

**Minutes of the Meeting of Freethorpe Parish Council held
on Monday 25th April 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), Lana Hemsall (LH, County Councillor), Andrea Rowlands (AR, Tree Warden), and 1 member of the public

1. Apologies

None.

2. Public Forum

a) County Councillor Report

LH reported progress with a Million Trees for Norfolk; funding 15 electric buses made in the UK (via ZEBRA fund); exploring long range buses to be made in Norfolk; and the feasibility of hydrogen as HGV fuel. LH explained changes to foster carer payments. GN asked whether this would impact availability of carers. LH did not believe that it would. PB asked about frequency of assessments for children in foster care, which LH advised is annually. DH asked about the extent to which County Hall is back to normal office working, which LH will advise on. LH explained her initiative to potentially site an electric vehicle charging point at the Village Hall with installation and connection funded by NCC via LH, and the Parish Council meeting running costs. The Parish Council **agreed** to take up her offer of looking into it further with the Norfolk contractor. **ACTION AM/LH**

b) District Councillor Report

GN advised that a peer review by the Local Government Association will take place in May. An accommodation review will be discussed on 12th May. He noted the opening of the electric vehicle charging station at Broadland Business Park, the largest in the UK. Town and Parish Councils Forums are planned for 10th June and 11th July. JF asked how Broadland ensure that developers honour conditions such as ecological commitments. GN/JF to discuss a specific case. **ACTION GN/JF**

c) Tree Wardens Report

JF reported that the Network has planted 950+ trees in Broadland this winter. They are training 10 new tree wardens in the district. The Sentinel devices at Burlingham were damaged in the storm recovery work and the project is having to be reviewed.

d) Public Items

The road sign at Kittles Road, Moulton St. Mary, is damaged. Technically this is not in the parish, but there is no reason the clerk should not log the problem. **ACTION AM**
No other 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 21st March 2022

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

5. Matters arising from the previous meeting

- a) (5b) Order two memorial plaques via John Fleetwood (DL) – it was **agreed** that JF would kindly order the plaques and Parish Council would reimburse him.

- b) (5c) Check whether Police.UK gives sufficient view of crime details (ALL) – it was agreed to defer discussion to next meeting.
- c) (5h) Remove shelter at Wickhampton (DL) – has been completed, with thanks to DL.
- d) (5h) Order picnic bench for Wickhampton subject to match-funding (AM) – has been completed, item 10d refers.
- e) (7a) Separation of Wickhampton Telephone Kiosk funds in accounts (AM) – has been completed, item 7a refers.
- f) (7e) Grant & funding of jubilee fireworks (AM/DL/JC) – fireworks have been purchased from Trafalgar fireworks for £149. It was **agreed** that Parish Council will refund Janet Church for the purchase. It was noted that marshals are needed for the evening celebration on 2nd June.
- g) (7g) Ask Norse to increase mowing at Freethorpe (AM) – has been done.
- h) (9a) Log 'no objections' to 20220370 (AM) – has been done
- i) Other matters arising – none.

6. Clerk's Report

AM advised that he wished to thank Adrian Barber for installing the Community Resilience plaque at the Village Hall and watering the grass seed around the new play equipment. JC advised that Adrian had also been a great help with the car park resurfacing. The Parish Council expressed gratitude to Adrian for his support to the village.

7. Finance

a) Monthly Financial Update

(i) AM reported the year-end 2021-22 financial position in summary:

Income	£22,451.18
Operational Expenditure, in budget	£15,069.76
Earmarked Reserves Expenditure, in budget	£31,794.29
Bank balance, including deposit account	£14,331.15

(ii) MB confirmed that he was happy with the accounts, having completed his Quarterly Finance checks.

(iii) DL advised that the breakdown of recycling credits is simply on a tonnage basis, which means that the income can be analysed between paper and bottles. **ACTION AM**

(iv) AM reported that Broadland have advised that a further £18,000 Section 106 funding can be reclaimed for play and sports equipment. It was agreed that the £10,000 spent on play equipment under CIL be reclaimed from Section 106, thus releasing the CIL money for broader schemes. It was agreed to explore whether the remaining £8,000 Section 106 money could contribute to restoring the MUGA. **ACTION AM**

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

Ref	Payee	Description	Amount (£)
1	Andrew Moll	Salary for March 2022	158.87
2	Andrew Moll	Administration Expenses – postage	2.55
3	HMRC	PAYE	39.60
4	Norfolk Association of Local Councils	Annual Subscription: Invoice 119 due June 2022	200.28
5	Phil's Gardening Services	Fixing of new bench at Wickhampton Play Area Invoice 31/03/2022 Date 31/03/2022	60.00
6	Countrystyle Recycling Ltd.	Empty bottle and can banks 27/01/2022 INV INV293564 Date 31/03/2022 VAT £5.34	32.04
7	Janet Church	Platinum Jubilee Fireworks for Freethorpe Village Hall – reimbursement as agreed in item 5f above	149.00

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8	K.N.Taylor	Planters for Village Sign (Minutes 18/10/21 8c refers)	60.00
9	Sonya Blythe	Internal Audit	75.00

c) Risk Assessment Schedule

This was presented to Parish Council and was **approved**.

d) Clerk Salary from April 2022

A paper was presented to Parish Council explaining the impact of increment and national pay award February 2022. The revised salary was **approved** and will take effect from 1st April 2022.

Clerk salary	Scale point	Hrly Rate	Weekly hrs	Weeks per annum	Monthly Sal	Annual Salary
01-Apr-2022 Salary with increment	SCP14	12.17	4	52.1428571	211.53	2538.31
BUDGET 2022-23 (Including HMRC payments)						2546.16

e) Internal Audit and Approval of AGAR

(i) Parish Council received and noted the Internal Auditor's Report and sign-off of page 3 of the AGAR.

(ii) The Annual Governance Statement, page 4 of the AGAR, was reviewed, **approved** by Parish Council and duly signed.

(iii) The Accounting Statement, page 5 of the AGAR, was reviewed, **approved** by Parish Council and duly signed.

8. Correspondence

- a) Rampant Horse correspondence – the closure of the village pub was discussed again, with two emails from concerned parishioners shared. It would be possible to nominate as an Asset of Community Value (ACV), although this would only become useful if the pub was put up for sale. The correspondents will be contacted about gauging community interest to support an earlier ACV. **ACTION AM**
- b) An update from Broadland on Ukraine refugees was noted.
- c) The idea of 1st Freethorpe Guides & Acle District Rangers for a jubilee oak was supported by Parish Council, with the tree warden advising that one tree, not two, would be best, that it should be set back from the highway in line with the original jubilee oak and that the proposed location needs landowner permission. **ACTION AM**
- d) Broads Authority proposals for electric hire boats were noted.
- e) Nutrient neutrality advice from Broadland in relation to planning was noted.
- f) Broadland Overview & Scrutiny Panel topics had been requested by the chair of the panel. GN explained that Parish Council input is sought to take into account 'real world' impacts of decisions and policies. Topics can be raised with the chair at any time.

9. Planning

- a) New Applications – Parish Council supported the amended planning application 20220514 at Stock House Barn, Freethorpe. **ACTION AM**
- b) Decisions – 20220370 1 Walpole Way - Full Approval was noted.
- c) Enforcements – 2021ENF220 The Plantation – the meeting was advised of the planning guidance from Broadland about the use of the Plantation for off-road vehicles for no more than 14 days a year (organised) and 14 days a year (private use). The environmental health question remains open about levels of noise disturbance. GN advised that an issue has been escalated to him relating to a caravan on the Common. He has discussed with the cabinet member and is expecting it to be dealt with by the Enforcement Team.

- d) Reserve Matters – the developer has been advised by email that street lighting is not required and would not be adopted by the Parish Council at 75 The Green (garage site).
- e) Official address – for Howards Cottage, Halvergate Road, was noted.

10. Update on Ongoing Matters and Projects

a) Speed Management

Parish Councillors were disappointed with the latest speed monitoring figures, for March 2022. On Reedham Road, there was a decrease in volume and an increase in 85%ile speed from 39.8mph to 40.8mph. Closer inspection shows that these speeds are maintained throughout the day, including the busiest hour, 3-4, when children are coming out of school. One person drove through at 75mph at 20:30 on 25/02/2022. The second SAM machine is now up and running. Speeds on the Green were down from 33.7 to 33.0 (85th %ile), which is still unacceptable. PLEASE DRIVE SAFELY. It's 30mph through our village for a reason. The Police are carrying out extra speed checks in Freethorpe. The school's 30mph posters are displayed. We hope that drivers will get the message. It was agreed to seek further advice from Highways via LH.

ACTION AM/LH

b) Second SAM2 machine

Project completed.

c) School Road Safety Project

Project completed.

d) New benches at Wickhampton and Freethorpe

The Wickhampton bench has now been bolted to the concrete base. DL noted that an original bolt from the shelter is proving difficult to remove but is not hazardous. The Palmers Lane bench is due for delivery on 30/05/2022. The Wickhampton Picnic bench has been ordered with delivery date to be confirmed.

e) Freethorpe Play Area new equipment

Project completed, including the removal of the skip.

f) Play Area Inspections

No new or urgent issues have been identified in inspections. There was some concern that three broken bottle-necks had been thrown on the ground near the metal bench. It was noted that some seed and topsoil had been applied to one piece of equipment to test improving the Safagrass surface as per inspection report. DL had been to check the basketball back board at Wickhampton which is damaged beyond repair but not dangerous. It was agreed that it needs to be replaced.

ACTION AM

g) Wickhampton Entry Sign

Parish Council was happy with the three village entry signs installed by Norfolk County Council under the Parish Partnership Scheme.

h) Community Speedwatch

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

i) Allotments

AM and AR met with Broadland, who gave some helpful advice and have now followed this up with written guidance. Broadland have also obtained Norfolk County Council's written guidance. Information has been shared with Parish Councillors and will be passed on to the landowner.

ACTION AM

j) Freethorpe Village Sign

Awaiting work to clean and re-paint (likely May).

k) Parish Nature Plan

No further progress.

l) Tree Surgery at Freethorpe Playing Field

No further progress.

m) Community Emergency Plan

Has been advertised on website in the hope of attracting some volunteer contacts.

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11. Other Matters

None.

12. Reports from Parish Councillors and items for next agenda

None.

13. Date of Next Meeting

Monday 16th May 2022, following the Annual Parish Meeting at 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:

The meeting closed at 8:25 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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