

**Minutes of the Meeting of Freethorpe Parish Council held  
on Monday 21<sup>st</sup> February 2022 at 7.00pm 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 1 member of the public

**1. Apologies**

Lana Hemsall (LH, County Councillor).

**2. Public Forum**

**a) County Councillor Report**

(LH sent an update by email which was circulated after the meeting.)

**b) District Councillor Report**

GN encouraged eligible local organisations to sign up to the Broadland “Community At Heart” lottery for fund-raising. He gave examples of groups which could benefit – scout groups, primary schools, and sports clubs. Details on Broadland’s website. To be advertised on the Parish Council website.

**ACTION AM**

GN advised that Broadland’s zero increase of its portion of Council Tax is expected to be approved on Thursday.

**c) Tree Warden Report**

JF advised that the Broadland Tree Warden budget of £7k had been spent on trees (£5k) and Tree Warden training (£2k). There are 36 Tree Wardens who cover 25 of Broadland’s parishes. A merger with South Norfolk’s Network has been mooted but seems unlikely. JF and AR reported that the Tree Wardens have delivered new trees for planting at Wickhampton Play Area. They will be planting a Rowan tree in memory of Geoffrey and Edith Moll at Freethorpe Methodist Cemetery at 8:30am on Thursday 24<sup>th</sup> February. DL is organising the plaque wording and will agree with Parish Councillors by email before sending on to JF for production.

**ACTION DL**

JF and AR will plant an Oak tree for the Queen’s Platinum Jubilee in front of the Village Hall. DL pointed out two manhole covers to be avoided. AR advised that Freethorpe Junior Tree Wardens will be starting up again soon.

**d) Public Items**

No items were raised by the members of the public.

**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 17<sup>th</sup> January 2022**

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

**5. Matters arising from the previous meeting**

a) (5a) Date for School Road Safety presentation (AM) – item 10c refers.

b) (5a) Check whether 90mph case was a Police vehicle. (AM) – The Police have confirmed that it wasn’t a police vehicle.

c) (5a) Letter to Police & Crime Commissioner from LH, GN & NS (AM) – response received 21/02/22 – Parish Councillors were grateful for the response but concerned that no commitment was made to more granular parish data. Parish Councillors to try the Police.UK

website referenced in the letter to see the extent to which this answers the question before feeding back.

**ACTION ALL**

- d) (5b) Million Trees for Norfolk meeting (LH) – to be scheduled.
- e) (5d) Quotations for Tree Surgery at Freethorpe Playing Field (AM) – item 14 refers
- f) (5d) Location of Jubilee Oak (AM) – item 2c refers
- g) (8a) Invite Citizens Advice Bureau to May Parish Meeting (AM) – the invitation has been accepted.
- h) (10k) Write to Clarion about waste ground (AM) – outstanding
- i) Other matters arising - none.

**ACTION AM**

## 6. Clerk's Report

The weekend's storms and the prolonged power cut on the Common and its impact were discussed. Around 50 houses were without power from Friday 18<sup>th</sup> February to Monday afternoon 21<sup>st</sup> February. At least two cases of significant difficulty arose, where vulnerable people were without heat or hot food and water facilities. GN had engaged Broadland's Emergency Planning Team who had been very responsive and were ready with support actions, but then the power returned, making them unnecessary. Parish Council agreed to follow up with Broadland District Council to consider developing a community emergency plan, including who to contact in emergency situations.

**ACTION AM/GN**

JF advised that Burlingham Woods had been closed, with significant damage, which has seriously affected the Sentinel tree monitoring project.

## 7. Finance

### a) Monthly Financial Update

AM reported the current 2021-22 financial position in summary:

Bank balance, including deposit account £21,494.05

Forecast balance by end of March 2022 £11,881.87

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

Ref	Payee	Description	Amount (£)
1	Andrew Moll	Salary January 2022	158.67
2	Andrew Moll	Administration Expenses - postage	3.49
3	HMRC	PAYE January 2022	39.80
4	Calica Computer Solutions	Handover, configuration and scheduling of second SAM machine (February 2022)	12.00
5	Suzanne Burman	Invoice for materials and fitting of Wickhampton Village Sign (budget was £500)	450.00

### c) Standing Order for management of second SAM machine

Parish Council received a paper proposing a new monthly standing order of £12 to Calica Computer Solutions for the new service of maintaining the second SAM machine, moving it to a different location each month and downloading the data for the Parish Council. The new standing order was **agreed**, and the paper signed by NS and DL, along with the standing order mandate to the bank.

## 8. Correspondence

- a) Platinum Jubilee Beacons – JC advised that the Village Hall has registered an interest in having a beacon for the Queen's Platinum Jubilee.
- b) Highways Engineer – potholes – Norfolk County Council have responded quickly to fill potholes in the parish, although the filling has soon worn away in places. New potholes on Old Chapel Road and Chapelfield to be reported, along with the storm damage to the road sign at the East end of School Road.
- c) Police Community Forum 23rd Feb – was noted.
- d) Broadland Town & Parish Council Forum 4th Apr – was noted.

**ACTION AM**

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- e) Great British Spring Clean 2022 – was noted.
- f) NALC Advice on Wellbeing – was noted.
- g) Broadland Community Tree Grants – were noted.
- h) Norwich Western Link Update – was noted.
- i) Dog Bin fallen down at Palmer's Lane – has been reported to Broadland.
- j) Request for removal of goalposts at Wickhampton – it was agreed that DL would look at disposing of the goalposts. **ACTION DL**
- k) Shelter blown over at Wickhampton – concerns about the risk associated with the shelter were discussed. It was agreed that DL would look and advise on whether the shelter can be safely anchored to the concrete base. **ACTION DL**
- l) Norfolk Lieutenancy – the opportunities for support were noted.

## 9. Planning

- a) New Applications – 20220131 Works to TPO trees, Wickhampton – was discussed. No comments to be sent to Broadland. JF observed that it was good that people were following the proper process for permission. It gives an opportunity for advice and support which improve the likelihood of tree health.
- b) Decisions – none.
- c) Enforcements – 2021ENF220 The Plantation - no further updates, but concerns about the disturbance caused by continuing use of the Plantation for off-road vehicles were discussed. These are being followed up with Broadland District Council. **ACTION AM/GN**

## 10. Update on Ongoing Matters and Projects

- a) Speed Management  
The latest speed monitoring figures, for December 2021/January 2022 at Lower Green, showed a decrease in volume and a small increase in 85%ile speed to 33.9mph. 1 in 3 of drivers exceeded the 30mph limit. PLEASE DRIVE SAFELY.
- b) Second SAM2 machine  
A second speed machine has been bought and will be sited on two new posts at the top of the Common, and one opposite Freethorpe General Stores.
- c) School Road Safety Project  
Freethorpe Community Primary and Nursery School has an assembly on 23rd February at which the Police will be talking about road safety and prizes will be presented for the school's speed safety poster designs, judged by the Police, Parish Council and Highways. An e-book of all the shortlisted designs will be available, and the winning designs will appear on 30mph posts in the village soon. This work is part of addressing the concern that speeding in the village endangers lives, especially the children who must cross the Green for school and the play area. It was agreed that Parish Council representatives would be GN and MB.
- d) Play Area Works  
The package of works to bring Freethorpe and Wickhampton Play Areas up to standard has been completed. Two new benches have been approved for Wickhampton Play Area and Palmers Lane. JC is seeking a quotation to replace the posts outside the Pavilion in line with those at the end of the car park.
- e) Freethorpe Play Area new equipment  
New play equipment is being installed at Freethorpe Village Hall, commencing on 28th February. Please note that there will be extra vehicles and a skip on the car park which will reduce parking capacity while the work is going on.
- f) Play Area Inspections  
No new or urgent issues have been identified in inspections.
- g) Wickhampton Village Sign  
The sign has been installed and will be unveiled on Saturday 26th February at 11am. Parish Council noted the excellent work done on the post, year plate and side extensions

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by Suzanne Burman and colleagues. It was agreed that GN, DL and NS would represent the Parish Council at the unveiling, noting that all had earlier appointments which might push them for time, but there was sufficient cover.

h) Wickhampton Entry Sign

AM advised that Highways have proposed a third sign on the Halvergate Road. This is because the Church Road sign is having to be installed a bit closer to Freethorpe as the verges are too narrow on Church Road closer to the village.

i) Community Speedwatch

Now requires a member of the public to come forward as volunteer co-ordinator.

j) Allotments

A first draft proposal was discussed in depth. It was agreed that:

- i. Interest in establishing an initial Allotments Association be explored
- ii. Possibility of a presentation by an allotments advisor to Parish Council / interested people be explored
- iii. Parish Council role in relation to the Allotments Association be defined
- iv. Landowner to be contacted for views and to estimate rent.

**ACTION AM**

k) Freethorpe Village Sign

It was **agreed** that Suzanne Burman be asked to clean and repaint the Freethorpe sign with a budget of £400.

**ACTION AM**

l) Parish Nature Plan

Some examples have been provided for Parish Councillors to read.

m) Tree Surgery at Freethorpe Playing Field

Item 14 refers.

**11. Other Matters**

None

**12. Reports from Parish Councillors and items for next agenda**

None.

**13. Date of Next Meeting**

Monday 21<sup>st</sup> March 2022, 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:**

AM reported that, due to the storms, the requisite number of quotations had not yet been received for the tree surgery work at Freethorpe Playing Field. It was agreed that tree surgeon time will be hard to get for some time. The staging of the work was discussed. JF will advise on the urgency of the work needed on the oaks on School Road. There was also a concern that staging of the work due to likely costs may not be advisable.

The meeting closed at 8:20 pm.

<b>Signed after approval by the Parish Council as being a true and accurate record by the Chair of the meeting or authorised deputy</b>	<b>Chair</b>  <b>Nick Spencer</b>	<b>Date</b>
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