

**Minutes of the Meeting of Freethorpe Parish Council, serving Freethorpe & Wickhampton,
held on Monday 15th July 2024 at 7pm at Freethorpe Village Hall**

Present: Nick Spencer (NS, Chairman), Paul Bacon (PB), Michael Blake (MB), Andrew Moll (AM, Parish Clerk), Grant Nurden (GN, also District Councillor), Andrea Rowlands (AR).

Also present: and 1 member of the public.

1. Apologies

Paul Crisp (PC), John Fleetwood (JF, Tree Warden), Lana Hemsall (LH, County Councillor), David Lake (DL, Vice-chairman).

2. Public Forum

a) County Councillor Report – none.

b) District Councillor Report - GN advised that Broadland has succeeded in running services as normal alongside the general election activities. However, he was concerned that some meetings had been cancelled. He encouraged all to join the Town and Parish Council Forum meetings, the next one being on 7th August 2-3.

c) Tree Wardens' Report - none.

d) Public Items – residents don't seem to be aware of the paper bank. It was agreed that recycling facilities should be advertised further, along with the new website, volunteer opportunities, use of dog bins, and possibly the 1st September garage sale. **ACTION AM**

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. There were no other declarations.

4. Minutes of the meeting held on Monday 24th June 2024

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

5. Matters arising from the previous meeting

a) (3c) Check on grant for church doors (AM) – done, but requires follow-up. **ACTION AM**

b) (3d) Estimate for sliver birch tree surgery (JF) – JF has kindly explained the concern to Crown Tree Services and, given the risk, arranged with AM for the work to be carried out next Monday at a cost of £200 + VAT. Parish Council approved a cheque to cover this, to be sent once the work is complete and invoiced (7b, item 9 refers).

c) (5a) Ask Cllr Hemsall for an update (AM) – done.

d) (5c) Set up standing order for salary (AM) – item 7e refers.

e) (5e) Play equipment insurance clarification (AM) - carry forward. **ACTION AM**

f) (6a) Acceptance of office (AR)- (AM) – item 6a refers.

g) (8a) Write to developer of Green View Way – done, awaiting response.

h) (9a) Responde to 2024/1729 (AM) – done.

i) (10e) Pass on comments about social club opening (DL) – to be confirmed.

j) (10f) Establish ownership of flying field memorial land (AM) – done, item 10j refers.

k) (11a) Report damaged sign Chapelfield||The Common(AM) – done, along with Pearsons Way.

l) Other matters arising – none.

6. Clerk's Report

a) Acceptance of Office (AR) – was duly signed by AR, witnessed by AM.

b) NALC update was shared for information.

c) Parish Partnership Bid 2025-26 – it was agreed to pursue brown finger signs for the chapel and play area and village entry 'gates' with a view to bid. **ACTION AM**

- d) Town and Parish Council Forum – provided helpful updates, including (1) an option for play inspections via Broadland's RoSPA contract at a cost of £75 a site; (2) recycling service via Broadland giving income of £50 a site; (3) search for volunteers to appear in Broadland councillor recruitment video – GN suggested AR.
- e) Neighbourhood Planning introduction – it was agreed to invite Richard Squires to the September meeting to discuss. GN suggested that work already done by Reedham could be utilised and that a joint plan with Halvergate or other neighbours may be possible.

7. Finance

- a) Monthly Financial Update – was reviewed and approved. Summary as follows:

Income	£15,423.40	Bank balance	£22,149.05
Expenditure	£13,114.06	Forecast end year balance	£29,046.30

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

Ref	Payee	Description	Amount (£)
1	Andrew Moll	Salary June – payslip	207.33
2	Andrew Moll	Administration – postage expenses June (3.55) + Land Registry query re Sutton Crescent (£29.95)	33.50
3	HMRC	PAYE – P30	51.80
4	Moulton Nurseries	Clean up & bloom inv 1770 04/07/2024 VAT 0.30	9.88
5	Norse Eastern Ltd.	Play area inspections 05IN-1071853 04/07/24 VAT 99.20	595.20
6	Countrystyle Recycling Ltd	Bottle banks April & May Inv 458794 30/06/24 VAT 4.80	28.80
7	NGF Play Ltd.	Repairs INV-5827 08/07/24 VAT439.26	2635.54
8	KP Monsey	Freethorpe Football Field cut & collect 13 th July	80.00
9	Mr JG Basey-Fisher	Tree Surgery to Silver Birch at Freethorpe 22 nd July	240.00
SO	Calica Computer Solutions	Speed management machine - mandates 3, 4 & 5	30.00

- c) Receipts – none
- d) Quarterly Finance Checks – MB reported that these were complete, with no issues.
- e) Standing Order for salary and Direct Debit mandate for HMRC – these were both approved, and signed by NS and MB. The clerk's current average net salary of £207.33 will be paid monthly by standing order with any adjustment and expenses by cheque at the end of year. HMRC will be able to claim PAYE due by direct debit.

8. Correspondence

- a) For decision – the 'Celebrating Nature' event at Acle on 8th September was noted.
- b) For information – an update on A47 roadworks at Burlingham was noted.

9. Planning

- a) New Applications – next Wednesday Broadland's planning committee is considering 2023/1905. As objections have already been made, it was not deemed necessary to attend.
- b) Decisions – approval of 2024/0318 75 The Green variation of conditions was noted.
- c) Enforcements – none.
- d) Planning constraints – a Housing Needs Survey has been requested and will be picked up by a new Rural Housing Enabler once in post.
- e) Design Model – an invitation to a workshop on 22nd July to discuss this was noted.
- f) Tree Preservation Order proposed at 18 The Green, Freethorpe, was unanimously supported.

10. Update on Ongoing Matters and Projects

- a) Speed Management – June 2024. On the Green near the Manor, 85th percentile speeds have crept up from 30.6 to 31.2mph on higher volumes of 32,487 vehicles, of which 6,010 broke the speed limit. Better news at the Common near 111, where 85th percentile speeds were down from 31.8 to 30.5 mph with 19,371 vehicles. 84% of people kept within the 30mph speed limit.

Chair's initials

- b) Play Area Inspections – repair work has been completed at Freethorpe and Wickhampton. There are now no outstanding significant items requiring attention.
- c) Electronic Vehicle Charging Point (EVCP) – the supplier visited the Village Hall on 11/07 and advised that the electricity supply is fit for purpose. Siting outside the kitchen window is proposed. NCC will now progress our application.
- d) Wickhampton Pond – David Brown, as a member of the subcommittee, kindly attended the meeting for this item. It was agreed to accept John Fleetwood's Initial Management Plan, enabling John to plan the work on this basis. It was agreed that initial engagement should entail an explanation of what's planned to be published on the website and shared specifically with immediate neighbours to the pond. The removal method was discussed and it was agreed that the preference would be manual, with the use of chemicals to be considered by the subcommittee only as a last resort.
- e) Rampant Horse – nothing to report this time.
- f) Clean Up & Bloom – lovely displays of flowers are now adorning the Village Hall and Flying Field memorial thanks to AR and helpers.
- g) Purchase of British Legion bench – the order has been placed for a WWI Horse Bench.
- h) Village Hall & Playing Field future development – awaiting revised requirements for kitchen refurbishment and a football pitch strategy for maintenance. In the meantime, extra expenditure to support the football club in the short term was approved: extra cuts by Norse, a one-off cut and collect by K.P.Monsey, and robotic pitch setting by Norse. These will result in an overspend on grounds maintenance of around £300.
- i) The Pump – as part of 'Clean-up and Bloom', the school have tidied the Pump. It was agreed to write to the school thanking them for tidying around the Pump, and to Jon Kelly who has offered to keep it tidy going forward. **ACTION AM**
- j) Flying Field Memorial – Clarion Housing owns the land. It was agreed that no formal arrangements for cutting be pursued for now.

11. Other Matters

- a) AR advised that she is looking into starting up a coffee morning at the Village Hall. Get It Started Grant information was shared.
- b) AR advised that the Village Hall Committee is concerned that people are putting dog waste in the general waste bins that volunteers empty. Extra dog bins from Broadland can be requested for £91 per annum. However, it was felt that there are sufficient bins on the Green and Chapelfield. Stickers on the bins asking people not to put in dog waste were considered a first step, NS to provide. **ACTION NS**

12. Reports from Parish Councillors and items for next agenda

MB advised on management and name changes at the school's federation.

13. Date of Next Meeting

Monday 16th September 2024 7PM, Freethorpe Village Hall. PB will be absent.

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 8:35 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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