

**Minutes of the Meeting of Freethorpe Parish Council held on Monday 17th May 2021
after the Annual Parish Meeting at 8.00pm at Freethorpe Village Hall**

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

Also present: 3 members of the public

1. Apologies

Tree Wardens Network Co-ordinator John Fleetwood(JF), County Councillor Lana Hemsall (LH) who initially joined by Zoom but the connection would not hold.

2. Annual Parish Council Meeting Items

a) Election of Chairman

NS was re-elected unanimously.

b) Election of Vice-Chairman

DL was re-elected unanimously.

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

These had all been reviewed and re-written in June-August 2020, with a formal review date of June 2022. It was **agreed** that no intermediate amendments were necessary.

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. JC was unable to participate in agenda item 8d. There were no other declarations.

4. Minutes of the meeting held on Monday 19th April 2021

The minutes of the meetings were **agreed** as an accurate record and would be signed by the Chairman.

5. Matters arising from the previous meeting

- a) (5d) Armed Forces Covenant has been signed by NS and sent to Broadland District Council for registration with Ministry of Defence (AM). GN confirmed that he is happy to be the Armed Forces Champion for Freethorpe Parish Council. The Covenant has been publicised on the Parish Council website. The engagement with the Royal British Legion in the Annual Parish Report is in keeping with the Covenant.
- b) (5j) Advertisement of vacancy (AM) is in progress. **ACTION AM**
- c) (5k) Street Name Repairs have been completed by Broadland District Council, as has the replacement of the village entry sign at Lower Green, to which the text 'Please Drive Safely' has been added. (AM)
- d) (6a) Arrangements for 17th May meeting had been put in place, with thanks expressed to JC and the Village Hall for their support. (AM/JC)
- e) (6b) Broads Authority slot at June meeting has been arranged (AM).
- f) (6c) Appointment of Internal Auditor was completed. The Internal Auditor, Sonya Blythe, has completed her work, providing a prompt, helpful and efficient service, enabling us to look at signing off the AGAR ahead of schedule (AM).

- g) (8b) Follow up use of Plantation with Broadland - has been completed, with support from LH (AM).
- h) (10b) Disposal of shelter at Wickhampton has been kindly completed by DL.
- i) (10e) Approach NCC about verge cutting (AM) – carry forward. **ACTION AM**
- j) (10g) Write to landlord about Wickhampton Play Area (AM) – carry forward. **ACTION AM**
- k) (11b) Information re Wickhampton Telephone Kiosk has been provided (AM). GN advised that David Brown, representing Friends of Wickhampton Village, has asked the Parish Council to administer the finances for the project, which was agreed by the meeting.
- l) Other matters arising – none.

6. Clerk's Report

- a) AM reported that a number of calls logged with Broadland District Council and Norfolk County Council have been resolved. All other topics are picked up on the agenda.

7. Finance

a) Monthly Financial Update

AM reported that the first precept payment has been received. The most significant expenditure so far this year is £485 for tree surgery work at Wickhampton Play Area. The current financial position in summary:

Bank balance, including deposit account	£34,630
Forecast expenditure	£27,875
Less earmarked reserves	£9,077
Forecast operating balance by end of March	£18,798

b) Payments

It was **agreed** to make the following payments:

Ref	Payee	Description	Amount (£)
1	Andrew Moll	Salary April 2021	158.87
2	Andrew Moll	Reimbursement for Administration Expenses (Zoom 14.39+ Postage 3.40 + Dog signs 9.10)	26.89
3	HMRC	PAYE	39.60
4	Norfolk ALC	Annual Subscription INVOICE 4682	194.45
5	Norse Eastern Ltd.	Grounds Maintenance April-Sep INVOICE 1030160	1095.01
6	SB Auditing	Internal Audit	75.00

c) Internal Finance Check

MB reported on the internal quarterly finance check, which took place on 4th May 2021. The process worked well and MB was able to assure the accounts to the Parish Council.

d) Review of assets and insurance cover

The Asset Register was reviewed. The asset value for the Pavillion (£37k) was considered far too low and to be checked. The additional items were **agreed**, namely, Wickhampton Play Area, Wickhampton Play Equipment, and the second SAM machine. It was **agreed** to continue to obtain insurance via Community Action Suffolk, who have recently retendered for the specialist insurance cover needed, resulting in a reduction in

premium for Freethorpe Parish Council. It was noted that the additional items identified as assets may increase the figure provided. The insurance cover for the Village Hall is arranged by the Village Hall Committee. The Village Hall and Parish Council policies need to be reviewed together to ensure that there are no gaps in cover.

ACTION AM/JC

Discussion of other possible assets concluded that (i) a piece of land off Chapelfield with shared ownership by residents is not a Parish Council asset (ii) the pond at Wickhampton is not understood to be a Parish Council asset, but NS will review previous consideration of this question.

ACTION NS

e) Section 137 donations

It was **agreed** that section 137 donations will be considered in September.

f) Internal audit and approval of AGAR

- (i) The internal auditor's report and completion of page 3 of the AGAR were noted.
- (ii) The Annual Governance Statement (page 4) was **agreed**, with every question in boxes 1 to 8 answered YES.
- (iii) The Accounting Statement (page 5) was **agreed** subject to clarification or correction of the asset value which had reduced from £795,600 to £462,600 in the 2020-2021 breakdown.

8. **Correspondence**

a) Resident concerns about dog fouling on pavements

A resident had reported numerous instances of dog fouling at the eastern end of Chapelfield. In response, a request to clean up after dogs was placed in the Great Yarmouth Mercury and a sign placed on the street. NS reported the same problem on the Common. Further 'Please clean up' signs to be put up. It was noted that there are plenty of dog bins in the village.

b) Flooding at Palmers Lane following surfacing work

The surfacing contractor failed to remove temporary drain cover. Once corrected the problem was resolved.

c) Chances Project for increasing employability and well-being

This is advertised on the website and was noted.

d) Resident concerns about motor bikes at Wickhampton

[This item was dealt with out of sequence, following item 6, in order to allow residents present to join the discussion and not need to stay for the rest of the meeting. JC left the meeting for the duration of item 8d), item 3 refers.] A resident of Wickhampton had supplied a document representing the views of 19 residents expressing their concerns about motor bike racing on a field immediately behind the houses on the east side of Low Road, Wickhampton. This was reported as starting in March 2021, to date mainly on Sundays. The racing on the afternoon of Sunday 9th May 2021 was given as an example, which involved a motorbike and two quadbikes.

The following impacts were described:

- Pleasure and enjoyment of properties and gardens is diminished - residents can now only invite friends or sit out in their gardens in peace and quiet when motorbike racing is not taking place
- one resident is even talking about moving away having moved here for peace and quiet
- The activity is extremely loud and penetrating
- It is conducted in very close proximity to many houses (15m from one property's windows)

--

- Petrol fumes are therefore another issue
- Disturbance of wildlife and nesting birds in the Broads National Park

Residents have been informed that this activity will now take place every two weeks for one and half hours each time. Residents have raised the matter with the Chief Planning Officer for the Broads Authority. They have also approached Broadland Environmental Health concerning the matters of noise pollution and petrol fumes. In the report, residents have 'demanded that the activity must stop forthwith'. The concerns were discussed at length at the meeting, with the concerns in the report reiterated by the residents present. Other correspondence and comments have been received, some concurring with the concerns, others not sharing them. PB suggested that keeping records of dates and times is important. NS clarified the planning legislation and encouraged seeking the guidance of the appropriate authorities with jurisdiction in these matters. It was agreed that the concerns discussed at the meeting be shared with the two authorities in question. GN will support AM in notification within Broadland District Council.

ACTION AM

9. Planning

- New Applications – application 20210676 (52, Chapelfield) was discussed. No resident comments had been received. It was **agreed** to support the application. **ACTION AM**
- Decisions – no new decisions
- Enforcements – no new enforcements.

10. Update on Ongoing Matters and Projects

- Speed Management
Parish Council noted the latest statistics: 19,878 vehicles passed the Chapelfield SAM sign in April, with an 85th percentile speed of 33.5mph, nearly 1mph increase on previous readings from 2017 and 2022. The stats continue to highlight the concern about speeding on the Reedham Road approaching the Village Hall and School Road junction. NS recalled that the speed limit had been moved further back to try to address this.
- Freethorpe & Wickhampton Play Areas
Maintenance work is due to commence this week.
- Play Area Inspections
No new issues have been identified in the inspections.
- Wickhampton Village Sign
As per previous minutes (19th April 2021 item 10d), the construction and supplier have been finalised for Wickhampton's replacement village sign. The design is based on the current sign with residents' views sought on adjustments to the draft. DL shared a draft design by the supplier and a letter to residents seeking their views. Some fundamental questions had been raised about the material of the sign and non-local location of the supplier. However, the process, working with Friends of Wickhampton Village, has already established the quality, durability and affordability of the materials, and that the chosen supplier is best placed to deliver the work.
- Playing Fields Maintenance 2021/22
AM provided a report summarising the current service and the satisfaction of the football club with the service. It was noted that this service is in place for 2021 and a re-specification and tender process should be considered in November. It was **agreed** that Wickhampton Play Area mowing should be added to the current contract, following notification that residents are no longer able to do this voluntarily. NS asked that if there are any assets, such as a lawn-mower that is no longer required, it should be requested that these are cashed in to contribute to the cost of the new service. Discussions between Stephen Smith, AM and the contractor had identified that drainage issues

--

could be reduced by verti-draining. It was **agreed** that this should be procured from the contractor, subject to understanding the most effective timing and coverage.

ACTION AM

f) Tree Planting suggestions

It was agreed to defer this item until JF is present.

11. Other Matters

None

12. Reports from Parish Councillors and items for next agenda

- a) Broads Authority update
- b) Review of earmarked reserves and projects
- c) Neighbourhood Plan commitment
- d) For info., review of Tree Preservation Orders

13. Date of Next Meeting

The next meeting would be Monday 21st June, 7.45pm at Freethorpe Village Hall unless otherwise notified.

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 9.20 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
---	---	-------------

--