware that a precedent had already been set in a close location. It was feared that the perceived over-development (two houses) may cause further precedent for the future whereas one property would not look out of place. However, Freethorpe was in need of two bedroom houses. There were concerns about whether car parking was adequate. Overall Council felt that there could be no actual objection to the proposal, but the Clerk was asked to make concerns known.			
On Enforcements - Reference 2017ENF238 Closed. Development Description Cow sheds used for car repair business Location Of Development Fishers Farm, Old Chapel Road, Freethorpe, Norwich No Breach several visits - no evidence of material change - 01/08/2017 shed and barns still agricultural in nature. Marshes Reference 2015ENF499. Still Open. Enforcement Type Complaint Development Description Occupation of static caravan Location Of Development Land adj. The Fields 19, The Green, Freethorpe.			

6:	VILLAGE MATTERS - Freethorpe
<p>The Clerk revealed that nearly £10,500 was available from Section 106 monies – this to be spent on recreational open space and play area projects. Mrs Church stated that the matter would be raised at the next meeting of the Village Hall Committee in October. The period of time allowed was until 2021/2022. On the matter of using the now owned telephone box, the Clerk had been in touch with Mrs Burns, the Head of the school, who had agreed to attend the October meeting. On necessary attention needed locally, the Clerk was asked to report water constantly outside 39 Chapelfield, an overgrown hedge in Church Road between Wickhampton & Freethorpe and also the blockage occurring opposite the new houses in The Green near the Manor House – it appeared that vegetation near the drains may be the problem. Mrs Church asked that grateful thanks to British Sugar for their help to repair the village hall car park be recorded.</p>	

7:	VILLAGE MATTERS - Wickhampton
<p>On the matter of the village sign, the Clerk reported that he had been unable to speak further with John High, but messages had been left. He reminded Council of previous conversation which indicated the current sign could be repaired for around £500 to give maybe 4-5 years extra life, or renewed for approximately £1,000. Mr High had stated that whilst he was fit enough to make a new sign now, that may not be the case in 4-5 years time owing to his age. The Clerk stated that he had looked into new signs whilst Clerk at another Parish and figures of £3-4,000 had been indicated – this being some years earlier. Council agreed in principle to have a new sign built, possibly with a small roof attachment which it was felt may raise the price by about £500. Council agreed that the telephone kiosk in the village should be purchased if the offer was still open.</p>	

8:	VILLAGE SPEEDING
<p>The Clerk had prepared and circulated a summary of data collected from the SAM2 machine over the six months from January to July, during which time the machine had been located in all chosen location. The average speed throughout the village appeared to be less than 30 mph, although there was concern at some of the recorded speeds which included two cases of 50 mph, two cases of 70 mph and one of 80 mph – all within 30 mph limits. Nevertheless and although almost 7,500 speed violations had been recorded during the period, the average violation was either just within or barely over Police allowances, which it was believed to be 35 mph before prosecution. In view of this Council agreed with the Clerk that the Police would be unlikely to sanction any extra measures, but it was felt that a copy of the summary be passed to Acle SNT for their information. <i>(Note a copy of the summary is included within the Minute Book).</i> Council also agreed with the Clerk's suggestion that he contact Parish Clerks in (say) Reedham and Halvergate to ascertain if either or both may be interested in joining forces on a local 'speedwatch'. This would mean that local volunteers would not be working in their home village.</p>	

9:	FINANCIAL MATTERS & PAYMENTS
<p>The Clerk commented that whilst the payment figure below may look huge in comparison to the 'norm' it needed to be remembered that it does include S/O payments for August as well as September, and all the annual grants/donations as listed. The payment for the picnic table (already delivered) was passed to the Parish Council so that VAT can be re-claimed in due course. The Village Hall will be paying the Parish Council the nett sum of £589.00. The second half of the Precept (a little over £5,000) is due at end September</p>	

<i>S.A. Williamson – period to 18 August 2017 – Standing Order due 18th August Salary - £160.25 Plus Expenses/Allowance £30.00</i>	£190.25
<i>Calica Computer Solutions August payment – Standing Order due 15th August</i>	£10.00
<i>S.A. Williamson – period to 18 September 2017 – Standing Order due 18th September - Salary - £160.25 Plus Expenses/Allowance £30.00</i>	£190.25
<i>Calica Computer Solutions September payment – Standing Order due 15th September</i>	£10.00
<i>NBB Recycled Furniture – payment for Village Hall Picnic Table (VAT element = £117.80)</i>	£706.80
<i>Freethorpe Village Hall – Annual Donation</i>	£3,250.00
<i>Annual Grant – Freethorpe Church</i>	£550.00
<i>Annual Grant – Wickhampton Church</i>	£550.00
<i>Annual Grant – Freethorpe Methodist Church</i>	£550.00
<i>Annual Grant – Freethorpe First Responders</i>	£175.00
<i>Annual Grant – Norfolk Accident Rescue Service (NARS)</i>	£175.00
<i>Annual Grant – Norfolk Air Ambulance</i>	£125.00
TOTAL	£6,482.30

BANK BALANCES AT STATEMENT(S) (CLOSE OF BUSINESS ON 2 AUGUST 2017)			
MAIN CURRENT ACCOUNT	£12,165.30	BUSINESS RESERVE A/C	£10,098.74
BANK BALANCES AT STATEMENT(S) (CLOSE OF BUSINESS ON 2 SEPTEMBER 2017)			
MAIN CURRENT ACCOUNT	£11,890.10	BUSINESS RESERVE A/C	£10,098.74

10:	CLERK INFORMATION/CORRESPONDENCE
<p>A request to view the pavilion/bowls club facility was to be passed to Stephen Smith. Council decided that it would not add Great Yarmouth Citizens Advice Bureau to the annual donation list. Details about an ongoing oil purchase club were circulated and placed on the website, an offer from a local qualified resident to assist with architectural plans for any future projects was received. Information from Acle SNT from July and August had been prior circulated, along with a potential fraud warning. A letter from The Shelroy Trust had been received wanting suggestions for delivery of Christmas Hampers to deserving residents was mentioned – the closing date was 7th November.</p>	

11:	COUNCILLORS COMMENTS/FUTURE AGENDA
Mrs Church offered her forward apologies as she would not be present at the October meeting (16/10/17)	

The Meeting closed at 9.05 p.m.

<i>Signed after agreed amendment and approval by Council as being a true and accurate record by the Chair of the meeting or authorised deputy</i>		Dated:
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LOCATIONS OF MACHINE – JANUARY TO JULY 2017

1 - Reedham Rd, near tennis courts (facing Reedham)	4 - Chapelfield, by electricity substation (facing Southwood)
2 - Lower Green, near the Old Rectory (facing Acle)	5 - The Green, by Manor House duckpond
3 - School Road, outside Freethorpe School (facing Wickhampton)	


	Date From	Date To	Vehicles	Highest Speed Recorded
1	25-01-17	22-02-17	30,351	70 mph (10.20 pm – 3/2)
2	22-02-17	22-03-17	25,196	50 mph (7.45 pm – 4/3)
3	22-03-17	19-04-17	3,994	50 mph (8.30 pm – 27/3)
4	19-04-17	18-05-17	23,937	70 mph (7.50 p.m. – 21/4)
5	18-05-17	15-06-17	30,858	80 mph (10.40 p.m. – 6/6)

LOCATION 1		
Average Speed (All Traffic)	Number of Speed Violations	Average Speed of Violators
27.6 mph	1,607	35.67 mph
LOCATION 2		
Average Speed (All Traffic)	Number of Speed Violations	Average Speed of Violators
27.7 mph	732	34.10 mph
LOCATION 3		
Average Speed (All Traffic)	Number of Speed Violations	Average Speed of Violators
27.4 mph	1,511	35.83 mph
LOCATION 4		
Average Speed (All Traffic)	Number of Speed Violations	Average Speed of Violators
28.1 mph	1,921	36.85 mph
LOCATION 5		
Average Speed (All Traffic)	Number of Speed Violations	Average Speed of Violators
27.9 mph	1,702	37.10 mph
	TOTAL SPEED VIOLATIONS IN VILLAGE	
	7,473	

OVERALL AVERAGE OF ALL LOCATIONS		
Average Speed (All Traffic)	Number of Speed Violations	Average Speed of Violators
27.74 mph	1,494	35.91 mph

Parish Clerk: Stephen Williamson 01493 296036 E-Mail: freethorpe.pc@gmail.com COUNCIL YEAR 2017-18	FREETHORPE Parish Council <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	46 Moorhen Way Kingfisher Park Burgh Castle Norfolk NR31 9FJ
NOTICE OF A PARISH COUNCIL MEETING		
FREETHORPE VILLAGE HALL		
MONDAY 16th OCTOBER 2017 – 7.45 p.m.		

AGENDA

PUBLIC PARTICIPATION		
A period of time is allocated to allow Officials and members of the public to address Council and bring to attention any points for further discussion or future agenda item(s)		
FREETHORPE TELEPHONE BOX		
The Headmistress of the primary school is scheduled to attend to discuss intended school use of the Freethorpe (former BT) telephone box, now owned by the Parish		
1	APOLOGIES	Apologies for absence from the meeting will be taken and recorded
2	DECLARATIONS	Members to declare any known pecuniary and/or non-pecuniary interests that may affect any agenda item below, and not previously declared to Broadland District Council
3	MINUTES	Minutes of the meeting held on 18 th September 2017 will be amended as considered necessary, approved and signed.
4	MATTERS ARISING	The Chairman, Clerk and others as appropriate will update on matters previously discussed with appropriate action as necessary.
5	PLANNING <i>View Online at www.broadland.gov.uk/plans and enter reference number shown on the right</i>	<i>20171413 – 6 Sutton Crescent – sub division & new houses</i> <i>THIS IS NOT a new application as it was discussed at the September meeting – however alterations have been made</i> Any further new applications received prior to the meeting may be discussed with notifications posted as appropriate. Any updates on past applications/enforcement issues will be reported.
6	VILLAGE MATTERS	Any other general items pertaining to Freethorpe can be discussed and approved with action agreed as appropriate.
7	WICKHAMPTON SIGN	Council to further discuss the matter of sign renewal. The Clerk has met with John High and discussed various options
8	TELEPHONE BOXES	If any vote is needed following the section prior to the meeting, this will be taken at this point (as discussions were 'outside' of the meeting). The Clerk will update as possible on proposed purchase of the Wickhampton telephone box.
9	AUDIT 2016-17	Council will be made aware of the Mazars report, and accept it unless any further action is deemed necessary
10	FINANCIAL MATTERS & PAYMENTS	To update as necessary on any financial information. To approve payments (<i>separate list provided</i>).
11	CLERK INFO	The Clerk will bring to notice any items of correspondence received.
12	COUNCILLORS COMMENTS	Members of the Council may bring to the attention of Chairman or Clerk, any matters they feel need actions/suggestions for next agenda.
Signed:		<div>  </div>
		Parish Clerk 11 October 2017

Parish Clerk: Stephen Williamson 01493 296036 E-Mail: freethorpe.pc@gmail.com	FREETHORPE Parish Council <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	46 Moorhen Way Kingfisher Park Burgh Castle Norfolk NR31 9FJ
PARISH COUNCIL YEAR 2017 - 2018		
MINUTES OF THE MEETING - MONDAY 16th OCTOBER 2017		
PRESENT AT THE MEETING		
Councillors: N. Spencer (Chair), D. Lake (Vice-Chair). P. Bacon, G.P. Lamb, L. Turner. Broadland District Councillor: G. Nurden. Tree Warden: John Fleetwood 4 Members of the public		

The Meeting commenced at 7.45 p.m.

PUBLIC SECTION
<p>Tree Warden Mr. Fleetwood informed Council that two of the Junior Tree Wardens had recently accompanied him to an area meeting in Suffolk. They had been introduced to delegates and were warmly welcomed, very much as "the future of Tree Wardens". Only one other delegate from the Broadland area attended. Mr. Fleetwood was scheduled to address a meeting in Lincoln in early November. The number of Junior Tree Wardens had been set as a maximum of eight young persons.</p> <p>Mr. Nurden for Broadland District Council announced that in his opinion the footway lighting consultation was unlikely to happen owing to Drayton & Hellesdon Parish Councils refusal to co-operate. The Head of Environmental Services would soon be outlining alternative proposals for Cabinet consideration. The same person was taking up a role in Colchester during December, four departmental managers scheduled to step into the role until such time as the future was determined. A feasibility study for a joint working structure with South Norfolk District Council was to take place. Pond Barns had been sold, subject to contract.</p>

FREETHORPE TELEPHONE BOX
<p>Maureen Burns the Interim Head teacher at Freethorpe Primary School outlined several ideas, mainly emanating from students themselves. These ideas included use of the telephone box as an 'art gallery' to display work done at the school, an indoor garden with plants and possible exchange of cuttings, a book sale, a community news hub and an exhibition area for a project working on the history of Freethorpe. These ideas and possibly others will be further discussed in forthcoming meetings. The Clerk suggested it would be helpful for Council to know what work needed doing at/in the box.</p>

1: APOLOGIES FOR ABSENCE
<p>Councillors Church (holiday) & Thompson (Work commitments. Apologies accepted. Also Brian Iles (NCC).</p>

2: DECLARATIONS
<p>There were no declarations additional to those registered with Broadland District Council</p>

3: MINUTES
<p>The Minutes of the meeting held on September 18th September had been prior circulated, no amendments were deemed necessary. The Minutes were accepted as being a true & accurate record and duly signed.</p>

4: MATTERS ARISING
<p>The Clerk informed that a wasps' nest had been found and destroyed on the playing field, two names had gone forward for Christmas hampers from Shelroy Trust. Broadland had been contacted to correct omission where website address was missing from their directory. An e-mail had gone to BT stating Council did wish to buy the box in Wickhampton. SAM 2 figures had been communicated to Acle SNT and suggestion of possible working partnership with Reedham & Halvergate on 'speedwatch'. This however did not seem likely.</p>

5:	PLANNING	
	20171413	6 Sutton Crescent
		Sub division and new homes
This was not a new application, but revisions to the application approved in September. The plan was now for one detached dwelling on the site, which Council agreed suited the site somewhat better.		
The only enforcement ongoing was the static caravan adj. to 19 The Green, still being investigated.		

6:	VILLAGE MATTERS
The Clerk informed that SAM 2 material had been sent to Acle SNT, a response had suggested joining forces with other local Parishes for a 'speedwatch' scheme. The response had also indicated that dates of future meetings be sent via PC Kennedy – this had been done. The Clerk had also contacted the co-ordinator of the newly formed Beighton Speedwatch, who had indicated that recruitment was not easy. Council felt it unlikely that this could proceed for the time being.	

7:	WICKHAMPTON SIGN
<p>The Clerk spoke at some length relating to his recent meeting with John High (now of Burgh Castle) who had built the existing Wickhampton sign. Mr. Lake confirmed, including with photographs, that repairs would be difficult and probably not effective for any length of time. Council accepted the idea of John High to incorporate a lightweight roof to a new sign to protect against the worst of the weather. Although not an exact quotation, John High had expressed his belief that a new sign could be built for £1,000, and Council felt this was reasonable. Clerk asked to communicate with Mr. High to give go ahead.</p>	

8:	TELEPHONE BOXES
Following communication from the Clerk, it had now been established that the 'iconic' red telephone box in Wickhampton was, after all, to be retained by BT as it was considered it made a positive contribution to the area. The option still existed for the Parish Council to suggest taking the box over for use possibly as a book exchange, however this would require planning permission. The general feeling of Council was that they were happy with current arrangements but would wish to be notified if BT did decide in the future to dispose of their interest in the box.	

9:	2016-17 MAZARS AUDIT
<p>The Clerk informed that the 2016-17 audit return to Mazars had been approved, however two points had been raised. (1) Mazars were concerned that Elector’s rights had not been properly observed as to length of time available – the Clerk refuted this stating that the dates provided by Mazars had been adhered to, and in any case the paperwork was still available on the website. (2) The SAM 2 machine had not been included in the list of Parish Council assets – the Clerk admitted this had been an oversight. Council formally accepted the comments from Mazars, feeling that it was not worth pursuing the Elector’s rights claims.</p>	

10:	FINANCIAL MATTERS & PAYMENTS
<p>The Clerk informed that the Mazars Audit papers had been returned with nothing too untoward, although they had pointed out that the SAM 2 machine was not included on the asset list, which the Clerk admitted to an oversight on his part. They also stated that insufficient time had not been given to the public to view accounts – the Clerk refuted this completely because the dates worked to, were the ones recommended by Mazars. The Clerk also pointed out that in some 14 years as a Clerk at five different Parishes, <i>never</i> had a member of the public asked to see accounts, save a couple of people at Hickling during their troubled times!</p> <p>The second half of the 2017-18 Precept (£5,357.50) had been received the Clerk also had a cheque to pay in for the Village Hall (£589.00) for their picnic table. As there was no local Santander branch around, this needed to be paid in by post. The Clerk also stated that what he considered should be a 'final' letter to Santander, to change cheque signatories. He felt that if they if continued to remain unhelpful, the Council should again raise the matter of changing bankers – Council were broadly in favour of this almost two years ago but it didn't proceed. Lastly the Clerk pointed out that the bank balances shown below were correct as they went bu it needed to be borne in mind that none of the cheques written in September, had cleared by the 2nd October. He stated that the actual available current account balance (prior to below) is around £10,860 with the (above) £589 also to be credited.</p>	

<i>S.A. Williamson – period to 18 October 2017 – Standing Order due 18th October Salary - £160.25 Plus Expenses/Allowance £30.00</i>	£190.25
<i>Calica Computer Solutions – October payment – Standing Order due 15th October</i>	£10.00
<i>Mazars LLP – Audit fee for 2016-17 – VAT element £20.00)</i>	£120.00
<i>Royal British Legion – Annual Donation</i>	£30.00
	TOTAL £350.25

BANK BALANCES AT STATEMENT(S) (CLOSE OF BUSINESS ON 2 OCTOBER 2017)

MAIN CURRENT ACCOUNT	£17,034.30
BUSINESS RESERVE A/C/	£10,098.74

11:	CLERK INFORMATION/CORRESPONDENCE
Information from the Clerk (including correspondence by mail and e-mail mainly centred on thank you notes for recent annual donations. The Clerk confirmed that two names had been submitted to the Shelroy Trust to receive Christmas Hampers in December.	


12:	COUNCILLORS COMMENTS/FUTURE AGENDA
There was brief discussion on the parking problems referred to at past meetings, the Clerk (from previous experience at Reedham) felt it unlikely that NCC Highways/Police would accept any thought of double yellow lines. The only recourse was to follow the problem, and hopefully report it direct to a visiting police officer. Mr. Spencer confirmed that arrangements to hang the new notice board were in hand.	

The Meeting closed at 8.50 p.m.

<i>Signed after agreed amendment and approval by Council as being a true and accurate record by the Chair of the meeting or authorised deputy</i>		Dated:
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Parish Clerk: Stephen Williamson 01493 296036 E-Mail: freethorpe.pc@gmail.com COUNCIL YEAR 2017-18	FREETHORPE Parish Council <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	46 Moorhen Way Kingfisher Park Burgh Castle Norfolk NR31 9FJ
NOTICE OF A PARISH COUNCIL MEETING		
FREETHORPE VILLAGE HALL		
MONDAY 20th NOVEMBER 2017 – 7.45 p.m.		

AGENDA

PUBLIC PARTICIPATION		
A period of time is allocated to allow Officials and members of the public to address Council and bring to attention any points for further discussion or future agenda item(s)		
FREETHORPE TELEPHONE BOX		
Further discussion as appropriate relating to future use of the telephone box in Freethorpe – now the property of the village		
1	APOLOGIES	Apologies for absence from the meeting will be taken and recorded
2	DECLARATIONS	Members to declare any known pecuniary and/or non-pecuniary interests that may affect any agenda item below, and not previously declared to Broadland District Council
3	MINUTES	Minutes of the meeting held on 16 th October 2017 will be amended as considered necessary, approved and signed.
4	MATTERS ARISING	The Chairman, Clerk and others as appropriate will update on matters previously discussed with appropriate action as necessary.
5	PLANNING View Online at http://broads-authority.gov.uk and enter reference number shown on the right	BA/2017/0379/FUL – St. Andrews Church Composting toilet Any further new applications received prior to the meeting may be discussed at Council discretion with notifications posted as appropriate. Any updates on past applications/enforcement issues will be reported.
6	VILLAGE MATTERS	Any other general items pertaining to Freethorpe can be discussed and approved with action agreed as appropriate. This may include any updates regarding SAM2 machine and telephone.
7	FREETHORPE TELEPHONE BOX	This section has been inserted in case any vote is necessary following discussions prior to the meeting (see above)
8	FINANCIAL MATTERS & PAYMENTS	To update as necessary on any financial information. To approve payments (<i>separate list will be provided</i>).
9	BUDGET 2018-9	Opportunity for Councillors to suggest any additional items, projects or increases/decreases to budget (<i>to be finalised in January 2018</i>)
10	CLERK INFO	The Clerk will bring to notice any items of correspondence received.
11	DECEMBER RECESS	To confirm financial and other arrangements for December, bearing in mind the intention not to meet again until January 2018
12	COUNCILLORS COMMENTS	Members of the Council may bring to the attention of Chairman or Clerk, any matters they feel need actions or suggestions for next agenda.
Signed:		Parish Clerk 15 November 2017
		

Parish Clerk: Stephen Williamson 01493 296036 E-Mail: freethorpe.pc@gmail.com	FREETHORPE Parish Council <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	46 Moorhen Way Kingfisher Park Burgh Castle Norfolk NR31 9FJ
PARISH COUNCIL YEAR 2017 - 2018		
THE MEETING - MONDAY 20th NOVEMBER 2017		

OWING TO

THE SICKNESS AND THUS

NON-AVAILABILITY

OF THE CLERK


THIS MEETING WAS CANCELLED AT SHORT NOTICE

WITH MOST ITEMS CARRIED FORWARD

<i>Signed after agreed amendment and approval by Council as being a true and accurate record by the Chair of the meeting or authorised deputy</i>		Dated:
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Parish Clerk: Stephen Williamson 01493 296036 E-Mail: freethorpe.pc@gmail.com COUNCIL YEAR 2017-18	FREETHORPE Parish Council <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	46 Moorhen Way Kingfisher Park Burgh Castle Norfolk NR31 9FJ
NOTICE OF A PARISH COUNCIL MEETING		
FREETHORPE VILLAGE HALL		
MONDAY 18th DECEMBER 2017 – 7.45 p.m.		

AGENDA

PUBLIC PARTICIPATION		
A period of time is allocated to allow Officials and members of the public to address Council and bring to attention any points for further discussion or future agenda item(s)		
FREETHORPE TELEPHONE BOX		
Further discussion as appropriate relating to future use of the telephone box in Freethorpe – now the property of the village		
1	APOLOGIES	Apologies for absence from the meeting will be taken and recorded
2	DECLARATIONS	Members to declare any known pecuniary and/or non-pecuniary interests that may affect any agenda item below, and not previously declared to Broadland District Council
3	MINUTES	Minutes of the meeting held on 16 th October 2017 will be amended as considered necessary, approved and signed. A Minute Book entry to account for the cancelled November meeting will also be approved.
4	MATTERS ARISING	The Chairman, Clerk and others as appropriate will update on matters previously discussed with appropriate action as necessary.
5	PLANNING View Online at www.broadland.gov.uk/plans and enter reference number shown on the right	20172048 - Land at Palmers Lane. New build 10 properties Any further new applications received prior to the meeting may be discussed at Council discretion with notifications posted as appropriate. Any updates on past applications/enforcement issues will be reported.
6	VILLAGE MATTERS	Any other general items pertaining to Freethorpe can be discussed and approved with action agreed as appropriate.
7	FREETHORPE TELEPHONE BOX	This section has been inserted in case any vote is necessary following discussions prior to the meeting (see above)
8	GARDEN GUARDIAN	To approve payment of the 2017 account. To accept or otherwise the quotation for work in 2018
9	FINANCIAL MATTERS & PAYMENTS	To update as necessary on any financial information. To approve payments (<i>separate list will be provided</i>).
10	BUDGET 2018-9	Opportunity for Councillors to suggest any additional items, projects or increases/decreases to budget (<i>to be finalised in January 2018</i>)
11	CLERK INFO	The Clerk will bring to notice any items of correspondence received.
12	COUNCILLORS COMMENTS	Members of the Council may bring to the attention of Chairman or Clerk, any matters they feel need actions or suggestions for next agenda.
Signed:		Parish Clerk 12 December 2017
		

Parish Clerk: Stephen Williamson 01493 296036 E-Mail: freethorpe.pc@gmail.com	FREETHORPE Parish Council <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	46 Moorhen Way Kingfisher Park Burgh Castle Norfolk NR31 9FJ
PARISH COUNCIL YEAR 2017 - 2018		
MINUTES OF THE MEETING - MONDAY 18th DECEMBER 2017		
PRESENT AT THE MEETING		
Councillors: N. Spencer (Chair), D. Lake (Vice-Chair). P. Bacon, J. Church, G.P. Lamb, G. Thompson, L. Turner. Broadland District Councillor: G. Nurden. Tree Warden: John Fleetwood 2 Members of the public		

The Meeting commenced at 7.45 p.m.

PUBLIC SECTION
<p>The Headmistress of Freethorpe School, informed the meeting that use of the former telephone box (now owned by the Parish) would begin on January 10th 2018 with a 'survey' to ascertain what repairs etc. were needed. It was hoped to begin repairs and usage in early February. An update report would be scheduled to take place at the February meeting. An action plan (copy within Minute Book) had been constructed.</p> <p>Tree Warden John Fleetwood had attended a Woodland Trust special meeting at Lincoln and had been pleased to learn that the Freethorpe Junior Tree Wardens scheme had been heard of and appreciated. There were 8 Junior Tree Wardens for 2018, the most that could reasonably be coped with. Trips to Fairhaven, Hatfield Forest and Brundall had been tentatively arranged. Research into the decline of oak trees indicated that a native beetle was the cause – such beetles could destroy a 300 year old oak tree in less than four years. The beetle had been absent for some considerable time, climate change was likely to be responsible for its resurgence.</p> <p>Broadland District Councillor Grant Nurden had been unable to attend but had submitted a report: Earlier decision about Parishes taking over footway lighting reversed. Parish Councils at Reedham, Beighton and Halvergate were considering embarking on a Neighbourhood Plan, the District Council had set up a Task Panel to examine the possibility of a cluster of small villages combining in a Neighbourhood Plan – Mr Nurden felt that such a move, particularly including Freethorpe could carry significant benefits for the Marshes Ward. A talk by a Broadland representative was scheduled for the Reedham meeting in January.</p>

1: APOLOGIES FOR ABSENCE
<p>With all Councillors present there were no formal apologies, however apologies had been received from NCC Councillor Brian Iles and Broadland District Councillor Grant Nurden were duly noted.</p>

2: DECLARATIONS
<p>There were no declarations additional to those registered with Broadland District Council</p>

3: MINUTES
<p>The Minutes of the meeting held on October 16th had been prior circulated, no further amendments were deemed necessary. The Minutes were accepted as being a true & accurate record and duly signed. A Minute Book note relating to the cancelled November meeting was also approved and signed.</p>

4: MATTERS ARISING
<p>There were none that would not be covered within other agenda items.</p>

5:	PLANNING		
	20172048	Land at Palmers Lane	New homes
Whilst not opposing the application, several points were raised for onward transmission to Broadland. Concerns regarding access/Concerns about surface water (this had receded but had returned/Highways had in the past been opposed to schemes in this locality/possible increased flood risk nearby/no mentioned improvements to cope with increased traffic.			
There had been no planning updates received, nor news of enforcements.			

6:	VILLAGE MATTERS
The main ongoing village matter concerned the telephone box and this had been dealt with earlier	

7:	FREETHORPE TELEPHONE BOX
This section had been reserved in case any vote was necessary following the pre-meeting discussions. The Clerk suggested a £100 donation towards costs of box restoration, and this was unanimously approved.	

8:	GARDEN GUARDIAN
Council agreed to approve the account for 2017. With regards to the estimate, Mrs Church, speaking on behalf of the Village Hall committee felt they were not in a position to approve the 2018 at this time.	

9:	FINANCIAL MATTERS & PAYMENTS	
<p>The Clerk stated there was little news to pass on this month, however an unexpected sum of money has come to the Council from Broadland District Council (£1,783.58) being apparently CIL payments – there was no indication as to what this referred to. The Clerk had also received an e-mail from Broadland, stating they would like the Precept request for 2018-19 by 31st December. The Clerk pointed out this had come forward a month (from the last 15 years to his certain knowledge) without any warning of a change. In his reply. The Clerk had pointed out the lack of pre-warning, plus the fact that Freethorpe were unlikely to be meeting in December. I stated that it would be near impossible at such short notice to arrange a study and analyse budget requirements at the November meeting. <i>(Duly noted that November meeting cancelled)</i>. Broadland acknowledged this and have stated they would like the Precept request as soon as possible after the January 2018 meeting – they stated that the reason for bringing things forward was because of general (not Freethorpe) requests in the past few years. The Clerk stated there had been no change in the above since mid-November, save for the Garden Guardian account</p>		
S.A. Williamson – period to 18 November 2017 – Standing Order due 18 th November Salary - £160.25 Plus Expenses/Allowance £30.00		£190.25
S.A. Williamson – period to 18 December 2017 – Standing Order due 18 th December Salary - £160.25 Plus Expenses/Allowance £30.00		£190.25
Calica Computer Solutions – November payment – Standing Order due 15 th November		£10.00
Calica Computer Solutions – December payment – Standing Order due 15 th December		£10.00
Freethorpe School – donation towards telephone box usage		£100.00
Garden Guardian – Playing field work during 2017 (vat content = £257.20)		£1,543.20
		TOTAL
		£2,043.70

BANK BALANCES AT STATEMENT(S) (CLOSE OF BUSINESS ON 2 NOVEMBER 2017)	
MAIN CURRENT ACCOUNT	£12,415.83
BUSINESS RESERVE A/C/	£10,098.74
BANK BALANCES AT STATEMENT(S) (CLOSE OF BUSINESS ON 2 DECEMBER 2017)	
MAIN CURRENT ACCOUNT	£12,185.58
BUSINESS RESERVE A/C/	£10,098.74

10:	BUDGET 2018-19		
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Ahead of the January decision relating to the 2018/19 budget and Precept arrangements, the financial matters were discussed accordingly. Council felt that donations should generally be increased annually in line with inflation, to try to avoid larger irregular increases. Inflation generally appeared to be running at around 3% and it was suggested that an overall budget increase of between 3% and 5% would probably be necessary. The Clerk/RFO to prepare some figures in time for the January meeting. Notification had been received that NALC subscriptions would probably rise by an average of 1.9%

11:	CLERK INFORMATION/CORRESPONDENCE
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The Clerk informed that it was unlikely he would be available for the planned meeting date in February 2018 (19th) and Council agreed to bring the date forward by one week. Updated figures for SAM2 had been received from two locations and passed on to councillors. The Clerk had advised of a letter from Westcotec informing of a small defect affecting some machines, he had passed this information to Calica who would inform of any problem spotted. Since inception the Parish website had attracted 452 visits which the Clerk described as encouraging. The Police and school newsletters had been sent to councillors. Information regarding membership of the Playing Fields Association had been received (passed on). The Clerk mentioned that an incident of a failed street light had been reported and that he had advised direct contact to Norfolk Highways. The persons reporting the light had done this and telephoned back to inform how helpful NCC Highways had been over this and another light which seemed permanently shining 24/7.

12:	COUNCILLORS COMMENTS/FUTURE AGENDA
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Councillors were still concerned about inconsiderate parking in certain locations, however it was appreciated that little could be done in terms of enforcement or monitoring. Cars parking 'the wrong way' were a particular problem as were vehicles parking on the pavements and reducing pedestrian access.

The Meeting closed at 8.48 p.m.

<i>Signed after agreed amendment and approval by Council as being a true and accurate record by the Chair of the meeting or authorised deputy</i>		Dated:
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Parish Clerk: Stephen Williamson 01493 296036 E-Mail: freethorpe.pc@gmail.com COUNCIL YEAR 2017-18	FREETHORPE Parish Council <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	46 Moorhen Way Kingfisher Park Burgh Castle Norfolk NR31 9FJ
NOTICE OF A PARISH COUNCIL MEETING		
FREETHORPE VILLAGE HALL		
MONDAY 15th JANUARY 2018 – 7.45 p.m.		

AGENDA

PUBLIC PARTICIPATION		
A period of time is allocated to allow Officials and members of the public to address Council and bring to attention any points for further discussion or future agenda item(s)		
1	APOLOGIES	Apologies for absence from the meeting will be taken and recorded
2	DECLARATIONS	Members to declare any known pecuniary and/or non-pecuniary interests that may affect any agenda item below, and not previously declared to Broadland District Council
3	MINUTES	Minutes of the meeting held on 18 th December 2017 will be amended as considered necessary, approved and signed.
4	MATTERS ARISING	The Chairman, Clerk and others as appropriate will update on matters previously discussed with appropriate action as necessary.
5	PLANNING	<i>No new applications Received to date.</i> Any new applications received prior to the meeting may be discussed at Council discretion with notifications posted as appropriate. Any updates on past applications/enforcement issues will be reported.
6	VILLAGE MATTERS	Any other general items pertaining to Freethorpe/Wickhampton etc. can be discussed and approved with action agreed as appropriate.
7	BUDGET 2017-8 & PRECEPT	To agree as deemed necessary or preferable the draft budget for the year commencing 1 st April 2018 and agree on precept requirement.
8	FINANCIAL MATTERS & PAYMENTS	To update as necessary on any financial information. To approve payments (<i>separate list will be provided</i>).
9	CLERK INFO	The Clerk will bring to notice any items of correspondence received.
10	COUNCILLORS COMMENTS	Members of the Council may bring to the attention of Chairman or Clerk, any matters they feel need actions or suggestions for next agenda.
11	DATE OF NEXT MEETING	Council will confirm agreeing to the February meeting being brought forward one week (12 th February). Clerk not available on 19 th .
Signed:		<div>  </div> <div> Parish Clerk 10 January 2018 </div>

Parish Clerk: Stephen Williamson 01493 296036 E-Mail: freethorpe.pc@gmail.com	FREETHORPE Parish Council <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	46 Moorhen Way Kingfisher Park Burgh Castle Norfolk NR31 9FJ
PARISH COUNCIL YEAR 2017 - 2018		
MINUTES OF THE MEETING - MONDAY 15th JANUARY 2018		
PRESENT AT THE MEETING		
Councillors: N. Spencer (Chair), D. Lake (Vice-Chair). P. Bacon, G.P. Lamb, L. Turner. Broadland District Councillor: G. Nurden 1 Member of the public		

The Meeting commenced at 7.45 p.m.

PUBLIC SECTION	
For Broadland District Council, Mr. Nurden reported: (1) The GNLP document had been opened for public consultation, and would remain open until mid-March. Although there were 83 questions, but the most relevant 25 were available if Councillors wished a copy. One of the issues being considered is clustering of villages where services such as schools, shops etc. are shared and thus a lack of sustainability was possible. Beighton were due to contact Reedham to explore the concept. (2) The Cabinet had recommended to Council that Council Tax next year be increased by £5 (for a band D property) From 2019/20 a special levy was to be introduced to cover street lighting in five Parishes (Freethorpe included) by £5 per light. (Council via the Chairman felt it was wrong to single out Freethorpe in this way. (3) The Broadland Annual Meeting was set to take place on 24 th January.	
1:	APOLOGIES FOR ABSENCE
Mrs Church (holiday), Mr. Thompson (resignation tendered). Apologies duly accepted unanimously. Apologies also received from NCC Councillor Mr. Iles (attending another meeting) and Tree Warden John Fleetwood who had health problems involving knee and hip – Council wished an early recovery.	
2:	DECLARATIONS
There were no declarations additional to those registered with Broadland District Council	
3:	MINUTES
The Minutes of the meeting held on December 18 th 2017 had been prior circulated, no further amendments were deemed necessary. The Minutes were accepted as being a true & accurate record and duly signed.	
4:	MATTERS ARISING
There were none that would not come under other agenda headings.	
5:	PLANNING
There were no new applications. The Clerk informed that Broads Authority had given consent to the compositing toilet at St. Andrews Church.	
6:	VILLAGE MATTERS
This section was wholly devoted to playing field maintenance. The quotation from Garden Guardian had already been received, there were however some doubts about acceptance and it was agreed to seek tenders from other contractors including Norse and Barry Payne. Clerk also to contact other Clerks to see if other names emerged from this source. A maintenance schedule had been devised, this required some further improvement work to ensure that Village Hall requirements were totally clear.	

7:	BUDGET & PRECEPT 2018-19
<p>With the necessity of making the demand for the 2018-19 Precept being fairly urgent, the Clerk had produced figures showing the effects on money received based upon 3%, 4% and 5% increases. It was generally felt that allowance be made for inflation, especially in such matters as grants to local churches and charities. Council also considered it right that the Clerk's salary should be increased by rate of inflation, and the Clerk commented that a small rise in the payment to Calica recognising good work on managing the SAM2 was also appropriate. The Council agreed that an inflationary rise annually was far better than finding that costs had overtaken donations resulting in large increases from time to time. After some further debate Council agreed to take the 'middle ground' and seek a Precept rise of 4% which would result in the Precept demand being £11,143.00 from the 2017-18 figure of £10,715.00. Clerk to work out possible increase figure via the draft budget and present this at the next meeting.</p>	

8:	FINANCIAL MATTERS & PAYMENTS
<p>The Clerk stated that unsurprisingly given Christmas and New Year there was little to report. He reminded Council that the current account balance shown below did not include £1,643.20 cheques written in December – neither cheque (Garden Guardian + school) had cleared prior to 2nd January. Interest for 2017 had been added to the Reserve Account – the new total is shown below. The SAM2 machine was now fully insured – the amount below takes us until renewal date for all insurance in May. The Indigo waste amount below was self-explanatory. The Clerk felt it worth reminding Council that for the past several years Freethorpe have paid a percentage of the Norton Computer Protection subscription (<i>obviously Freethorpe paperwork/e-mail address is protected as well</i>). This year's fee is £74.95. Councillor Turner accepted in principle the idea of becoming a new cheque signatory instead of Mr. Thompson, application had been ignored by Santander.</p>	
<i>S.A. Williamson – period to 17 January 2018 – Standing Order due 18th January: Salary - £160.25 Plus Expenses/Allowance £30.00</i>	£190.25
<i>Calica Computer Solutions – January payment – Standing Order due 15th January</i>	£10.00
<i>S.A. Williamson: One third cost of 2018 Computer protection (£25) plus cost of return journey home using Reedham Ferry</i>	£29.30
<i>Business Services at CAS (Parish Insurance for SAM2 until May)</i>	£10.54
<i>Indigo Waste Services Ltd. (account to 31 December 2017 – VAT content = £3.90)</i>	£23.40
TOTAL	£263.49

BANK BALANCE (Current a/c) STATEMENT (CLOSE OF BUSINESS 2 JANUARY 2018)	
MAIN CURRENT ACCOUNT	£11,985.33
BANK BALANCE (Reserve a/c) STATEMENT (CLOSE OF BUSINESS 8 JANUARY 2018)	
BUSINESS RESERVE A/C/	£10,125.28

9:	CLERK INFORMATION/CORRESPONDENCE
The only item was the current newsletter from Acle SNT which had been circulated to Councillors	

10:	COUNCILLORS COMMENTS/FUTURE AGENDA
Councillors were concerned about deep puddling in locations including Low Road and School Road. Also gas canisters which had been left on the verge approaching Wickhampton. These items to be reported..	

11:	DATE OF NEXT MEETING
It was confirmed that the February meeting would take place on 12 th February and not on 19 th February	

The Meeting closed at 8.50 p.m.

<i>Signed after agreed amendment and approval by Council as being a true and accurate record by the Chair of the meeting or authorised deputy</i>		Dated:
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Parish Clerk: Stephen Williamson 01493 296036 E-Mail: freethorpe.pc@gmail.com COUNCIL YEAR 2017-18	FREETHORPE Parish Council <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	46 Moorhen Way Kingfisher Park Burgh Castle Norfolk NR31 9FJ
NOTICE OF A PARISH COUNCIL MEETING		
FREETHORPE VILLAGE HALL		
MONDAY 12th FEBRUARY 2018 – 7.45 p.m.		

AGENDA

PUBLIC PARTICIPATION		
A period of time is allocated to allow Officials and members of the public to address Council and bring to attention any points for further discussion or future agenda item(s)		
TELEPHONE BOX		
Update as possible on school use of the telephone box (The Green) which is now owned by PC		
1	APOLOGIES	Apologies for absence from the meeting will be taken and recorded
2	DECLARATIONS	Members to declare any known pecuniary and/or non-pecuniary interests that may affect any agenda item below, and not previously declared to Broadland District Council
3	MINUTES	Minutes of the meeting held on 15 th January will be amended as considered necessary, approved and signed.
4	MATTERS ARISING	The Chairman, Clerk and others as appropriate will update on matters previously discussed with appropriate action as necessary.
5	PLANNING View Online at www.broadland.gov.uk/plans and enter reference number shown on the right	20180064 All Saints Church – shed house composting toilet. Any further new applications received prior to the meeting may be discussed at Council discretion with notifications posted as appropriate. Any updates on past applications/enforcement issues will be reported.
6	VILLAGE MATTERS	Any other general items pertaining to Freethorpe Parish can be discussed and approved with action agreed as appropriate.
7	NEW COUNCILLOR	The legal process (whereby the public have the right to seek an election) is now almost at an end. To formally accept the resignation of Mr. Thompson and discuss recruitment steps as appropriate.
8	GROUND'S MAINTENANCE	To consider quotations received and make a decision (subject to Village Hall consideration), and if necessary decide on contribution
9	BUDGET 2018-19	To amend as deemed necessary or preferable the revised draft budget for the year commencing 1 st April 2018. To approve as appropriate
10	BANKING	The Clerk will update on arrangements to install new cheque signatory
11	OTHER FINANCIAL MATTERS/PAYMENTS	To update as necessary on any financial information. To approve payments (<i>separate list will be provided</i>).
12	CLERK INFO	The Clerk will bring to notice any items of correspondence received.
13	COUNCILLORS COMMENTS	Members of the Council may bring to the attention of Chairman or Clerk, any matters they feel need actions or suggestions for next agenda.
Signed:		Parish Clerk 7 February 2017
