

FREETHORPE PARISH COUNCIL
Minutes of Meeting held at Freethorpe Village Hall

Monday 26th April 2010 – 7.45pm

Present: - Nick Spencer – Chair (NS)
 David Lake (DL) – Vice Chair
 Janet Church (JC)
 Michael Blake (MB)
 Paul Bacon (PB)
 Linda Turner (LT)
 Brian Carr (BC)
 Rachel Read (RR) – Parish Clerk
 Cllr Brian Iles
 20 Parishioners

Apologies: - PCSO Jon Morgan-Jones – report not provided

Item	Description	Action
A	10 MINUTE PUBLIC PARTICIPATION	
A1	Village Pond	
	Land Registry forms to be completed online to ascertain if the pond is currently registered to anybody. If not we will pay to register it to the Parish Council (PC).	NS ongoing
A2	Play Area, Low Road, Wickhampton	
	<u>Planning Permission</u> Plans are now being scrutinised by the Planning Department. Nick has confirmed that there is no permission for a play area. We will now have to apply for a "Certificate of Lawfulness" from the Broads Authority.	NS ongoing
A3	Affordable Housing, Lower Green	
	<u>Refer to previous Minutes</u> Problems with the Planning Office – Clerk has taken advice from the complaints helpline at BDC. The result is they have asked Planning to arrange a meeting with our Chairman asap. The Clerk explained that the Parish Council do not believe "due process" was followed and this will be discussed. <u>Update on Bidding Process</u> Veronica Savage – Broadland District Council, Mark Walker – Broadland Housing and Kevin Clarke – Site Supervision (Broadland Housing) all attended to take questions from applicants. Many questions were taken from the floor as to how the selection process actually works. The bidding process was also explained. Completion is expected end June/early July. Rent is expected to be £80/week for 2 bed and £90/week for 3 bed. It was reiterated that the local connection will always take preference. We now have to wait for the 7 day window when the properties will be advertised on Home Options. Broadland Housing agreed to notify the Parish Clerk as soon as these dates are agreed.	
A4	Village Pump Repairs	
	John High has undertaken some more work at the pump as agreed at last meeting. This work will be funded by the Parish Council from existing funds. Cost to be Confirmed but expected to be in the region of £500.	Clerk to visit Site to approve Work.

Item	Description	Action
A5	Dogs on Village Hall Paths	
	A question was raised by a Parishioner as to whether dogs can be walked on the path around the Playing Field. The signs only indicate they are not allowed on the grass. People are bringing their children to play and then keeping the dog on a lead and on the path – obviously clearing up any mess and removing to a bin. Is this allowed under health and safety or do the signs need to be amended to say no dogs allowed anywhere on the Village Hall site, including the car park?	BC to look into and advise
B	CRIME REPORT	
	No crimes recorded. However police have again requested the memorial bench be moved around the back of the Village Hall. This would reduce noise to the neighbours when the youngsters are hanging around late at night.	BC to advise Village Hall Ctte and report back
C	Cllr Iles Report	
	Brian Iles discussed at length how unhappy he and the Parish Council are with the current planning process that includes the Parish Council but then invariably ignores any comments made! He is following this up with various people at BDC and will keep us informed.	
	EU money for Cantley – this is now not needed. The whole project is cost effective in its own right.	
	Unitary status for Norwich has been approved in the Commons and the Lords but is now in the Court of Appeal. A decision should be received soon. Update – following the Conservative victory in the election Unitary Status has been cancelled.	
	Cllr Iles has been working on behalf of local resident – Colin Woodard – with his problem with Planning. We have been asked to write a letter in support of this action.	Clerk to write letter
1.0	PREVIOUS MINUTES	
	Agreed and signed as an accurate record.	
2.0	MATTERS ARISING	
	<u>Signposts</u>	
	Signs at Wire Road onto Kittles Road still missing – reported again 16/3/10 Ref No is 209479.	RR to monitor
	Signs now missing at Wickhampton end of School Road – reported 16/3/10 to Mrs Hunt at BDC.	
	<u>Gates for Village Hall Car Park</u>	
	PCSO Jon Morgan-Jones advised that unfortunately the money earmarked for this project has been withdrawn due to a reduction in the overall funding available to Norfolk Constabulary. Cllr Brian Iles to discuss with Police if there is any alternative source available at the moment.	Cllr Brian Iles
	Update – Raised again by a Parishioner. Agreed in principal to install gates as requested by Police and Parishioners. Funding needs to be found – approx £3k as a maximum. Feedback on funding and timescale next meeting.	Village Hall/PC
	Update 8/2/10 – Village Hall have stated they have two other projects – Disabled Toilets and fixing holes in perimeter fence and there is no money available.	
3.0	PLANNING	
	20100548 – 102 The Common – Extension and subdivision to form 2 properties – Mr & Mrs Morris - Supported	
	20100497 – The Old Post Office, Freethorpe – Alterations to dwelling and Outbuildings - Mr P Wilkinson – Supported.	
4.0	FINANCE	
	2 cheques signed – both subscriptions.	

Item	Description	Action
5.0	ANY OTHER BUSINESS	
	Speeding in Village discussed again. The School have again requested a 20 mile Limit down School Road. This has been refused.	
	Update 8/4/10 – Clerk had a long discussion with Highways/Council as to why we cannot get a 20 limit outside a school. It basically comes down to money and the fact that we have not had enough accidents recorded properly in the statistics. There is anecdotal evidence of at least 4 incidents but these do not count.	
	Clerk advised to look at "Make Sam Smile" website for advice on speed checks and has registered our interest with them.	Clerk to monitor
6.0	POST/Information Received	
	Audit paperwork – needs discussing as to how we do this without Edith!	Chair/Clerk
7.0	NEXT MEETING	
	Date of next meeting agreed as – Monday 24 th April 2010 – ANNUAL MEETING	

Edith
24th April 2010

FREETHORPE PARISH COUNCIL
Minutes of Meeting held at Freethorpe Village Hall

Monday 24th May 2010 – 7.45pm

Present:- Nick Spencer
 Brian Carr
 Michael Blake (MB)
 Paul Bacon (PB)
 Rachel Read (RR) – Parish Clerk
 Cllr Brian Iles
 4 Parishioner

Apologies:- Janet Church
 PCSO Jon Morgan-Jones – report provided
 Linda Turner
 Brian Carr
 David Lake

Appointment of Officers:-

The Clerk opened the meeting by inviting proposals for Appointments.

- Paul Bacon proposed Nick Spencer for Chairman. This was seconded by Michael Blake.
- Brian Carr proposed David Lake for Vice Chairman. This was seconded by Michael Blake.

Nick Spencer joined the Clerk at the front table and began to Chair the meeting.

Item	Description	Action
A	10 MINUTE PUBLIC PARTICIPATION	
A1	Village Pond	
	Land Registry forms to be completed online to ascertain if the pond is currently registered to anybody. If not we will pay to register it to the Parish Council (PC).	NS ongoing
A2	Play Area, Low Road, Wickhampton	
	<u>Planning Permission</u>	
	Plans are now being scrutinised by the Planning Department. Nick has confirmed that there is no permission for a play area. We will now have to apply for a "Certificate of Lawfulness" from the Broads Authority.	NS ongoing
A3	Affordable Housing, Lower Green	
	<u>Refer to previous Minutes</u>	
	Meeting took place today between Chair, Cllr Iles and BDC Planning reps. The Planning Office were able to demonstrate that they had followed due process during the planning of the Affordable Housing.	
	There is an ongoing Complaints procedure from the neighbours but we are not involved in this.	
	<u>Update on Bidding Process</u>	
	No news as to Bidding dates.	
A4	Village Pump Repairs	
	John High has undertaken some more work at the pump as agreed at last meeting. This work will be funded by the Parish Council from existing funds. Cost to be Confirmed but expected to be in the region of £500. Update – John asked the Clerk to visit site and look at works. She has since done this. All looks complete and very well maintained. Fences are fixed and paint looks fresh. Awaiting invoice.	Awaiting invoice

Item	Description	Action
A5	Dogs on Village Hall Paths	
	Waiting for response from Village Hall Ctte.	BC to look into and advise
B	CRIME REPORT	
	Annual Report provided.	
C	Cllr Illes Report	
	Cllr Illes handed over a written report.	
1.0	PREVIOUS MINUTES	
	Agreed and signed as an accurate record.	
2.0	MATTERS ARISING	
	<u>Signposts</u>	
	Signs at Wire Road onto Kittles Road still missing – reported again 16/3/10 Ref No is 209479. Signs now missing at Wickhampton end of School Road – reported 16/3/10 to Mrs Hunt at BDC.	Complete
	<u>Gates for Village Hall Car Park</u>	
	PCSO Jon Morgan-Jones advised that unfortunately the money earmarked for this project has been withdrawn due to a reduction in the overall funding available to Norfolk Constabulary. Cllr Brian Illes to discuss with Police if there is any alternative source available at the moment.	Cllr Brian Illes
	Update – Raised again by a Parishioner. Agreed in principal to install gates as requested by Police and Parishioners. Funding needs to be found – approx £3k as a maximum. Feedback on funding and timescale next meeting.	Village Hall/PC
	Update 8/2/10 – Village Hall have stated they have two other projects – Disabled Toilets and fixing holes in perimeter fence and there is no money available	
3.0	PLANNING	
	20100701 – Walpole Cottage, 130 The Common, Mr Stephen Pipe. Land from Agricultural use to Garden use – Supported.	
	20100648 – 4 Palmers Lane, Freethorpe – New dwelling on land adjacent to 4 Palmers Lane – RGW Portugal Ltd – Supported.	
4.0	FINANCE	
	We have received the first of 2 Precept payments - £3,468.00.	
5.0	ANY OTHER BUSINESS	
	Clerk advised to look at "Make Sam Smile" website for advice on speed checks and has registered our interest with them.	Not yet looked at
	Letter received from Freethorpe Primary School asking for a donation towards New Garden Fund.	Report back to School Council
	Clerk was asked to request a better breakdown of what the money is for and what are the plans for the garden.	
	Letter received from East Anglian Children's Hospice asking for a donation.	Chair
	Chair to read and report back.	
	BDC invite to a training course on "Refugee Encounters". Nobody wished to attend.	
6.0	NEXT MEETING	
	Date of next meeting agreed as – Monday 21 st June 2010 – 7.45pm	

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FREETHORPE PARISH COUNCIL
Minutes of Meeting held at Freethorpe Village Hall

Monday 24th May 2010 – 8.15pm

ANNUAL MEETING

Present: - Nick Spencer – Chair (NS)
 Michael Blake (MB)
 Paul Bacon (PB)
 Rachel Read (RR) – Parish Clerk
 Cllr Brian Iles
 4 Parishioner

Apologies:- Janet Church
 PCSO Jon Morgan-Jones – report provided
 Linda Turner
 Brian Carr
 David Lake

Item	Description	Action
1.0	PREVIOUS MINUTES	
	Agreed and signed as an accurate record.	
2.0	MATTERS ARISING	
	There were no Matters Arising from the last Minutes of the Annual Meeting	
3.0	REPORTS	
	Police – a report was provided and read by the Chairman.	
	Freethorpe Primary School – a report was provided and read by the Chairman.	
	Aimshouse Charity - a report was provided and read by the Chairman.	
	Broadland District Council – a report was presented by Cllr Brian Iles.	
	Freethorpe First Responders – a report was presented by Chris Holmes.	
	Village Hall and Playing Field Committee – report presented by the Chairman.	
	Parish Council – a report was presented by the Chairman.	
5.0	ANY OTHER BUSINESS	
	The Village Hall Fete is to be held on 27 th June 2010.	
	The Chairman thanked everyone for their reports and for their continued hard work.	

FREETHORPE PARISH COUNCIL
Minutes of Meeting held at Freethorpe Village Hall

Monday 28th June 2010 – 7.45pm

Present: - Nick Spencer
 Brian Carr
 Michael Blake (MB)
 Paul Bacon (PB)
 David Lake (DL)
 Rachel Read (RR) – Parish Clerk
 3 Parishioners

Apologies: - Janet Church
 PCSO Jon Morgan-Jones – report provided
 Linda Turner
 Cllr Brian Iles

Item	Description	Action
A	10 MINUTE PUBLIC PARTICIPATION	
A1	Village Pond	
	Land Registry forms to be completed online to ascertain if the pond is currently registered to anybody. If not we will pay to register it to the Parish Council (PC).	NS ongoing
A2	Play Area, Low Road, Wickhampton	
	<u>Planning Permission</u>	
	Plans are now being scrutinised by the Planning Department. Nick has confirmed that there is no permission for a play area. We will now have to apply for a 'Certificate of Lawfulness' from the Broads Authority.	NS ongoing
A3	Affordable Housing, Lower Green	
	Latest update from neighbours is that people are apparently moving in before the public footway is complete and trees have not been planted to screen from the back. Brian Carr would like to apply for details of applicants under freedom of information act in order to monitor the "local connection" rule is being applied. Chair stated he was not comfortable with doing this but that Brian could apply personally if he wished to. It was agreed that we would see who was allocated a property and then decide if we need to act further. Rachel Salter (nextdoor neighbour) raised the question of whether this site will now automatically become the development site for the 35 homes recommended for development in Freethorpe by the latest Government findings. Palmers Lane has apparently also been rumoured for development. She was assured that no plans have been presented to the PC. Any further plans would be a totally new issue to the "exception site" made available for the affordable development.	Clerk to confirm moving in dates and that path and trees still to complete. Confirmed by telecom with M Thirkettle 29/6/10
A4	Village Pump Repairs	
	Invoice received for £897. Cheque signed. Next works will be in the winter when planting has died back – paint fence around clocktower. Roof over clocktower also discussed and David Lake to agree with John what needs to be done.	DL <i>Wickhampton Village Sign</i>
A5	Dogs on Village Hall Paths	
	Waiting for response from Village Hall Ctte	BC to look into and advise
B	CRIME REPORT	
	No crimes to report.	
C	Cllr Iles Report	
	Cllr Iles did not attend.	

Item	Description	Action
1.0	PREVIOUS MINUTES	
	Agreed and signed as an accurate record.	
2.0	MATTERS ARISING	
	Repair needed to base on Village Hall sign – Village Hall committee to arrange with John High.	Clerk to ask for quote
3.0	PLANNING	
	20100701 – Walpole Cottage 130 The Common – going to planning committee. 20100821 – 102 The Common – going to planning committee. 20100889 – The Stockhouse, Manor Farm Barns, 8 The Green, Freethorpe – Mr M Smith – inclusion of Geothermal Plant – supported. 20100821 – 102 The Common, Freethorpe, Mr and Mrs Morris – Extension and subdivision – revised proposal – majority supported, 1 cllr rejected. Therefore supported.	
4.0	FINANCE	
	Audit paperwork has been completed and the Internal Audit carried out by Linda Boyle a parishioner. The figures were reviewed and signed off. This is reflected on page 11 of the Minutes Book.	Clerk to send to Mazars.
	It was unanimously agreed to pay £150 to Linda Boyle for carrying out the Internal Audit. This was felt to be a fair figure in comparison to other quotes received.	Cheque and Letter of thanks
	Two cheques were signed – Mr John High £897 and Mr David Twiddy for his June Payment of £50 for litter picking in village.	Cheque and Letter of thanks
5.0	ANY OTHER BUSINESS	
	Village Hall Committee is to apply for a 365 day per year licence. The hours will be to cover 12noon to 12midnight. This should save the £21 application fee each time the venue is hired out. Brian Carr assured the Village Hall neighbours that there would be no visible change to them in how the Hall is run or rented out and would not create more disturbance.	Info only
	Any news on the sloping pavement between Chapel and pub? The Clerk has registered this problem with the Highway Agency and they will review and report Back.	Clerk to monitor
	School Gardening Project. Update on detail supplied and discussed. Chair to Speak to BDC to check that we can make a donation to an education project.	Chair
	Clerk confirmed that we need to declare an interest where PCs are also School Governors. Clerk to get hold of Declaration Forms for completion.	Chair/Clerk
6.0	NEXT MEETING	
	Date of next meeting agreed as – Monday 16th August 2010 – 7.45pm	
	<i>This is different to date agreed at meeting as Clerk is on holiday.</i>	

*Noted
16th August 2010*

FREETHORPE PARISH COUNCIL
Minutes of Meeting held at Freethorpe Village Hall

Monday 16th August 2010 – 7.45pm

Present:- Nick Spencer
 Brian Carr
 Paul Bacon (PB)
 David Lake (DL)
 Janet Church
 Linda Turner
 Rachel Read (RR) – Parish Clerk
 15 Parishioners
 Guest Speakers from Broadland DC and Broadland Housing

Apologies:- Michael Blake
 PCSO Jon Morgan-Jones – report provided
 Cllr Brian Iles

Item	Description	Action
A	10 MINUTE PUBLIC PARTICIPATION	
A1	Village Pond	
	Land Registry forms to be completed online to ascertain if the pond is currently registered to anybody. If not we will pay to register it to the Parish Council (PC).	NS ongoing
A2	Play Area, Low Road, Wickhampton	
	<u>Planning Permission</u> Plans are now being scrutinised by the Planning Department. Nick has confirmed that there is no permission for a play area. We will now have to apply for a "Certificate of Lawfulness" from the Broads Authority. Update – Margaret Woodgate and Jackie Barnes came to speak on behalf of the Playing Field Committee, Wickhampton. All their money has been withdrawn in the Government cutbacks. There have also been issues over who is now to pay legal fees to Mr Brookson. So far the committee have had to pay £370. They have £2587 remaining in the bank. There is no other money forthcoming. A draft lease has been prepared but is still not very specific about payments. NS has agreed to review. BDC have pledged £10K if Wickhampton can secure £50k from elsewhere. BDC also wants to know what PC are prepared to contribute. This could also kick start other funding. Discuss next meeting.	NS ongoing Discuss next PC
A3	Affordable Housing, Lower Green	
	Veronica Savage – BDC – Housing Leigh Booth – BDC – Strategic Housing Manager John Dell – BDC – Homelessness and Allocations Manager Parishioners were very angry at what they see as a very unfair allocations process. It was asked to complaints should be referred to – Strategic Director – Matthew Cross at BDC. Parishioners were not happy that this person is still part of BDC. Much discussion and explanation of allocations took place. Nobody very happy with what they heard. It is still felt by Parishioners and PC that the houses did not go to local people first and foremost and that current residents were simply moved sideways in order for non-villagers to be allocated the freed-up housing stock. The whole experience has left a very bad taste with a lot of people.	Closed

Item	Description	Action
	However, on a positive note, the houses are of a lovely quality and the people who have been lucky enough to receive one are very happy. One of the Shared ownership properties has been sold. It is not yet known what will happen if the other one cannot be sold – ie will it revert to rental?	Will it revert to Rental? RR to Clarify
	It is clear from the number of applications for the houses that there is still a huge need in the village. Broadland have therefore asked whether the PC would free-up another piece of land for development. There is currently mixed feelings about this but it will be discussed at the next meeting.	PC to discuss
	A Parishioner asked if a Community Trust may be beneficial in getting local people into the houses if more are built and this also needs to be looked at further.	RR to find out what this is
A4	Clocktower/Pump Repairs	
	Invoice received for £897. Cheque signed. Next works will be in the winter when planting has died back – paint fence around clocktower. Roof over clocktower also discussed and David Lake to agree with John what needs to be done.	DL
A5	Dogs on Village Hall Paths	
	Waiting for response from Village Hall Ctte.	Closed
	Update – dogs are allowed on the path area as long as they are on a lead and their mess is removed.	
B	CRIME REPORT	
	Report provided by Jon. There were four crimes within the Parish. The Chairman read out the detail.	
C	Cllr Iles Report	
	Cllr Iles did not attend.	
1.0	PREVIOUS MINUTES	
	Agreed and signed as an accurate record.	
2.0	MATTERS ARISING	
	Repair needed to base on Village Hall sign – Village Hall committee to arrange with John High.	Clerk to ask for quote
3.0	PLANNING	
	14 Old Chapel Road – Mr Keys – 20100966 – Already granted but new modifications – approved.	
4.0	FINANCE	
	Three cheques were signed – all at £420 for cemetery payments – Wickhampton, Freethorpe Methodist and Freethorpe Parish Church. Letters of explanation of increase were also signed.	Clerk to deliver
5.0	ANY OTHER BUSINESS	
	Notification of replacement of fire hydrant.	Info only
	Notification of street numbers at Church Farm, The Green.	Info only
	October 4 th 2010 – Road closure outside Church for maintenance.	Info only
	Drainage problems in Wickhampton – David Lake to supply Clerk with more info.	
	Drainage problem outside new houses in Freethorpe – contact Highways.	Clerk
6.0	NEXT MEETING	
	Date of next meeting agreed as – Monday 13 th September 2010 – 7.45pm	

*Received
13th Sep 2010*

Monday 13th September 2010 – 7.45pm

Apologies:- Brian Carr

mom130910

Item	Description	Action
	Once we have a list of possible recipients we can invite in a member of BDC to discuss. We also received a letter asking the PC to consider further affordable housing development within the Parish. The PC discussed and agreed there was still most definitely a need and that it needs to be looked at again. Main worries are length of time it took last time to secure land – would all the sites be revisited? Can we pin BDC down to our specific local needs? Was agreed that these questions need to be put to BDC. Vote - are we happy for Broadland to approach Landowners again in order to secure further land? YES. Clerk to notify Veronica Savage.	Clerk
A4	Clocktower/Pump Repairs	
	Next works in the winter when planting has died back – paint fence around clocktower. Roof over Wickhampton Sign also discussed and David Lake to agree with John what needs to be done and get a quote.	DL
B	CRIME REPORT	
	Report provided by Jon. There were two crimes within the Parish. The Chairman read out the detail. Speed cameras have been in the village again recently. Jon to provide figures for next meeting.	JMJ
C	Cllr Iles Report	
	25% cutbacks being discussed at County Level - £155 million black hole. Brian thinks most cutbacks are unacceptable and need to be opposed.	
1.0	PREVIOUS MINUTES	
	Agreed and signed as an accurate record.	
2.0	MATTERS ARISING	
	Repair needed to base on Village Hall sign – Village Hall committee to arrange with John High. Quote received at £238 – agreed to ask John to go ahead with work.	Clerk to notify John High
3.0	PLANNING	
	No Planning.	
4.0	FINANCE	
	2 nd Precept received into Bank Account. Cheque signed to cover Mazars fees for the year - £141.00.	
5.0	ANY OTHER BUSINESS	
	Halvergate Road – speed signs defaced. Notify Highways.	Clerk
	Drainage at Wickhampton has been serviced but is now too high. DL to provide Clerk with specific details.	DL
	Road closure – 40 The Green to No 62 The Green – 4 th October for 12 weeks.	
	29 The Green – overgrown hedges impeding the footpath – chase up Highways for Report.	Clerk
	Bungalow – does it have permission – PC's to provide Clerk with an address.	PC's
6.0	NEXT MEETING	
	Date of next meeting agreed as – Monday 11 th October 2010 – 7.45pm	

[Signature] 11/10/10.

FREETHORPE PARISH COUNCIL
Minutes of Meeting held at Freethorpe Village Hall

Monday 11th October 2010 – 7.45pm

Present: - Paul Bacon (PB)
 David Lake (DL) – Deputy Chair
 Michael Blake (MB)
 Linda Turner (LT)
 Brian Carr (BC)
 Rachel Read (RR) – Parish Clerk
 Cllr Brian lies
 3 Parishioners

Apologies:- PCSO Jon Morgan-Jones – report provided
 Nick Spencer (NS) – Chair
 Janet Church (JC)

Nick Spencer held up travelling back from another meeting. David Lake agreed to Chair meeting.

Item	Description	Action
A	10 MINUTE PUBLIC PARTICIPATION	
A1	Village Pond	
	Land Registry forms to be completed online to ascertain if the pond is currently registered to anybody. If not we will pay to register it to the Parish Council (PC).	NS ongoing
A2	Play Area, Low Road, Wickhampton	
	<u>Planning Permission</u>	
	Plans are now being scrutinised by the Planning Department. Nick has confirmed that there is no permission for a play area. We will now have to apply for a "Certificate of Lawfulness" from the Broads Authority.	NS
	Lease showing Freethorpe PC as signatory is being prepared. It has become urgent that the Playground Committee have this document. NS has been chasing Solicitors on regular basis.	NS NS
A3	Affordable Housing, Lower Green	
	Letter received by Clerk stating that due to the 106 Agreement the Parish is to Received a Grant of almost £26k. NS read out the detail of how this money can be spent.	All
	4 ideas put forward.	
	Wickhampton Play Area Fence - £8k Wickhampton Play Area Hardstanding - £2k Freethorpe Village Hall – Solar Panels - £15.5k Freethorpe Village Hall – Building Insulation - £1.5k	
	Clerk has checked what is permissible under 106 Agreement. Neither of the works by the Village Hall can be funded with this money. Both Wickhampton requests would be approved under the rules.	
	As for the remainder of the money – it can be held indefinitely under the 106 Agreement on our behalf. Clerk to notify interested parties of outcome of talks with BDC.	BC and MW informed
	Vote - are we happy for Broadland to approach Landowners again in order to secure further land? YES. Clerk to notify Veronica Savage.	

Item	Description	Action
	Update – Veronica was going to come in before Christmas to discuss another Build. However, Cllr Brian Iles has informed us that he is setting up an action group to look at how allocations work on an Exceptional Site. He believes, as do the Parish Council, that the rules should not be the same as for an ordinary site.	Cllr Iles to feedback to PC
A4	Clocktower/Pump Repairs	
	Next works in the winter when planting has died back – paint fence around clocktower. Roof over Wickhampton Sign also discussed will cost approximately £500. Go ahead given.	Clerk to inform JH
B	CRIME REPORT	
	Report provided by Jon. There were two crimes within the Parish. The Chairman read out the detail. Speed cameras have been in the village again recently. Jon to provide figures for the next meeting.	JMJ
C	Cllr Iles Report	
	NCC has new leader – Derek Murphy. Comprehensive review due 20 th October 2010. Cutbacks will then begin at local level.	Info
1.0	PREVIOUS MINUTES	
	Agreed and signed as an accurate record.	
2.0	MATTERS ARISING	
	Repair needed to base on Village Hall sign – Village Hall committee to arrange with John High. Quote received at £238 – agreed to ask John to go ahead with work. Update – work completed and John also managed to weatherproof and clean Wickhampton sign with leftover materials. Clerk agreed an additional £40 payment for labour. Cheque signed by NS and DL for £280 and given to JH 18/10/10.	Complete
	Village Hall has obtained a licence for 365 days a year – removing the cost and admin of applying for each individual event. Plans have been received for the Disabled Toilet works. Committee now looking for funding. Unfortunately this cannot be covered by the 106 Agreement fund. Village Hall have received some lovely comments on the cleanliness of the facilities from people hiring the rooms.	Info
	Camber of path from Chapel to Rampant Horse Pub. Highways say there is no issue as it meets regulations. DL to check measurements and report back as complaints are still being received.	DL
	39 Chapel Road – Edie and Jeffreys – massive flooding outside property stopping residents from leaving! New drain has just been installed opposite. Highways need to check.	Clerk
3.0	PLANNING	
	6 Walpole Way has erected a large Tree House. Does it have/need planning consent?	Clerk
4.0	FINANCE	
	<u>Cheque £750</u> Clerk has now completed at year and Salary cheque for £750 was signed at meeting. Clerk has agreed to stay on for another year and it was agreed that the salary moving forward would be brought into line with the recommended rates from ALC and neighbouring parishes. Clerk left the room and it was agreed to pay 4 hours per week at £10 per hour. The Clerk requested a 6 month payment in April 2011 followed by the balance on her Anniversary in October 2011.	
	<u>Cheque £19.00</u> A cheque was signed for T Snell to cover the cost of the Poppy Wreath.	
	<u>Gates at Village Hall</u> The local PCSO has made the Clerk aware of a funding pot that may cover the cost of securing the Village Hall Car Park. It was reiterated that the PC wants the Car Park to be gated and that we all need to keep looking for funding. Issues of manning any gates appear to have been sorted out by the Village Hall Committee.	Clerk has application form

Item	Description	Action
5.0	ANY OTHER BUSINESS	
	Halvergate Road – speed signs defaced. Notify Highways. Update – Highways could not find the signs 235241.	Clerk
	Drainage at Wickhampton has been serviced but is now too high. DL to provide Clerk with specific details. Update - Highways to check again.	DL
	Road closure – 40 The Green to No 62 The Green – 4 th October for 12 weeks.	
	29 The Green – overgrown hedges impeding the footpath – chase up Highways for Report. Update – have been outback 235252	Clerk
	Bungalow – does it have permission – PC's to provide Clerk with an address.	PC's
	Passing Place potholes between School Road junction and Halvergate Village – Mill Road? Update - 235245 will be looked at.	Clerk
6.0	NEXT MEETING	
	Date of next meeting agreed as – Monday 15 th November 2010 – 7.45pm	

Refused 15th Nov 2010

FREETHORPE PARISH COUNCIL
Minutes of Meeting held at Freethorpe Village Hall

Monday 10th January 2011 – 7.45pm

Present:- Nick Spencer (NS) – Chair
 Paul Bacon (PB)
 Linda Turner (LT)
 Brian Carr (BC)
 Janet Church (JC)
 Rachel Read (RR) – Parish Clerk
 7 Parishioners
 PCSO Jon Morgan-Jones – report provided
 Cllr Iles

Apologies:- David Lake (DL) – Deputy Chair
 Michael Blake (MB)

Item	Description	Action
A	10 MINUTE PUBLIC PARTICIPATION	
A1	Village Pond	
	Land Registry forms to be completed online to ascertain if the pond is currently registered to anybody. If not we will pay to register it to the Parish Council (PC).	NS ongoing
A2	Play Area, Low Road, Wickhampton	
	<u>Planning Permission</u> Plans are now being scrutinised by the Planning Department. Nick has confirmed that there is no permission for a play area. We will now have to apply for a "Certificate of Lawfulness" from the Broads Authority. Lease showing Freethorpe PC as signatory is being prepared. It has become urgent that the Playground Committee have this document. NS has been chasing Solicitors on regular basis. <u>Update 24/11</u> – Solicitor has confirmed we can go ahead with change of signatory. More paperwork has been requested. Ongoing. <u>Update 2/2/11</u> – Second set of paperwork provided by Margaret as it appears this was holding things up. Hopefully we will soon receive Lease.	NS
A3	106 Agreement Money	
	Proposed – kick start Wickhampton Play Area funding by donating £10k. Vote – Agreed unanimously. NS to speak to PKF Accountants re VAT issues. RR to Discuss release of money with BDC. <u>Update 2/2/11</u> – BDC have confirmed to Clerk various ways of releasing funds – to be discussed by Councillors at next meeting.	Clerk/NS
B	CRIME REPORT	
	10 crimes reported – all believed related. See report.	JMJ
C	Cllr Iles Report	
	Cllr Iles Big Conversation – not as bad as first thought. Job losses at BDC however, will be huge.	
1.0	PREVIOUS MINUTES	
	Agreed and signed as an accurate record	
2.0	MATTERS ARISING	
	Camber of path from Chapel to Rampant Horse Pub. Highways say there is no issue as it meets regulations. DL to check measurements and report back as complaints are still being received.	

Item	Description	Action
5.0	ANY OTHER BUSINESS	
	Drainage at Low Road, Wickhampton has been serviced but is now too high. DL to provide Clerk with specific details. Update - Highways to check again.	Clerk
	<u>Update 2/2/11</u> - Have now notified Highways that the problem is actually at the Houses near the Church. Ref 253377.	
	Passing Place potholes between School Road junction and Halvergate Village - Mill Road?	Clerk to get Update for February
	<u>Update 24/11/</u> - 235245 works to take place.	
	<u>Update 2/2/11</u> - still scheduled.	
	Request from Old School House, School Road for height/safety of trees to be looked at. Passed to Village Hall Committee via BC.	VHC/NS
	<u>Update 2/2/11</u> - It was believed that these trees were so close to the verge that they must belong to Highways so Clerk passed the request over. Highways have since confirmed the trees belong to the Playing Field. Clerk has handed Mrs Coleman's letter to the Playing Field Committee and requested they get some Quotes for the work. It still has to be confirmed who actually owns the facility.	
	Children at Freethorpe Village School are undertaking a project on the history of the village. Clerk asked permission to take the Minute collection into school for the children to view. Agreed.	
	AGM at Village Hall - new Constitution drawn up. NS to review before it is passed to the Charities Commission for approval.	BC to NS
	Village Hall - BC reported that the Hall is becoming unaffordable. Request made for us to add the known running costs each year to the Village Precept. NS stated this would never be possible as it would cause far too big an increase. There was then a long discussion between PCllrs as to why the Village Hall is not self-funding through fees. It was also stated by BC and NS that when new works have been undertaken through grant money no provision had ever been made for ongoing costs and maintenance. This is now a growing problem. We need to look at who actually owns the new MUGA - therefore who is liable for costs.	NS to review paperwork and report back
3.0	<u>Village Hall Committee Meeting - 24/11</u> - NS to try to attend.	
	<u>Update 2/2/11</u> - Deeds need to be registered by PC. Now urgent issue as work required on trees and we do not know who is responsible for costs.	
6.0	NEXT MEETING	
	Date of next meeting agreed as - Monday 7th February 2011 - 7.45pm	

[Signature]

FREETHORPE PARISH COUNCIL
Minutes of Meeting held at Freethorpe Village Hall

Monday 7th February 2011 – 7.45pm

Present: - David Lake (DL) – Deputy Chair
 Michael Blake (MB)
 Paul Bacon (PB)
 Linda Turner (LT)
 Brian Carr (BC)
 Janet Church (JC)
 Rachel Read (RR) – Parish Clerk
 2 Parishioners

Apologies:- Nick Spencer – Chair (NS)
 PCSO Jon Morgan-Jones – report provided
 Cllr Iles

in the absence of NS it was agreed that DL would Chair the meeting.

Item	Description	Action
A	10 MINUTE PUBLIC PARTICIPATION	
A1	Village Pond	
	Land Registry forms to be completed online to ascertain if the pond is currently registered to anybody. If not we will pay to register it to the Parish Council (PC).	NS ongoing
A2	Play Area, Low Road, Wickhampton	
	<u>Planning Permission</u> Plans are now being scrutinised by the Planning Department. Nick has confirmed that there is no permission for a play area. We will now have to apply for a "Certificate of Lawfulness" from the Broads Authority. Lease showing Freethorpe PC as signatory is being prepared. It has become urgent that the Playground Committee have this document. NS has been chasing Solicitors on regular basis. <u>Update 24/11</u> – Solicitor has confirmed we can go ahead with change of signatory. More paperwork has been requested. Ongoing. <u>Update 2/2/11</u> – Second set of paperwork provided by Margaret as it appears this was holding things up. Hopefully we will soon receive Lease. There is also the possibility of some funding from BDC – tbc.	NS Clerk to contact Birketts LLP with names
A3	106 Agreement Money	
	Proposed – kick start Wickhampton Play Area funding by donating £10k. Vote – Agreed unanimously. NS to speak to PKF Accountants re VAT issues. RR to Discuss release of money with BDC. <u>Update 2/2/11</u> - BDC have confirmed to Clerk various ways of releasing funds – to be discussed by Councillors at next meeting. <u>Update 7/2/11</u> – Margaret advised the meeting that Peter Ledwood (a local Architect) would act as Project Manager for the scheme. VOTE – in principal if VAT can be claimed back (as we currently believe it can be) are we happy to cover the cost from our reserves and claim back next year? Proposed by MB – unanimously agreed.	Clerk/NS
B	CRIME REPORT	
	No crimes reports.	JMJ

Item	Description	Action
C	Cllr Iles Report	
	Cllr Iles did not attend the meeting.	
1.0	PREVIOUS MINUTES	
	Agreed and signed as an accurate record.	
2.0	MATTERS ARISING	
	<p>Camber of path from Chapel to Rampant Horse Pub. Highways say there is no issue as it meets regulations. DL to check measurements and report back as complaints are still being received.</p> <p><u>Update 24/11</u> - Reported again and said that PC are not happy with current state of path. Highways to review - 241601</p> <p><u>Update 2/2/11</u> - Mark Barber has confirmed that there is "Scope for Improvement". This request has been added to an existing drainage scheme in the road, although whether this will actually go ahead with current financial situation is yet to be confirmed.</p>	Clerk
	<p>39 Chapelfield Road - Edie and Jeffrey ^{Geoffrey} - massive flooding outside property stopping residents from leaving! New drain has just been installed opposite. Highways need to check.</p> <p><u>Update 24/11</u> - Reported again as urgent.</p> <p><u>Update 10/1/11</u> - 241619 - Inspected by Highways and the Gully is clear. Keep On Minutes in case it happens again.</p>	Clerk
	<p>123 The Common (previously incorrectly recorded as The Green), Freethorpe - also flooding driveway from road. Reported again 24/11.</p> <p><u>Update 2/2/11</u> - 241624 - No update as yet. Scheduled as part of larger works in January.</p>	Clerk
	<p>Requests made by parishioners for two grit bins - one for Wickhampton (outside Council Houses on Low Road) and another in Freethorpe (Sutton Crescent near the dog bin).</p> <p><u>Update 2/2/11</u> - Clerk has requested the forms to apply for bins. Price yet to be Confirmed.</p> <p><u>Update 28/2/11</u> - No form received. Requested again today - Ref 257041</p>	Clerk
3.0	PLANNING	
	<p>6 Walpole Way has erected a large Tree House. Does it have/need planning consent?</p> <p><u>Update 24/11</u> - This has been passed to Enforcement as a query.</p> <p><u>Update 2/2/11</u> - Retrospective Planning has been applied for - 2010ENF223</p>	Clerk
	20110033 - Mr J Wilkins, 19A The Green, Freethorpe - Conversion of garage, construction of new garage and single storey extension. - unanimously agreed.	
	20110107 - Mr & Mrs Smith - Manor Farm Barns - conversion of barn - revised proposal - unanimously agreed.	
4.0	FINANCE	
	<p>Precept/Budget discussed from last year. We estimate that we will need £7,580 to cover our commitments this coming year.</p> <p>Decided to request a 6% increase - £7,351. Agreed unanimously, signed and paperwork submitted by post 14/1/11.</p> <p>We will cover the shortfall from our reserve.</p>	Awaiting Response
	Cheque for Norfolk Accident Rescue Service - amended to correct name.	Info
	Santander statement - Business Deposit Account - £1,947.07 reviewed and signed.	Info

Item	Description	Action
5.0	ANY OTHER BUSINESS	
	Drainage at Low Road, Wickhampton has been serviced but is now too high. DL to provide Clerk with specific details. Update - Highways to check again. <u>Update 2/2/11</u> - Have now notified Highways that the problem is actually at the Houses near the Church. Ref 253377. <u>Update 28/2/11</u> - Photos provided by DL - forwarded to Highways to Mark Barber.	Clerk
	Passing Place potholes between School Road junction and Halvergate Village - Mill Road? <u>Update 24/11/</u> - 235245 works to take place. <u>Update 2/2/11</u> - still scheduled. <u>Update 28/2/11</u> - still scheduled.	Clerk to get Update for March
	Request from Old School House, School Road for height/safety of trees to be looked at. Passed to Village Hall Committee via BC. <u>Update 2/2/11</u> - It was believed that these trees were so close to the verge that they must belong to Highways so Clerk passed the request over. Highways have since confirmed the trees belong to the Playing Field. Clerk has handed Mrs Coleman's letter to the Playing Field Committee and requested they get some Quotes for the work. It still has to be confirmed who actually owns the facility. <u>Update 28/2/11</u> - No info received.	VHC/NS
	Potholes - "The Sunset" Low Road, Wickhampton- Ref 257032	
	Potholes - No 5, Low Road, Wickhampton - Ref 257032	
	Potholes - Palmers Lane, Freethorpe - 5yds from junction with The Green - Ref 257032	
	AGM at Village Hall - new Constitution drawn up. NS to review before it is passed to the Charities Commission for approval. Village Hall - BC reported that the Hall is becoming unaffordable. Request made for us to add the known running costs each year to the Village Precept. NS stated this would never be possible as it would cause far too big an increase. There was then a long discussion between PC's as to why the Village Hall is not self-funding through fees. It was also stated by BC and NS that when new works have been undertaken through grant money no provision had ever been made for ongoing costs and maintenance. This is now a growing problem. We need to look at who actually owns the new MUGA - therefore who is liable for costs. <u>Village Hall Committee Meeting - 24/11</u> - NS to try to attend. <u>Update 2/2/11</u> - Deeds need to be registered by PC. Now urgent issue as work required on trees and we do not know who is responsible for costs. Royal Wedding - we will await any ideas from the Parishioners.	BC to NS NS to review paperwork and report back
	Election - 5 th May 2011 - nomination packs received and distributed to PC's. Clerk to advertise election in shop, on the boards and via the GY Mercury.	Info/Clerk
6.0	NEXT MEETING	
	Date of next meeting agreed as - Monday 7 th March 2011 - 7.45pm	

M. Baker 7/3/11

FREETHORPE PARISH COUNCIL
Minutes of Meeting held at Freethorpe Village Hall

Monday 7th March 2011 – 7.45pm

Present:- Nick Spencer – Chair (NS)
 Michael Blake (MB)
 Paul Bacon (PB)
 Linda Turner (LT)
 Brian Carr (BC)
 Janet Church (JC)
 Rachel Read (RR) – Parish Clerk
 5 Parishioners

Apologies:- David Lake (DL) – Deputy Chair
 PCSO Jon Morgan-Jones
 Cllr Brian lies

Item	Description	Action
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	Land Registry forms to be completed online to ascertain if the pond is currently registered to anybody. If not we will pay to register it to the Parish Council (PC).	NS ongoing
A2	Play Area, Low Road, Wickhampton	
	<u>Planning Permission</u> Plans are now being scrutinised by the Planning Department. Nick has confirmed that there is no permission for a play area. We will now have to apply for a "Certificate of Lawfulness" from the Broads Authority.	NS - ongoing 14/3/11
	<u>Lease Agreement</u> Has been received by the Clerk. NS to take and get signature witnessed and then pass to DL for his signature. Clerk to return to LLP asap as Mr Brooks is back from Australia on 2 nd April 2011.	Clerk
	<u>Running Costs</u> Clerk to add the agreed £200 peppercorn rent to the parish running costs.	Clerk
A3	106 Agreement Money	
	See previous Minutes for history.	
	Agreed to release £10k for this project in the new financial year. As soon as the lease is in place we will instruct a builder. Agreed that we will cover VAT out of reserves provided we can definitely claim it back. NS to discuss with PKF Accountants.	NS
B	CRIME REPORT	
	No crime report provided this month.	JMJ

C	Cllr Illes Report	
	Cllr Illes did not attend the meeting	
1.0	PREVIOUS MINUTES	
	Jeffrey Moll is spelt Geoffrey Moll - amended. Signed as correct.	
2.0	MATTERS ARISING	
	<p>Camber of path from Chapel to Rampant Horse Pub. Highways say there is no issue as it meets regulations. DL to check measurements and report back as complaints are still being received.</p> <p><u>Update 24/11</u> - Reported again and said that PC are not happy with current state of path. Highways to review - 241601</p> <p><u>Update 2/2/11</u> - Mark Barber has confirmed that there is 'Scope for Improvement'. This request has been added to an existing drainage scheme in the road, although whether this will actually go ahead with current financial situation is yet to be confirmed.</p>	Monitoring
	<p>39 Chapelfield Road - Edie and Geoffrey's - massive flooding outside property stopping residents from leaving! New drain has just been installed opposite. Highways need to check.</p> <p><u>Update 24/11</u> - Reported again as urgent.</p> <p><u>Update 10/1/11</u> - 241619 - Inspected by Highways and the Gully is clear. Keep on Minutes in case it happens again.</p>	Monitoring
	<p>123 The Common (previously incorrectly recorded as The Green), Freethorpe - also flooding driveway from road. Reported again 24/11.</p> <p><u>Update 2/2/11</u> - 241624 - No update as yet. Scheduled as part of larger works in January.</p>	Clerk
	<p>Requests made by parishioners for two grit bins - one for Wickhampton (outside Council Houses on Low Road) and another in Freethorpe (Sutton Crescent near the dog bin).</p> <p><u>Update 2/2/11</u> - Clerk has requested the forms to apply for bins. Price yet to be Confirmed.</p> <p><u>Update 28/2/11</u> - Ref 257041 Highways want us to confirm we are happy with the sites they would like us to use - Wickhampton - next to the notice board, and Freethorpe left of dog bin, closer to junction.</p> <p><u>Update 07/3/11</u> - Both positions have been confirmed as acceptable. Clerk to notify Highways to conduct a review of each site.</p>	Clerk
3.0	PLANNING	
	20110243 - Mr & Mrs Smith - 136 The Common, Free Thorpe - Agricultural to garden use. Linda Turner declared an interest and abstained. Support by other Councillors.	
4.0	FINANCE	
	No finance issues this month.	

5.0	ANY OTHER BUSINESS	
	<p>Drainage at Low Road, Wickhampton has been serviced but is now too high. DL to provide Clerk with specific details. Update - Highways to check again.</p> <p><u>Update 2/2/11</u> - Have now notified Highways that the problem is actually at the Houses near the Church. Ref 253377.</p> <p><u>Update 28/2/11</u> - Photos provided by DL - forwarded to Highways to Mark Barber.</p> <p><u>Update - 7/3/11</u> - Unable to confirm whether DL responded to Clerk' request for further info on exact location by Highways. Clerk to mail DL again.</p>	DL
	<p>Passing Place potholes between School Road junction and Halvergate Village - Mill Road?</p> <p><u>Update 24/11/</u> - 235245 works to take place.</p> <p><u>Update 2/2/11</u> - still scheduled.</p> <p><u>Update 28/2/11</u> - still scheduled.</p>	Clerk to get Update for March
	Request from Old School House. School Road for height/safety of trees to be looked at. Passed to Village Hall Committee via BC. Village Hall Committee have sent a written response.	Close
	Potholes - "The Sunset" Low Road, Wickhampton- Ref 257032	Close
	Potholes - No 5, Low Road, Wickhampton - Ref 257032	Close
	Potholes - Palmers Lane, Freethorpe - 5yds from junction with The Green - Ref 257032	Close
	<p>AGM at Village Hall - new Constitution drawn up. NS to review before it is passed to the Charities Commission for approval.</p> <p>Village Hall - BC reported that the Hall is becoming unaffordable. Request made for us to add the known running costs each year to the Village Precept. NS stated this would never be possible as it would cause far too big an increase. There was then a long discussion between PCllrs as to why the Village Hall is not self-funding through fees. It was also stated by BC and NS that when new works have been undertaken through grant money no provision had ever been made for ongoing costs and maintenance. This is now a growing problem. We need to look at who actually owns the new MUGA - therefore who is liable for costs.</p> <p><u>Update 2/2/11</u> - Deeds need to be registered by PC.</p>	<p>BC looking at breakdown of costs re MUGA/ Village Hall</p> <p>NS</p>
	Royal Wedding - we will await any ideas from the Parishioners.	
	Election - 5 th May 2011 - Wording correct and posters have gone up. Will also repeat in Mercury.	Info
	Parish Skip booked for weekend of 8/9 th April 2011. Will put into Mercury.	Info
	14 Old Chapel Road, Ben Keys - can you tidy up your garden letter to be sent. Letter drafted 14/3/11.	Clerk

	Brickyard Cottages, Reedham Road, Free Thorpe - 30 mile per hour limit - can the police organise one of their community speed sessions. Make JMJ aware before next meeting. Have emailed JMJ and requested somebody attend next meeting to discuss.	Info
	Dog Mess - It was requested that we look into the cost of putting up signs reminding people that it is an offence to let dogs foul on the pathways. It is particularly bad again at the moment. 14/3/11 - Keep Britain Tidy has some free resources. I have ordered a selection.	Clerk
	Pond Barn - water leaking - clerk to check with Anglian Water whether they are aware or not. Clerk emailed Anglian Water 14/3/11.	Clerk
	Lack to buses now available in and out of the village was discussed further. Clerk confirmed that you now have to get Yarmouth bus to Acle and change to a Norwich bus to reach the City. Agreed that service is almost non-existent and will reduce further at Easter. NS agreed to speak to bus company.	NS
	Clerk has received an offer from Mr John Fleetwood to become our Tree Surgeon. Offer gratefully accepted - Clerk to contact Mr Fleetwood and invite him to next meeting.	Clerk left message 14/3/11
	Veronica Savage - we have received an email stating that there are about to be some government changes made to house allocation process and would we be prepared to discuss further building? Discussed and agreed to ask VS in to meeting in April. Councillors would like a breakdown of the types of people still on the housing list for our village ie married, single, couples, etc	Clerk emailed VS 14/3/11
6.0	NEXT MEETING	
	Date of next meeting agreed as - Monday 11 th April 2011 - 7.45pm	

Handwritten signature
11th April 2011