

**Minutes of the Meeting of Freethorpe Parish Council, serving Freethorpe & Wickhampton,
held on Monday 20th May 2024 at 7.05pm 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).

Also present: 1 member of the public.

1. Apologies

John Fleetwood (JF, Tree Warden), Lana Hemsall (LH, County Councillor), Andrea Rowlands (AR).

2. Annual Parish Council Meeting Items

- a) Acceptance of Office - forms were signed by members, witnessed by clerk.
- b) Election of Chairman – NS was proposed by GN, seconded DL and unanimously elected.
- c) Election of Vice-Chairman – DL was proposed by NS, seconded PC and unanimously elected.
- d) General Powers of Competence - continue, having been adopted in 2023.
- e) Review and approval of standing orders policies and procedures – were unanimously approved as indicated below. Yellow shading shows items drawn to members' attention and specifically approved.

		Last review	Changes for May 2024	Approved
1.	STANDING ORDERS			
1.1	Standing Orders	May 2023	Unchanged	Y
2.	FINANCE			
2.1	Financial Regulations	May 2023	Rebuilt from new model regulations	Y
2.2	Grants & Donations	May 2023	Small changes to form	Y
3.	OPERATIONS			
3.1	Code of Conduct	May 2023	Unchanged	Y
3.2	Health & Safety	May 2023	Unchanged	Y
3.3	Risk Management	Apr 2024	Already approved for this year	N/A
3.4	Complaints	May 2023	Unchanged	Y
3.5	Press & Media	May 2023	Unchanged	Y
3.6	Filming at Meetings	May 2023	Unchanged	Y
4.1	Freedom of Information	May 2022	Unchanged	Y
4.2	Data Protection	May 2022	Unchanged	Y
4.3	Privacy Notice	May 2022	Unchanged	Y
4.4	File Retention	Sep 2022	Changed only to retain minute books until all Village Hall queries about responsibilities and insurance resolved.	Y
4.5	Website Accessibility	May 2023	Review once website converted	N/A
5.	HUMAN RESOURCES			
5.1	Equal Opportunities	May 2023	Unchanged	Y
5.2	Training	May 2023	Changed to add a Training Needs Analysis. Training budget is available for any member wishing to pursue.	Y
5.3	Dignity At Work	May 2023	Unchanged	Y
5.4	Disciplinary	May 2023	Unchanged	Y
5.5	Grievances	May 2023	Unchanged	Y

Chair's initials

NS

- f) Appointment of representatives – DL to Village Hall Committee, with an option to involve PC if required; GN as Armed Forces Champion; and MB as Norfolk ALC rep. were agreed.

3. Public Forum

- a) County Councillor Report – none. PB felt that a written update would be helpful. It was agreed to ask for latest information about the Park and Ride at Postwick. **ACTION AM**
- b) District Councillor Report – GN advised that Broadland's AGM takes place on 23rd May. The next Town & Parish Council Forum is on 3rd June. GN had spoken to the Pride in Place Manager about artists working with communities. He reported from the Reedham Annual Parish Meeting that the EVCPs had only been used 5 times in 6 months. He asked that the Halvergate clerk be reminded to set up the next cluster meeting. **ACTION AM**
- c) Tree Wardens' Report – included in Annual Parish Meeting.
- d) Public Items – none.

4. 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.

5. Minutes of the meeting held on Monday 15th April 2024

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

6. Matters arising from the previous meeting

- a) (6d) Consider mounting portrait of the King (DL) – DL raised at Village Hall Committee and it was agreed to mount the portrait in the Village Hall.
- b) (7d) Internal audit recommendations (AM) – (1) donations to no longer reference S137 – done; (2) standing order for salary – to be done in a couple of months. **ACTION AM**
- c) (7g) Quarterly Finance checks (MB) – carry forward. **ACTION MB**
- d) (7i) Advice on Asset Register (AM) – has been obtained.
- e) (7i) Play equipment insurance (AM) – seek clarification with Village Hall. **ACTION AM**
- f) (9a) Response to planning applications (AM) – done.
- g) (9d) Response to appeal (AM) – done.
- h) (11a) Proposal for Tommy silhouette (AR) – item 10h refers.
- i) Other matters arising – none.

7. Finance

a) Monthly Financial Update

AM advised the new year financial position as follows:

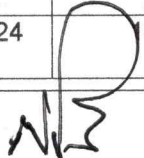
Income	£8,657.00	Bank balance	£18,630.25
Expenditure	£9,866.46	Forecast end year balance	£26,527.71

AM put forward two small corrections to the end of year Finance Report: an erroneous entry of £35.86 against 'Other Income' was removed, and the totalling of the variance column was corrected. Neither error had affected the balances or the AGAR statement, and the revised report was approved and signed by NS.

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

Ref	Payee	Description	Amount (£)
1	Andrew Moll	Salary Apr – payslip	207.33
2	Andrew Moll	Administration – postage expenses Apr	9.15
3	HMRC	PAYE – P30	51.80
4	Beckhithe Farms Ltd.	Ref 1173 30/03/2024 VAT 0.00	200.00
5	Norse Eastern Ltd.	Grounds maintenance (1 of 2) INV 05IN-1069618 30/04/24 VAT 268.16 GB785421021	608.94

Chair's initials



6	Moulton Nursery Plant Centre	Clean Up and Bloom INV 1745 16/05/2024 VAT 2.40 Reg 373091554	14.39
7	Business Services at CAS Ltd	Insurance Renewal	493.38
DD	Information Commissioner	Annual registration	35.00
SO	Calica Computer Solutions	Speed management machine - mandates 3, 4 & 5	30.00

c) Receipts – were noted:

Ref	Payee	Description	Amount (£)
1	Broadland District Council	Precept (1 of 2)	8657.00
2	Broadland District Council	Section 106 grant (bowls club mower)	6688.00
3	Broadland District Council	Textile recycling	78.40

d) To approve insurance renewal, with revised premium of £493.38 – this was unanimously approved. AM explained that the reduced premium resulted from a change in the way the speed management machines were dealt with by the insurer.

8. Correspondence

- a) For decision – (1) It was agreed to go ahead with a visit from the Rural Housing Enabler in order to understand how provision of affordable housing can be encouraged. (2) The lithium battery safety bill was discussed, and it was unanimously agreed to express the Parish Council's support. **ACTION AM** (3) The grit bin audit was discussed, it was thought that the bins were satisfactory.
- b) For information – Parish Council noted (1) Town & Parish Council Forum 8th May; (2) the NALC update; and (3) that Postwick Park and Ride is still open.

9. Planning

- a) New Applications – none.
- b) Decisions – approval with conditions of 2024/0944 land west of 135 the Common was noted.
- c) Enforcements – one open case, one closed case were noted.
- d) Appeal – the submission of agreed objections to application 2023/2168 was noted.
- e) Planning constraints – to be considered once Rural Housing Enabler has visited.

10. Update on Ongoing Matters and Projects

- a) Speed Management – April 2024. On the Green opposite the shop, facing Acle, 85th percentile speeds were up from 28.5 to 29.3 mph on increased volumes of 28,103 vehicles. 25,187 of those vehicles were within the 30mph speed limit.
- b) Play Area Inspections – no issues of concern in latest inspection reports. The order for repairs by NGF Play Ltd. Is awaiting a part due next week.
- c) Electronic Vehicle Charging Point (EVCP) – the supplier will be arranging a site visit to re-quote NCC based on our application.
- d) Wickhampton Pond – the terms of reference for a sub-committee to restore and manage the pond for the time being were unanimously agreed. It was agreed that NS and DL would join the sub-committee, with invitations to be sent to JF and David Brown of Friends of Wickhampton Village for a nominee. Other people with expertise and/or interest in the pond will be invited subsequently. The first meeting to be arranged for a Tuesday 7PM at the Village Hall. **ACTION AM**
- e) Rampant Horse – PC advised that a brewery is re-opening pubs which signals some hope for the Rampant Horse. It was agreed that Broadland be approached for an update on the pub as an Asset of Community Value, copy to GN. **ACTION AM**
- f) Bowls Club donation – the mower has been delivered and the grant monies claimed.
- g) Clean Up & Bloom – AR provided a written report. The first flowers are planted outside the Village Hall.
- h) Purchase of British Legion bench – AR provided a written report. Village Hall Committee supported the idea of a war memorial bench at a cost of around £1,600. Parish Council

agreed to fund as long as CIL money can be used. AR is to be asked to finalise the bench requirement. Three quotes will be needed.

- i) Village Hall & Playing Field future development – a meeting has been arranged at the Village Hall on Monday 3rd June 9:30am with managers from Broadland District Council to discuss options for enhancing the facilities and possible funding sources. All councillors and members of the Village Hall Committee are welcome to join the discussion.

11. Other Matters

- a) DL advised that Village Hall Committee were not entirely satisfied with the grass cutting, specifically the fact that grass is not picked up. AM advised that this is not a failing on the part of the contractor, it is simply not part of the service the Parish Council pays for. Given that the football club also have issues with the frequency of cutting and the fact that grass is not picked up, it was agreed that the Village Hall Committee be approached to define requirements for a tender process. **ACTION AM**
- b) AR's report raised the question of the Pump, where the fencing is in need of repair. It was agreed that quotes be sought from Beighton Builders and from fencing contractors to repair and paint the posts and fence like-for-like. **ACTION AM**

12. Reports from Parish Councillors and items for next agenda

None.

13. Date of Next Meeting

With apologies from NS and DL for the intended date of 17th June, it was agreed to push back the next meeting by a week to Monday 24th June 2024 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 8:45 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 24/6/24
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