

**Minutes of the Meeting of Freethorpe Parish Council held
on Monday 16th May 2022 at 7.20pm at Freethorpe Village Hall**

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

Also present: John Fleetwood (JF, Tree Warden), Andrea Rowlands (AR, Tree Warden), and no members of the public

1. Apologies

Lana Hemsall (LH, County Councillor)

2. Annual Parish Council Meeting Items

a) Election of Chair

NS was proposed for re-election as Chair. It was unanimously **agreed**.

b) Election of Vice-Chair

DL was proposed for re-election as Vice-Chair. It was unanimously **agreed**.

c) Review and confirmation of standing orders, policies and procedures

All 11 policies and procedures were presented for review and confirmation:

<u>Complaints</u>	<u>Data Protection</u>	<u>Equal Opportunities</u>
<u>File Retention</u>	<u>Filming At Meetings</u>	<u>Financial Regulations</u>
<u>Freedom of Information</u>	<u>Health & Safety</u>	<u>Press & Media</u>
<u>Privacy Notice</u>	<u>Training</u>	

They were unanimously **agreed**, with two points of detail to be followed up which may result in future adjustments.

- i. Financial Regulations. GN queried whether the policy to pay only by cheque should be re-assessed on grounds of clerical time to manage and the possibility of cheques being discontinued. NS had a preference for retaining the current arrangement for the time being. It was agreed that we should find out whether and when the bank or regulations are likely to force the change to online. **ACTION AM**

- ii. Training Policy. This requires the Clerk to obtain the CiLCA qualification. AM is willing to do this but queried the value in relation to the cost (around £1,000) and time. GN advised that there are benefits, particularly in election years. Further detail to be established before deciding. **ACTION AM**

3. Declarations of Interest for items on the agenda

As a substitute member of Broadland District Council's Planning Committee, GN is unable to discuss planning applications under agenda item 9. There were no other declarations.

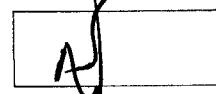
4. Minutes of the meeting held on Monday 25th April 2022

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

5. Matters arising from the previous meeting

- a) (2a) Explore EV charge point (AM/LH) – in progress. **ACTION AM/LH**
- b) (2b) Developers honouring conditions – (GN/JF) – still being discussed. **ACTION GN/JF**
- c) (2d) Log Kittles Road sign problem (AM) – done.
- d) (5b) Check whether Police.UK gives sufficient view of crime details (ALL) – agreed to wait for discussion with Police at next attendance.
- e) (7a(iii)) Analyse paper & bottle recycling credits (AM) – done, item 7c refers.
- f) (7a(iv)) Can the S106 money help with the MUGA? (AM) – carry forward. **ACTION AM**
- g) (8a) Contact about community interest in ACV (AM) – carry forward, item 10i refers.
- h) (8c) Contact Guides & Rangers about tree planting (AM) – advice has been given.
- i) (9a) Advise Broadland of support for 20220514 (AM) – completed.

Chair's initials



- j) (10a) Highways advice on Reedham Road safety (AM/LH) – carry forward. **ACTION AM**
 k) (10g) Explore new Wickhampton basketball backboard (AM) – item 10c refers.
 l) (10i) Pass allotments information to landowner (AM) – done, item 10d refers
 m) Other matters arising – none.

6. Clerk's Report

AM advised that a box of archive papers had been received from the daughter of the former clerk, the late Mr. Stephen Williamson. It was a large box but she would not accept reimbursement for postage.

7. Finance

a) Monthly Financial Update

AM reported the new year financial position, in summary:

Income	£7899.50
Operational Expenditure, in budget	£676.00
Earmarked Reserves Expenditure, in budget	£120.00
Bank balance, including deposit account	£21,429.31

AM advised that the forecast income and expenditure are within budget. Further information and decisions will be brought to a future meeting with regard to S106 and CIL income and earmarked reserves.

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

Ref	Payee	Description	Amount (£)
1	Andrew Moll	Salary for April 2022	169.13
2	Andrew Moll	Administration Expenses – postage	3.67
3	HMRC	PAYE	42.40
4	Information Commissioner's Office	DIRECT DEBIT Annual data protection registration fee	35.00
5	Norse Eastern Ltd.	Grounds Maintenance (1) Invoice 05IN-1037783 Date 30/04/2022 VAT 195.28	1171.67
6	Community Action Suffolk Business Services Ltd.	Insurance premium 2022 Subject to agreement of paper in 7(d)	596.05
7	Glasdon UK Limited	Wickhampton Picnic Bench Invoice 839129 Date 13/05/2022 VAT114.37	686.24

c) Recycling Credits Analysis

A paper was received, reporting that almost £500 was raised through the recycling banks at Freethorpe Village Hall last year: £213 from glass, £6 from cans, £243 from paper and £88 from textiles, less collection costs of £52. This money helped the Parish Council to do more in our parish last year. A big thank you to everyone who uses the recycling banks.

d) Insurance renewal 2022

A paper was presented, explaining that the current insurance company had withdrawn its cover as at renewal of 1st June. NS asked whether this meant we were not covered at any point. AM confirmed that we remained fully covered until renewal date. Our current insurance broker, Business Services at CAS, have re-assessed the market and negotiated a new parish council insurance policy with a new insurer. The new arrangement allows for more flexibility with the cover, the details of which were agreed by the meeting. It was considered by the meeting that value for money had been demonstrated by Business Services at CAS and it would not be feasible for us to approach the market independently for the flexible specialist insurance required. It was **agreed** to renew the insurance via Business Services at CAS Ltd., on a three-year discounted fixed rate arrangement at a cost of £596.05 per annum, subject to any changes in cover that may arise.

Chair's initials



8. Correspondence

- a) Mill Road-Church Road junction – mirror? The suggestion by a new resident was welcomed and the Parish Council was happy to support it, although NS advised that highway enhancements should be raised direct with the County Council. DL felt that verge cutting at the junction might alleviate the problem and asked when this was scheduled. **ACTION AM**
- b) Brown signs for chapel & playground – have been chased with Highways.
- c) Public Space Protection Consultation – dog fouling - there were no comments from the meeting to feed into the consultation. However NS advised that dog fouling is a significant issue on the Common. More warning stickers would be helpful. **ACTION AM**
- d) Nominate representative for Jubilee Flag-raising on 2nd June 2022 11am Thorpe Lodge – no volunteers were forthcoming as a number of people are already involved in local events.
- e) Community Event Organisers' Meeting 20th May – was noted.
- f) GNLP Part Two Admin hearings – were noted.

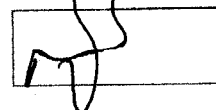
9. Planning

- a) New Applications – Parish Council objected to planning application 20220619 at 75 The Green due to insufficient detail on some specific aspects. A number of concerns have been raised by residents and Highways, which need to be addressed. The Parish Council's view was that the application requires more precise detail about environmental and ecological design and protections during and after construction (including sufficient trees and wildlife features, currently insufficient), with JF to provide wording to express this. Protections need to be covenanted to run with deeds to have any effect. Use of chemical weedkillers requires a licence. Parish Council also required detail about the specification of windows especially where there is concern about privacy and overlooking current houses and gardens (e.g. plots 14,15,16,17), the flood risk to neighbouring properties, and questioned the accuracy of the plan in relation to the site boundary. Broadland to be notified. Parish Council also objected to the planning application 20220815 at Wickhampton Farm Barn, where the concern is that the lack of specific detail about the site of the proposed outbuilding makes the impact on mature trees and root systems unclear. JF advised that thorough work had been done on how to approach the tree management, but without the precise location it is impossible to assess the impact. Again, JF to provide specific comments needed to add to the response. **ACTION AM/JF**
- b) Decisions – None
- c) Enforcements – enforcements were reviewed with no further comments. GN advised that an issue has been escalated to him relating to a caravan on the Common. He has discussed with the cabinet member and is expecting it to be dealt with by the Enforcement Team.
- d) Guidance – Broadland guidance on open space in new developments was noted.
- e) TPOs – the latest Tree Preservation Order and Conservation Area news was noted.

10. Update on Ongoing Matters and Projects

- a) Speed Management
Parish Councillors found the latest figures, for April 2022, slightly more encouraging than recent figures. On Lower Green facing North, although volumes were up to 27,741 and speeds were still too high, there was at least a small decrease in 85%ile speed from 33.9mph to 33.8mph (still significantly over the speed limit). The new sign at The Common facing West, measured 20,026 vehicles, with an 85%ile speed of 31.3mph. PLEASE DRIVE SAFELY.
- b) New benches at Wickhampton and Freethorpe
The new picnic bench for Wickhampton was delivered today (16/05/22). The Palmers Lane bench is due for delivery on 30/05/2022.
- c) Play Area Inspections

Chair's initials



No new or urgent issues have been identified in inspections, although the broken wooden seat at Wickhampton will need to be made safe and the basketball backboard replaced.

d) Allotments

AM advised that the two proposed sites are not acceptable to the landowner, but he would still like to support the village by finding an acceptable site on his land if possible. Alternatives to be explored. GN advised that allotments can be sited in nearby parish if necessary, e.g. Mill Road.

ACTION AM/AR

e) Freethorpe Village Sign

Awaiting work to clean and re-paint (likely May).

f) Parish Nature Plan

No further progress.

g) Tree Surgery at Freethorpe Playing Field

No further progress.

h) Community Emergency Plan

Has been advertised on website in the hope of attracting some volunteer contacts.

i) Rampant Horse

The pub is now closed. It is now to be established whether there is the interest in the community to complete the ACV nomination, accepting that this is only specifically helpful in the event of the pub going up for sale.

11. Other Matters

DL queried progress on replacing the Halvergate fingerpost on the signpost at the junction of School Road and Mill Road.

ACTION AM

12. Reports from Parish Councillors and items for next agenda

a) District Councillor Report

GN reported on Broadland's work to distribute the £150 energy rebate to residents. The value of relocating offices from Thorpe Lodge and Long Stratton to Broadland Business Park was challenged by NS. GN advised that his member's grant has supported work at Beighton this year, with £30 remaining to support other opportunities arising in the ward.

b) Tree Wardens' Report

JF reported that JF and AR undertaken further first aid training. Tree wardens will be on the Broadland District Council stand at the Royal Norfolk Show. Recent inspections highlighted two oak trees on the Southwood Road requiring further attention, to be raised with Cantley Parish Council. Concern about the branch over the road at Church Farm House to be notified to the owner.


ACTION AM

13. Date of Next Meeting

Monday 20th June 2022 at 7:00pm at Freethorpe Village Hall.

14. Exclusion of the Press and Public under the Public Bodies (Admission to Meetings) Act 1960 to consider the following item of business: None.

The meeting closed at 8:40 pm.

Signed after approval by the Parish Council as being a true and accurate record by the Chair of the meeting or authorised deputy	 Chair Nick Spencer	Date 20 th June 2022
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Chair's initials

