

Minutes of the Meeting of Freethorpe Parish Council held on Monday 7th December 2020 at 7.45pm remotely on Zoom

Present: Nick Spencer (Chairman, NS)
David Lake (Vice Chairman, DL)
Paul Bacon (PB)
Michael Blake (MB)
Janet Church (JC)
Linda Turner (LT)
Andrew Moll (Parish Clerk, AM)

Also present: County Councillor Brian Iles, District Councillor Grant Nurden (GN) and 1 member of the public

1. Apologies

None.

2. Public Forum

a) County Councillor

A report was not requested for this meeting as this was an extraordinary meeting to focus primarily on budget setting.

b) District Councillor

A report was not requested for this meeting. In response to a question from NS, Grant Nurden reported that Broadland District Council is publishing further details on support available for businesses affected by the COVID-19 restrictions.

c) Tree Wardens

A report was not requested for this meeting.

d) Public

There were no other comments or questions from the public.

3. Declarations of Interest for items on the agenda

There were none.

4. Minutes of the meeting held on Monday 16th November 2020

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) Co-option of parish councillor

Grant Nurden confirmed his willingness to serve as a parish councillor for Freethorpe by co-option. He confirmed that he is now on the Freethorpe electoral roll not the Brundall electoral roll. The Parish Council agreed that Grant Nurden be added as a parish councillor for Freethorpe. NS welcomed Grant as a parish councillor. The declaration of interests form and Acceptance of Office form to be completed. **ACTION AM/GN**

b) Rampant Horse

There has been no interest so far in pursuing a community approach. It was noted that that the 'for sale' boards have been taken down.

c) Neighbourhood Plan

A costed proposal is to be developed in the new year. **ACTION AM**

d) SAM2 Statistics

To be requested in Excel format if possible. **ACTION AM**

e) Location of Wickhampton Village Entry Signs

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DL advised that two locations have been proposed. AM confirmed that these have been provided to Norfolk County Council Highways along with the Parish Partnership bid for 50% funding in 2021-22. £250 has been earmarked in reserves.

f) Wickhampton Village Sign

A meeting to be arranged with David Brown to consider approach. **ACTION AM**

g) Food and fuel poverty and social isolation

The Parish Council noted signposting to support agencies, including Broadland's Early Help Hub, which has been shared in the shop and by leaflet. It was suggested that Facebook could be another useful channel for sharing this information. The Parish Council discussed the general situation in the village with regard to food and fuel poverty and social isolation. DL proposed that the Parish Council should make a contribution to Acle Foodbank in light of the fact that its services are available to support residents of our parish. The Parish Council **agreed** that a donation of £250 be made.

ACTION AM

h) Any Other Matters Arising

None.

6. Clerk's Report

AM advised that the key items for this meeting were covered on the agenda. No additional correspondence has been received.

7. Finance

a) Monthly Financial Update

AM reported the current financial position. The bank account balance, including the deposit account, is £38,248. Forecast commitments will reduce the balance to £24,356 by the end of March. The balance includes a further Community Infrastructure Levy payment of £7,631 in respect of the Palmers Lane development. With earmarked reserves set aside the operating balance is currently forecast as £15,279. This equates to approximately one year's expenditure. Guidance is that the balance should always cover between 3 and 12 months' expenditure.

b) Budget 2020/21

AM provided a draft budget proposal with four budget options. The Parish Council has taken on additional responsibilities and costs for play areas, estimated at £2,675 per annum. One remedial work alone identified this year by inspection reports has been estimated at £2,000. The precept request has to be provided to Broadland District Council by the end of December. The following four options were put before the council.

Option	Rationale	Budget implication (based on band D figures)
1	£2,675 for Play Area inspection/maintenance + £1,000 contingency	Parish Council Tax rises to £49.54 per annum per household, an increase of £6.73 (16%).
2	£2,675 for Play Area inspection/maintenance Use reserves for contingency	Parish Council Tax rises to £46.50 per annum per household, an increase of £3.69 (8%).
3	A nominal increase of 2%, raising £258. Otherwise use reserves for Play Area inspection/maintenance and contingency in 2021-22	Parish Council Tax rises to £43.66 per annum per household, an increase of £0.86 (2%).

4	No increase. Use reserves for Play Area inspection/maintenance and contingency in 2021-22	Parish Council Tax stays at £42.81 per annum per household.
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Parish councillors discussed the options and **agreed** that option 2 be put forward as the precept request to Broadland District Council .

c) Payments

It was **agreed** to pay the following:-

Ref	Payee	Description	Amount (£)
1	Andrew Moll	Salary November 2020 ((1/12 4 hours a week for 52 weeks @ £11.45 = £198.47) less PAYE)	158.67
2	HMRC	PAYE	39.80
3	Andrew Moll	Administration Expenses (Zoom 14.39+ Postage 0.65)	15.04
4	NORSE	Ground maintenance Sep £1042.87 Wickhampton Annual inspection Sep £114.00 Freethorpe Quarterly Inspection Sep £60.00	1216.87
5	PKF Littlejohn LLP	External audit	240.00

d) Other

Parish councillors noted that the external audit for 2019-20 is complete and the Notice of Conclusion of Audit has been published on the website.

8. Correspondence

None

9. Planning

a) New Applications

Application [20202194](#) 69 Pump House Cottage, The Green, was discussed with no objections raised.

Application [20202220](#) 9 The Green, was discussed with no objections raised.

b) Decisions – none

10. Update on Ongoing Matters and Projects

a) SAM2 machine: statistics & second sign

Update to be provided at the next meeting.

b) Freethorpe & Wickhampton Play Area records and remedial works

Update to be provided at the next meeting.

c) Wickhampton projects

(Telephone kiosk, speed limit and village entry sign, village sign) Update to be provided at the next meeting.

d) Community Infrastructure Levy projects

Update to be provided at the next meeting.

e) Other Projects 2021/22

Projects to be considered in the new year.

11. Other Matters

None

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12. Reports from Parish Councillors

None.

13. Date of Next Meeting

The next meeting would be Monday 21st December 2020, 7.45pm via Zoom, if considered necessary. It was **agreed** that the meeting is presumed unnecessary as no pressing business is currently anticipated, but AM was asked to check with parish councillors week commencing 14th December for the emergence of any business that would require the meeting to go ahead.

14. Exclusion of the Press and Public under the Public Bodies (Admission to Meetings) Act 1960 to consider the following item of business:

It was **agreed** to exclude the press and public for the remainder of the meeting due to the confidential nature of the business to be transacted.

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	Date
	Nick Spencer	

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