

**Minutes of the Meeting of Freethorpe Parish Council, serving Freethorpe & Wickhampton,
held on Monday 15th April 2024 at 7.00pm at Freethorpe Village Hall**

Present: Nick Spencer (NS, Chairman), David Lake (DL, Vice-chairman), Paul Bacon (PB), Michael Blake (MB), Paul Crisp (PC), Andrew Moll (AM, Parish Clerk), Grant Nurden (GN, also District Councillor), Andrea Rowlands (AR, also Tree Warden)
Also present: John Fleetwood (JF, Tree Warden), and 1 member of the public.

1. Apologies

Lana Hemsall (LH, County Councillor),

2. Public Forum

- a) County Councillor Report – none.
- b) District Councillor Report - GN advised that the Greater Norwich Local Plan has been adopted by Broadland District Council. He encouraged people to enter the compost giveaway competition which closes on 17th April. He commended the Town & Parish Council Forum to councillors.
- c) Tree Wardens' Report - JF had explored cutting a resident's hedge but Highways would not give permission for him to work at height over the footway. Tree guards are being fitted at the play area next week. JF is speaking at Freethorpe School about careers.
- d) Public Items – none.
- e) Broads Authority Local Plan consultation – was noted, for individual responses.

3. Declarations of Interest for items on the agenda

As a substitute member of Broadland's Planning Committee GN is unable to discuss agenda item 9. As a neighbour and consultee, MB declared an interest in item 9a. (2024/0942). There were no other declarations.

4. Minutes of the meeting held on Monday 18th March 2024

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

5. Matters arising from the previous meeting

- a) (5i) Explore further school safety signage (AM) – carry forward.
- b) (7a) Retain underspend on play equipment as earmarked reserve (AM) – carry forward.
- c) (8a) Write to resident about overgrown hedge (AM) – done.
- d) (9f) Double yellow lines proposals approved (AM) – done.
- e) (10a) Order play equipment repairs (AM) – done.
- f) (11a) Impact of site vehicles at Green View Way (AM) – done.
- g) (11b) Publicise Broadland Help Hub & Handyperson Scheme – (AM) – done.
- h) (11d) Check for drain clearance (AM) – done.
- i) Other matters arising – none.

6. Clerk's Report

- a) NALC update – shared for information.
- b) Town & Parish Council Forum notes – shared for information, next meeting 8th May.
- c) Broadland District Council Standards Committee vacancies – were noted.
- d) Village Hall Committee to consider mounting the portrait of King Charles III. **ACTION DL**

7. Finance

a) Monthly Financial Update

AM advised the year end financial position as follows:

Income	£34,287.49	Bank balance	£19,839.71
Expenditure	£27,917.09	End year balance	£19,839.71

Chair's initials

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

Ref	Payee	Description	Amount (£)
1	Andrew Moll	Salary Mar – payslip	207.33
2	Andrew Moll	Administration – postage expenses Mar	2.50
3	HMRC	PAYE – P30	51.80
4	Countrystyle Recycling Ltd.	INV439554 31/03/2024 VAT 3.50 Bottle & can bank emptying 07/02/2024	21.00
5	Sonya Blythe	Annual Internal Audit Invoice 4 April 2024	125.00
6	Norfolk Association of Local Councils	NALC Annual Subscription INV1462 06/04/24 VAT 0.00	252.93
7	Ben Burgess & Co	Dennis Mower for bowls club INV 454570 09/04/2024 VAT 1337.60 GB806653329	8025.60
8	NGF Play Ltd.	Deposit for play equipment repairs INV 5676 10/04/2024 VAT 188.25 GB813527639	1129.51
9	The Sign Shed	Flower signs INV 87539 15/04/2024 VAT 3.47 GB186378167	20.79
SO	Calica Computer Solutions	Speed management machine - mandates 3, 4 & 5	30.00

c) **Receipts** – none.

d) **To receive the Internal Auditor's Report** – this was noted, with actions already in hand, other than (1) referencing donations GPoC not S137 and (2) considering monthly standing orders for salary payment. **ACTION AM**

e) **To review and approve Annual Governance Statement** – this was unanimously **agreed** and signed by NS.

f) **To review and approve Annual Accounting Statement** – this was unanimously **agreed** and signed by NS.

g) **To report on Quarterly Finance Checks** – MB advised that these were in hand and would be reported at next meeting. **ACTION MB**

h) **To review and approve Risk Assessment Schedule** – this was unanimously **approved**.

i) **To review Asset Register for 2024** – this was discussed at length, and confirmed that all assets are included. Advice to be sought from NALC on the asset value of the Village Hall, and with the Village Hall Committee over play equipment insurance. **ACTION AM**

j) **To add AR to the bank account as a member** – had been agreed in AR's absence last meeting, was unanimously **agreed** and bank paperwork signed by AR, NS and DL.

8. Correspondence

a) **For decision** – (1) The traffic impact of the Green View Way building site was discussed. It was felt that the developer had gone to some lengths to minimise impact and responded to concerns within constraints. Parking on the site will improve things. PC felt that the Village Hall could be suggested but is a decent walk and tools would have to be dropped off. (2) The Green View Way newsletter and bus stop plans were noted. (3) The possibility of 'Million Trees for Norfolk' tree planting on highway verges was discussed. JF advised that little can be done unless Highways and/or the landowner want to take on the liability. JF/AR will advise if opportunities arise for more appropriate tree planting.

b) **For information** – Parish Council noted (1) Park and Ride Survey results; (2) the RSPB talk at Wickhampton church on 26th April; (3) the Travel Behaviour Survey, for individual responses .

9. Planning

a) **New Applications** – it was agreed that application 2023/1905 (conversion of commercial building at old garage site) be dealt with by email. PB reiterated disappointment that the overall proportion of affordable homes from that site was so low. There were no objections to 2023/3554 135 The Common. It was agreed to object to application 2024/0942 (land behind 37 Chapelfield) due to concerns about access constraints, impact on neighbouring

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properties, the distance from the garage to the house, and the impact on green space, biodiversity and amenity.

ACTION AM

- b) Decisions – approval of 2024/0319 (75 The Green TRO) was noted.
- c) Enforcements – two open cases, unchanged, were noted.
- d) Appeal – it was agreed to uphold the Parish Council's original objections to application 2023/2168 on the grounds that there is insufficient space to build two 3-bed detached houses and remain in keeping. This to be communicated to the appeal. **ACTION AM**
- e) Greater Norwich Local Plan – adoption by Broadland District Council was noted.
- f) Planning constraints – it was agreed that members would prepare their own views to share at the next meeting.

10. Update on Ongoing Matters and Projects

- a) Speed Management - March 2024. On School Road, 85th percentile speeds were up from 26.4 to 27.7 mph. 4116 drivers kept within the speed limit but 222 still broke it on a narrow road approaching the school. On the Common, Southwood entry, 85th percentile speeds of 19,064 vehicles were marginally down from 32.0 to 31.8mph. PB advised of a bad accident at the bend in the Common, which could have had severe consequences.
- b) Play Area Inspections – no items of concern in latest inspection reports. The revised order for repairs by NGF Play Ltd. was **agreed**.
- c) Electronic Vehicle Charging Point (EVCP) – the application has been submitted to NCC.
- d) Wickhampton Pond – Land Registry has granted the Parish Council possessory title. It was agreed that the pond's restoration and management will be either directly by the Parish Council or by a subcommittee. The legal position around subcommittees was shared. The policy and management arrangements will be discussed at the next meeting.
- e) Rampant Horse – PC reported no further progress possible.
- f) Bowls Club donation – the mower is due to be delivered week commencing 6th May. It was confirmed that this is being gifted to the bowls club and will become their asset.
- g) Clean Up & Bloom – AR advised that the school will be helping with some D-day planting. A litter pick is planned for the school field. Moulton Nurseries are advising and supplying, and will invoice the Parish Council.

11. Other Matters

- a) AR asked whether a silhouette Tommy could be purchased to place at the Village Hall. It was agreed that prices be sought and a proposal brought back to the next meeting. **ACTION AR**

12. Reports from Parish Councillors and items for next agenda

None.

13. Date of Next Meeting

Monday 20th May 2024 following the Annual Parish Meeting, 7PM, 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
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