

Parish Clerk: Stephen Williamson 01493 296036 E-Mail: freethorpe.pc@gmail.com	FREETHORPE Parish Council <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	46 Moorhen Way Kingfisher Park Burgh Castle Norfolk NR31 9FJ
PARISH COUNCIL YEAR 2018 - 2019		
MINUTES OF THE MEETING - MONDAY 19th NOVEMBER 2018		
PRESENT AT THE MEETING		
Councillors: N. Spencer (Chair), D. Lake (Vice-Chair). P. Bacon, M. Blake, J. Church, G.P. Lamb, L. Turner. Broadland District Councillor: G. Nurden. Tree Wardens: John Fleetwood, Andrea Rowlands. Parish Clerk: Stephen Williamson. 1 member of the public		

The Meeting commenced at 7.47 p.m.

PUBLIC SECTION	
For Broadland Council Grant Nurden reported (1) Consultation on new revised small sites within the Greater Norwich plan ends on December 14th. Two sites in Freethorpe had been put forward – one behind Old Chapel Rd and Youngs Crescent the other behind the houses on The Green. (2) No further developments on the five footway lights in Freethorpe. (3) At 1st November meeting Council agreed to implement a Public Space Protection Order to control dog fouling across the district. Enforcement powers to be delegated with fines likely to be between £50 and £100. (4) At the same meeting Council agreed to adopt standards detailed in the 'Amenity & facility standards for Licensed Houses in Multiple Occupation'. Dwellings that have five or more persons (not of the same family) will require a licence, this applies to rented properties including where individual rooms are rented out. Tree Wardens reported that as of previous week Broadland no longer controlled tree warden activities and this was now independent and budgeting was taking place. Government keen to see tree planting so it was hoped that budgets for this would be maintained. Half of the 64 Parishes in Broadland had tree wardens. David Lake was thanked for his assistance in securing compost and gloves for the junior wardens. Ann Russell had offered land near border with Limpenhoe, however this was very overgrown and would take a long time to clear.	
1:	APOLOGIES FOR ABSENCE
There were none, although NCC Councillor Brian Iles had forwarded apologies for non attendance	
2:	DECLARATIONS
There were no declarations additional to those registered with Broadland District Council	
3:	MINUTES
The Minutes of the meeting held on October 15 th had been prior circulated, one further amendments was deemed necessary. The Minutes were accepted as being a true & accurate record and duly signed.	
4:	MATTERS ARISING
The Clerk had reported pot holes as requested, he had also spoken to Broadland who, although helpful and understanding had stated they were virtually powerless to stop poor parking, including on footways.	
5:	PLANNING
No new applications received. On Enforcements The Cart House had been resolved by approved application. No progress on horses/agricultural land at Manor Barns. Ms JB of Wickhampton had attended the meeting and outlined her hopes for selling off part of her land for redevelopment, she had spoken to Broads Authority & Broadland. Council felt that in principle they would support an application (incl.	

6:	AIRFIELD PLAQUE
The plaque had now been opened and examined and it was agreed that some form of plinth was needed, initial thoughts underway, including final preferred siting arrangements. An article submitted by the Clerk to GY Mercury (Village News) had been printed, a couple of calls had been received and one name that emerged as a possible person to unveil was Mr. T. Moll. Tree Warden Andrea Rowlands stated that her husband – a serving RAF Officer could probably arrange some cadets to assist.	

7:	SECOND SAM2
Council formally agreed to make application for 50/50 funding towards a second SAM 2 machine to enable the whole village to be (more or less) covered. Probable sites for additional posts would be nearer the hall on Reedham Road, the top end of The Common near new houses, possibly in the same road nearer to the Chapel and possibly nearer to Dr. Ireland's property where the 30mph began. Clerk authorised to make the application to the NCC prior to cut off date in early December.	

8:	OTHER VILLAGE MATTERS
Broadland had requested to know of any rough sleeper persons in the village (none known). Rvd. Lorna Allies had sent details of new signage for St. Andrews at Wickhampton – Council had no objections. There was no news about the proposed new mast (telephone coverage). The Village Hall were about to offer free Wi-Fi and it was confirmed that no damage had been caused to the car park after recent renting.	

9:	BUDGET 2019/20
Broadland had requested Precept requirement figure by the end of December 2018 and bearing in mind the likely lack of a December meeting, Council broadly agreed an increase of 3% to be in line with inflation. Clerk to prepare budget for 2019/20 for approval in January 2019 with similar 3% increases applied.	

10:	FINANCIAL MATTERS & PAYMENTS
The Clerk stated there was no 'new' news to report and no outstanding invoices to my knowledge. Despite and e-mail and two telephone messages left, he had never been contacted by RoSPA however the arrival of a reminder received, clarification made with help of Jackie B (Wickhampton) and hence cheque sent off.	
<i>S.A. Williamson – period to 18 April 2018 – Standing Order due 18th November -</i>	
<i>Salary - £165.08 Plus Expenses/Allowance £30.81</i>	£195.89
<i>Calica Computer Solutions – April payment – Standing Order due 15th November</i>	£12.00
<i>Royal British Legion – Annual donation (Poppy wreath)</i>	£30.00
TOTAL £237.89	

BANK BALANCES AT STATEMENT(S) (CLOSE OF BUSINESS ON 2 NOVEMBER 2018)			
MAIN CURRENT ACCOUNT	£15,255.08	BUSINESS RESERVE A/C	£10,098.74

11:	CLERK INFORMATION/CORRESPONDENCE
Minor points (already circulated) were mentioned by the Clerk. Further donation thank-you letters received.	

12:	NEXT MEETING
The next meeting was set for January 21 st 2019, option for meeting if necessary in December retained.	

13:	COUNCILLORS COMMENTS/FUTURE AGENDA
No further issues were raised <i>The Meeting closed at 8.55 p.m.</i>	
Signed after agreed amendment and approval by Council as being a true and accurate record by the Chair of the meeting or authorised deputy	
	
Dated: 21/1/2019	

Parish Clerk: Stephen Williamson 01493 296036 E-Mail: freethorpe.pc@gmail.com	FREETHORPE Parish Council <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	46 Moorhen Way Kingfisher Park Burgh Castle Norfolk NR31 9FJ
PARISH COUNCIL YEAR 2018 - 2019		
MINUTES OF THE MEETING - MONDAY 15th OCTOBER 2018		
PRESENT AT THE MEETING		
Councillors: N. Spencer (Chair), D. Lake (Vice-Chair). P. Bacon, M. Blake, J. Church, L. Turner. NCC Councillor: B. Iles. Broadland District Councillor: G. Nurden. Tree Wardens: John Fleetwood, Andrea Rowlands. Parish Clerk: Stephen Williamson. 2 Members of the public		

The Meeting commenced at 7.47 p.m.

PUBLIC SECTION
For NCC, Brian Iles reported that the budget was becoming more challenging every minute with a further £46 million needing to be saved by the end of 2020. A new contract with Norse was being negotiated, the firm had recently lost contract with Norwich. The projected change to Children's Centres was carried through and other venues would be found, there were village halls and plenty of currently 'redundant' buildings to be considered. Penny Chamberlain had resigned from Children's Services which was a shame as the latest Ofsted report was much improved. For Broadland, Grant Nurden informed that the joint Appointments Panel had begun to interview for the joint Broadland/South Norfolk Councils Managing Director. An Extraordinary Meeting of the two Councils took place at County Hall in early October to confirm appointment of Norfolk born Trevor Holden who was currently in charge of Luton Borough Council. There was no update available for footway lighting talks with NCC were ongoing. The consultation period for dualling the A47 Blofield to North Burlingham ended on 19th October. Tree Wardens John Fleetwood and Andrea Rowlands had attended a recent Tree Warden Forum in Manningtree accompanied by two of the Junior Tree Wardens who were well received. The new (replacement) for the historic apple tree was to be planted on 9th November. He and Andrea were building several raised flower bed constructions for the school which would be utilised under the guidance of Andrea Rowlands, wood worth @ £200 had been donated by MKM of Norwich.

1: APOLOGIES FOR ABSENCE
Councillor Peter Lamb (attending another meeting) – duly accepted unanimously

2: DECLARATIONS
There were no declarations additional to those registered with Broadland District Council

3: MINUTES
The Minutes of the meeting held on September 17 th had been prior circulated, no further amendments were deemed necessary. The Minutes were accepted as being a true & accurate record and duly signed.

4: MATTERS ARISING
No matters not being dealt with under other headings were raised.

5: PLANNING
20181513 16 Youngs Crescent New side extension

Council had no objections to this proposal. There were no new planning enforcement information, the Clerk had received the official TPO from The Broads Authority relating to Church Farm Wickhampton

6: VILLAGE MATTERS

No matters not being dealt with under other headings were raised.

7: AIRFIELD PLAQUE

The plaque (still crated) had been delivered. The Chairman and others would try to locate the ideal position for this and make enquiries about building a suitable plinth for its display. The Clerk was exploring ideas for who to ask to unveil the plaque when installed.

8: SECOND SAM2

The Clerk had made copies of maps which were handed to the Chairman who would try to mark new locations for at least three poles (five were already available for the existing machine and eight would be required if a second machine was purchased). NCC Highways had in no way vetoed the idea for a second machine and the idea had also been well received by Canton of Calica Computer Solutions who looked after the current changing location regime and data collection.

9: FINANCIAL MATTERS & PAYMENTS

The Clerk informed that the second half of the 2018-19 Precept has been received, and that the total shown below includes this but not all the grants authorised at the September meeting, a clearer idea as to exact state of finances should be known at the November meeting. The Clerk added that he was awaiting a call from Rospa to confirm whether or not the invoice passed to me in September is still outstanding or whether it was passed on to the Clerk for VAT reclaim.

<i>S.A. Williamson – period to 18 October 2018 – Standing Order due 18th October - Salary - £165.08 Plus Expenses/Allowance £30.81</i>	£195.89
<i>Calica Computer Solutions – October payment – Standing Order due 15th October</i>	£12.00
<i>Norse Eastern Ltd. Second grounds invoice – 2018 – VAT Content = £157.63</i>	£945.76
<i>Indigo Waste – VAT Content = £3.40</i>	£20.40
TOTAL	£1,174.05

BANK BALANCES AT STATEMENT(S) (CLOSE OF BUSINESS ON 2 OCTOBER 2018)

MAIN CURRENT ACCOUNT	£15,038.97	BUSINESS RESERVE A/C	£10,098.74
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10: CLERK INFORMATION/CORRESPONDENCE

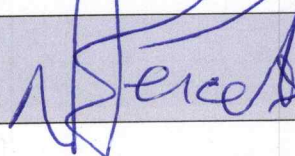
Mr Miller had received confirmation that the grant for Freethorpe play area. Thanks for donations from Freethorpe Methodist Church and the Parish Church. NCC Highways due to visit area prior to Christmas. The Clerk was asked to report the Church Road sign by the Chapel (Wickhampton)

11: COUNCILLORS COMMENTS/FUTURE AGENDA

Several Councillors continued to express concern about parking problems almost throughout the village, the Clerk was asked to seek advice from Broadland (Kirstin Hughes)

The Meeting closed at 8.53 p.m.

Signed after agreed amendment and approval by Council as being a true and accurate record by the Chair of the meeting or authorised deputy



Dated:

19/11/18

Parish Clerk: Stephen Williamson 01493 296036 E-Mail: freethorpe.pc@gmail.com	FREETHORPE Parish Council <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	46 Moorhen Way Kingfisher Park Burgh Castle Norfolk NR31 9FJ
PARISH COUNCIL YEAR 2018 - 2019		
MINUTES OF THE MEETING - MONDAY 17th SEPTEMBER 2018		
PRESENT AT THE MEETING		
Councillors: N. Spencer (Chair), D. Lake (Vice-Chair). P. Bacon, J. Church, G.P. Lamb, L. Turner. NCC Councillor: B.Iles. Broadland District Councillor: G. Nurden. Tree Warden: John Fleetwood. Parish Clerk: Stephen Williamson. 2 members of the public		

The Meeting commenced at 7.46 p.m.

PUBLIC SECTION	
For NCC Brian Iles reported that the new leader (Andrew Proctor) was now in place. Mr Iles stated he now was dealing with museums and was part of the planning team. A further £99 million had to be saved from the budget by 2021. A rise of some 2% in Council tax for the next financial year seemed likely although a meeting to discuss was imminent. Work to improve certain sections of the NDR were taking place, NCC had secured extra funding from central government for road maintenance. A consultation regarding the Burlingham by-pass was running to 9 October. Complaints about costs of visiting recycling centres were still being received but fly tipping appeared to have settled. Grant Nurden reporting for Broadland District Council stated It is that time of the year where nominations come in for the Broadland Community at Heart awards. The clerk will have received nomination forms which list the various award categories. Please do put forward the names of individuals and organisations from Freethorpe that are deserving of these awards. The nominations close on 24 September 2018. The consultation on the dualling of the A47 Blofield to North Burlingham started last Monday and ends on 19 October 2018. There is an exempt papers agenda item for the next Cabinet meeting at Broadland relating to footway lighting. Because of the exemption which means that the public will not have access to the papers until the decision has been made, I am not at liberty to disclose anything about the content of these papers. I would however urge this Council to delay making a final decision on taking on the footway lights or not until after 25 September. John Fleetwood (tree warden) reported that he was no longer a tree warden as Broadland were about to run the scheme down and cease funding, despite assurances in 2017 that no such plans existed. Mr. Fleetwood welcomed this as The Tree Council were supporting an independent scheme and Broadland would continue to fund tree planting for another year – after this a subscription system (perhaps £25-£50) would have to apply. Three of the Junior Tree Wardens were attending a local forum. An old apple tree killed by recent weather had been removed and as it was believed this tree acted as a memorial to someone who died in World War I it was likely this could be replaced free of charge.	

1:	APOLOGIES FOR ABSENCE
With all Councillors present there were none.	
2:	DECLARATIONS
There were no declarations additional to those registered with Broadland District Council	
3:	MINUTES
The Minutes of the meeting held on July 16 th had been prior circulated, no further amendments were deemed necessary. The Minutes were accepted as being a true & accurate record and duly signed – Councillor Lamb abstained from voting as he had not been present at the meeting.	

4:	MATTERS ARISING/AUGUST UPDATE	
The Clerk reported that a one week extension had been put in place for planning response (below) and that a new cheque book had been received. Idea of a second SAM 2 machine had been welcomed and it appeared that NCC Highways had no objections providing that enough suitable sites existed. The airfield plaque had arrived (see below) and Junior Tree Warden t-shirts/Wickhampton sign were in hand.		
5:	PLANNING	
	20181174	The Cart House
		Barn Conversion
This application was effectively to renew a past planning application which had expired. Council saw no problems to lending their support to the proposal.		
Enforcement updates: Keeping horses on agricultural land adj. Manor Farm Barns – enquiry opened, household items stored on footpath adj. 16 Cricketers Walk – no breach. Car repairs on Fishers Farm cow sheds – no breach.		
6:	VILLAGE MATTERS	
There were none that were not being dealt with under other agenda headings.		
7:	AIRFIELD PLAQUE	
The plaque had been received and was being held by Councillor Church. The exact location had been established and it was hoped that arrangements could be made to erect plaque close-by, although the land was now private, if not other possible sites existed. It had been established that the airfield had been in use from 1915/16 to 1919 and had effectively been a transit field connected with Marham and possibly Coltishall.		
8:	SUTTON CRESCENT	
This item was delayed owing to further developments between Broadland District Council and NCC.		
9:	GDPR/EQUAL OPPORTUNITIES	
A form to comply with new data protection laws had been prepared and was approved – to be signed at next meeting or as soon as possible after. The Clerk explained the necessity for having an equal opportunities format had been required for a grant application. The Clerk mentioned that the age restriction placed on Parish Councillors (minimum age 18) were unlikely to be a handicap as these rules were national law.		
10:	FINANCIAL MATTERS & PAYMENTS	
The Clerk stated that at the time of compilation he was unsure whether the payment to RoSPA is due or not – checks are being made. He said that there may be an additional payment to the Clerk if the t-shirts were ordered – if not this would be in October. The Clerk also pointed out that the current account total below did NOT include £1,951.00 (cheque received) from Village Hall – you will recall that PC recently paid bill for new play equipment so that VAT can be reclaimed. Balance of 2018/19 Precept is due before October 1st		
S.A. Williamson – period to 18 August 2018 – Standing Order due 18 th August -		£195.89
Salary - £165.08 Plus Expenses/Allowance £30.81		
Calica Computer Solutions – August payment – Standing Order due 15 th August		£12.00
S.A. Williamson – period to 18 September 2018 – Standing Order due 18 th		£195.89
September - Salary - £165.08 Plus Expenses/Allowance £30.81		
Calica Computer Solutions – September payment – Standing Order due 15 th Sept.		£12.00
RoSPA annual inspection (VAT content = £15.40)		£92.40
Village Hall – Annual rent/donation		£3,350.00
Freethorpe Church – Annual Donation		£585.00
Freethorpe Methodist Church – Annual Donation		£585.00
Wickhampton Church – Annual Donation		£585.00

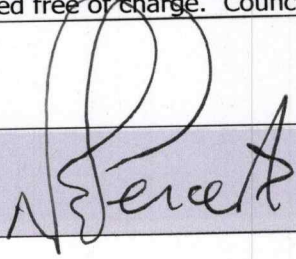
First Responders – Annual Donation	£180.00
NARS – Annual Donation	£180.00
Norfolk Air Ambulance – Annual Donation	£125.00
TOTAL	£6,098.18

BANK BALANCES AT STATEMENT(S) (CLOSE OF BUSINESS ON 2 AUGUST 2018)			
MAIN CURRENT ACCOUNT	£10,165.75	BUSINESS RESERVE A/C	£10,125.36
BANK BALANCES AT STATEMENT(S) (CLOSE OF BUSINESS ON 2 SEPTEMBER 2018)			
MAIN CURRENT ACCOUNT	£9,675.36	BUSINESS RESERVE A/C	£10,125.36

11:	CLERK INFORMATION/CORRESPONDENCE
Shelroy Trust request in hand. Police Newsletter circulated. Closing date for 50/50 grant application was 7 th December. Updates received on SAM2 statistics received and circulated	

12:	COUNCILLORS COMMENTS/FUTURE AGENDA
It was hoped that gloves for Junior Tree Wardens could be sourced free of charge. Councillor Lake seeking.	

The Meeting closed at 8.50 p.m.

Signed after agreed amendment and approval by Council as being a true and accurate record by the Chair of the meeting or authorised deputy		Dated: 15 th Dec 2018
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Parish Clerk: Stephen Williamson 01493 296036 E-Mail: freethorpe.pc@gmail.com	FREETHORPE Parish Council <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	46 Moorhen Way Kingfisher Park Burgh Castle Norfolk NR31 9FJ
PARISH COUNCIL YEAR 2018 - 2019		
MINUTES OF THE MEETING - MONDAY 16th JULY 2018		
PRESENT AT THE MEETING		
Councillors: N. Spencer (Chair), D. Lake (Vice-Chair). P. Bacon, J. Church, L. Turner. NCC Councillor: B. Iles. Broadland District Councillor: G. Nurden. Parish Clerk: Stephen Williamson. 2 Members of the public		

The Meeting commenced at 7.45 p.m.

PUBLIC SECTION
For NCC – Brian Iles reported that the recent funeral of the former Council leader had taken place in Dereham – some 300 attended. Confirmation that the role had been taken over by Andrew Proctor. It seemed that a 'new broom' approach was being taken with Committee heads interviewed. The Council was exploring changing back from a Committee system to Cabinet basis in 2019. Save for gritting budgets (stocks relatively low following bad winter), NCC was looking to save a further £70-80 million over next two years. Mr Iles further reported that new developments were beginning to generate income, also that he was hoping to help save Winterton school from possible closure. For Broadland DC Councillor Nurden confirmed that the new leader of the Council was Shaun Vincent, replacing Andrew Proctor (see above). Other changes – Deputy Leader/Finance Portfolio Holder – Mrs Mancini-Boyle. Economic Development Portfolio – Mrs Copplestone replaces Mr. Clancy. Planning Portfolio - handed to Mr. Moncur. New Transportation Portfolio given to Mr. Peck. On other matters the final report on collaborative working had been agreed and Mr. Nurden had been appointed to the Scrutiny group. Mr. Nurden had also spoken to Mr. Courtier (Head of Planning) with regards to fears about cessation of Tree Warden scheme. Mr. Courtier had said he would look into things. Mr Fleetwood (Tree Warden) had provided a report in his absence. At recent National Tree Conference Mr. Fleetwood had learned that around 50% of local council run tree warden schemes had ceased. Mr. Fleetwood had secured backing for the Junior Tree Warden scheme and was expecting to become a Co-ordinator for a Broadland Independent Network in the event of the District Council closing their scheme. Mr. Fleetwood was due to meet with Broadland Council in w/c 6 August.

1: APOLOGIES FOR ABSENCE
Councillor Lamb had given apologies at the June meeting – formally accepted unanimously. Apologies also received from Tree Warden John Fleetwood.

2: DECLARATIONS
There were no declarations additional to those registered with Broadland District Council

3: MINUTES
The Minutes of the meeting held on June 18 th had been prior circulated, no further amendments were deemed necessary. The Minutes were accepted as being a true & accurate record and duly signed.

4: MATTERS ARISING
There were none

5:	PLANNING		
There were no new planning applications to study, and no updates reported in Enforcement notes			
6:	VILLAGE MATTERS		
In conjunction with the recent invitation to apply for new 50/50 schemes the matter of the SAM2 machine was discussed and it was generally felt that a second machine may be beneficial. Initially Clerk to seek thoughts of NCC Highways and also current co-ordinator Calica Computer Systems. Mrs Church reminded those present that the Village Fete was taking place the following Sunday and assured Council (given recent events in Harlow and Gorleston) that the company providing a bouncy castle had been fully checked.			
7:	FOOTWAY LIGHTING		
The Clerk informed that 27 letters had been sent out to individual residents/homes in Sutton Crescent and that a very poor response (only seven) had been in contact. Of those 6 had felt that the Parish Council should take over the running costs. Council agreed that a letter to the owning property company (social housing) be approached to see if financial help was forthcoming.			
8:	DATA PROTECTION		
The Clerk apologised for not presenting a Data Protection document owing to illness (resulting lack of time)			
9:	FINANCIAL MATTERS & PAYMENTS		
The Clerk confirmed that the clothing receipts from Broadland District Council (£35.86) mentioned in June had now been credited. The Clerk informed that bank balance below on the main current account were a little misleading as it did not include £1,239.91 of cheques written at the June meeting, but not despatched until after the cut off date. The actual available balance prior to this evening is around £12,471.			
<i>S.A. Williamson – period to 18 July 2018 – Standing Order due 18th July - Salary - £165.08 Plus Expenses/Allowance £30.81</i>			£195.89
<i>Calica Computer Solutions – July payment – Standing Order due 15th July</i>			£12.00
<i>S.A. Williamson – refund of postage for Sutton Crescent mailing plus 20p per letter to assist towards paper, printing ink, envelopes/address labels</i>			£25.50
<i>Indigo Waste Services Ltd – collection charges to June</i>			£13.20
			TOTAL £245.59
BANK BALANCES AT STATEMENT(S) (CLOSE OF BUSINESS ON 2 JULY 2018)			
MAIN CURRENT ACCOUNT	£13,710.95	BUSINESS RESERVE A/C	£10,098.74
10:	CLERK INFORMATION/CORRESPONDENCE		
The Clerk reminded of the section 106 money available to Council (£10,472.12) for recreational projects. A couple of minor informative items mentioned re Wickhampton mainly RoSPA play equipment inspection due			
11:	RECESS ARRANGEMENTS		
Council approved action by Chair/Vice Chair/Clerk in the event of any matter arising during August.			
12:	COUNCILLORS COMMENTS/FUTURE AGENDA		
The Chair reported that School Governors had formed a formal partnership ahead of likely Federation formation. The interim head had left as previously planned. <i>The Meeting closed at 8.55 p.m.</i>			
Signed after agreed amendment and approval by Council as being a true and accurate record by the Chair of the meeting or authorised deputy			Dated: 17/8/18

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PARISH COUNCIL YEAR 2018 - 2019		
MINUTES OF THE MEETING - MONDAY 18th JUNE 2018		
PRESENT AT THE MEETING		
Councillors: N. Spencer (Chair). P. Bacon, M. Blake, J. Church, G.P. Lamb, L. Turner. NCC Councillor: B.Iles. Broadland District Councillor: G. Nurden. Tree Warden: John Fleetwood. Parish Clerk: Stephen Williamson. Members of the public		

The Meeting commenced at 7.50 p.m.

PUBLIC SECTION
For the County Council – Brian Iles informed that recently retired Council Leader (Cliff Jordan) had died, his successor was Andrew Proctor with Shaun Vincent as Deputy. Some schools were under threat of closure/merger including Winterton. All down to savings being necessary. For Broadland DC – Grant Nurdin informed that the newly appointed Leader (above) had stepped down from his role as Leader of Broadland DC – newly elected Leader was Shaun Vincent. The final report on feasibility study for BDC collaborating more closely with South Norfolk was published and scrutiny now in progress with final decision due on 12th July. Mr Courtier was the head of planning for both councils and had obtained a £220,000 from the governments planning delivery fund – this will be used in setting up community planning groups in both regions – this to drive forward economic development and housing growth. Tree Warden John Fleetwood stated that Broadland seemed 'hell bent' on dispensing with the Tree Warden service – a meeting arranged for January had still not happened. Mr Fleetwood felt this was totally against government policy to encourage tree planting. Council could write to Mr. Ben Burgess (cc to Phil Courtier) in this regard.

1: APOLOGIES FOR ABSENCE
David Lake – family arrangements – apology accepted unanimously

2: DECLARATIONS
There were no declarations additional to those registered with Broadland District Council. Noted for the Minutes: Declaration for new Councillor (Mr. Blake) yet to be sent to Broadland District Council

3: MINUTES
The Minutes of the meeting held on May 21 st had been prior circulated, no further amendments were deemed necessary. The Minutes were accepted as being a true & accurate record and duly signed. The Minutes for the Annual Parish Council Meeting held on the same date had also been prior circulated no further amendments were deemed necessary. The Minutes were accepted as being a true & accurate record and duly signed.

4: MATTERS ARISING
There were none that would not be covered in other agenda headings.

5:	PLANNING	
	20180808	Fishers Farm
	Change of use – agricultural building	
	Council were split on this application, feeling it wrong to go against any local business aspirations in the current economic climate, objecting on grounds of retrospective application may open a 'can of worms' for the future. It was agreed by majority not to object to the proposal, but equally Council would not actively support it. Vote: 5 for/0 against/1 abstention. Carried.	
	The only outstanding Enforcement was relating to the above retrospective application.	

6:	FOOTWAY LIGHTING
Council approved the 9idea of writing to all residents of Sutton Crescent to gauge whether or not the five footway lights should be removed, kept with a surcharge applied to EVERY Council Tax paying resident of Freethorpe, or responsibility taken by the Parish Council.	

7:	OTHER VILLAGE MATTERS
There were none.	

8:	DATA PROTECTION
The Clerk felt that to safeguard the Parish Council under the new Data Protection laws, that Councillors and other officials should sign consent for the Clerk to keep records of contact addresses and telephone numbers. The Clerk did point out that this information was public knowledge anyway as it existed on the Parish website. In addition to this the Clerk felt that the fact he held a copy of the electoral role should be made known – probably by an announcement in the Great Yarmouth Mercury	

9:	ACCOUNTS 2017-2018	
Council approved the accounts for the period ending 31 st March 2018 and authorised signatures of Chairman and RFO on the accounts summary and audit return.		

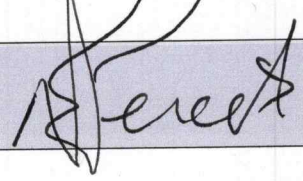
10:	OTHER FINANCIAL MATTERS/PAYMENTS	
The Clerk informed that income to the account this month is a payment from the Village Hall in connection with their new play equipment (they pay minus VAT – the PC paid the full amount last month. Outstanding was a small recycling payment from Broadland (£35.86) due in on 7 th June. There was no sign of the intended transfer to reserve account (mix up on signatures) as mentioned last month – the Clerk stated this could be re-done but suggested delaying, perhaps until the autumn as funds were 'all out' at the moment. The Annual insurance is now due and shown below – this comes in roughly on budget discussed earlier this year (£1,000 allowed). The Clerk had charged the normal mileage rate for the annual extra trips to Freethorpe with regards to the accounts.		
S.A. Williamson – period to 18 June 2018 – Standing Order due 18 th June - Salary - £165.08 Plus Expenses/Allowance £30.81		£195.89
Calica Computer Solutions – June payment – Standing Order due 15 th June		£12.00
Annual Insurance renewal (Business Services at CAS Ltd)		£982.91
S.A. Williamson – two additional return trips to Freethorpe (accounts) inc 2 x ferry 52 miles @ £0.45p per mile + 2 x £4.30		£32.00
Internal Audit Fee to Linda Boyle		£225.00
TOTAL		£1,447.80

BANK BALANCES AT STATEMENT(S) (CLOSE OF BUSINESS ON 2 JUNE 2018)			
MAIN CURRENT ACCOUNT	£13,882.98	BUSINESS RESERVE A/C	£10,098.74

9:	CLERK INFORMATION/CORRESPONDENCE
The Clerk informed of an upcoming Police SNAP meeting at Acle on 22nd June. A new round of the 50/50 grant scheme with NCC had begun and the Clerk asked Council to consider if any local improvements should be considered for application, items that could be considered included short lengths of formal footway, Trods (simplified and low cost footway), improved crossing facilities, improvements to Public Rights of Way, part time warning signs adjacent to schools and keep clear road markings outside schools, new bus shelter and of course the SAM2 machines of which the Council had availed itself two years earlier. The Clerk also apologised that he had not had time to contact Kevin Sales on the subject of the Wickhampton sign.	

10:	COUNCILLORS COMMENTS/FUTURE AGENDA
Council felt that a second SAM 2 machine increasing coverage to perhaps eight sites in the village was worth consideration with especial relevance to the areas at the edge of the village. Initially Clerk to contact NCC Highways to see if idea acceptable,	

The Meeting closed at 8.45 p.m.

<i>Signed after agreed amendment and approval by Council as being a true and accurate record by the Chair of the meeting or authorised deputy</i>		Dated: 16 July 2018
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Parish Clerk: Stephen Williamson 01493 296036 E-Mail: freethorpe.pc@gmail.com	FREETHORPE Parish Council <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	46 Moorhen Way Kingfisher Park Burgh Castle Norfolk NR31 9FJ
PARISH COUNCIL YEAR 2018 - 2019		
MINUTES OF THE MEETING - MONDAY 21st MAY 2018		
PRESENT AT THE MEETING		
Councillors: N. Spencer (Chair), D. Lake (Vice-Chair). P. Bacon, J. Church, G.P. Lamb, L. Turner. Parish Clerk: S. Williamson. 1 member of the public remained		

The Meeting commenced at 9.03 p.m.

1:	APOLOGIES FOR ABSENCE
With all Councillors present there were none	
2:	MINUTES
The Minutes of the monthly meeting held on April 16 th had been prior circulated, no further amendments were deemed necessary. The Minutes were accepted as being a true & accurate record and duly signed.	
3:	MATTERS ARISING
There were none that did not fall within other agenda items	
4:	POTENTIAL NEW COUNCILLOR
Council were informed that one of two potential new Councillors (Lisa Callow) had decided to withdraw interest. The other (Mike Blake) continued to express an interest. The Clerk handed him information form for him to complete and return so that necessary information could be passed to Broadland District Council.	
5:	PLANNING
There were no new applications. On enforcements an application had been invited for the cow shed(s) at Fishers Farm to be used for car repairs, the static caravan on land adjoining 19 The Green had been determined as legal and that no further action was expedient.	
6:	VILLAGE MATTERS
Two cases of fly tipping locally has been noted including one on Branch Road, which was outside Freethorpe Parish. The Clerk informed that John High would be unable to take on constructing a new sign for Wickhampton, this due to a recurrence of an old shoulder injury. A name had been suggested for contact, in a meeting with the Clerk Mr. High had stated that he could still approach certain persons in regards to specialist painting and carving. Council authorised the Clerk to approach the suggested name. Without further discussion it was felt that potential work to clock tower could be shelved to a later date.	
7:	FINANCIAL MATTERS & PAYMENTS
The Clerk stated that he had checked through the statement and could confirm that (i) the first part of the 2018/19 Precept has arrived, and the two standing orders have been correctly updated for (and from) April. He explained that the transfer to the Reserve account had yet to go through as David Lake had not signed the letter – obviously a simple oversight and the should by now have reached Santander but not in time to feature on the current statement. The Norse part payment below is obvious, the other payment to Playdale is again on behalf of the Village Hall who will be refunding the whole amount less the VAT content – we are perfectly in our rights to do this in the name of the Parish Council so that the VAT can be reclaimed.	

S.A. Williamson – period to 18 May 2018 – Standing Order due 18 th May - Salary - £165.08 Plus Expenses/Allowance £30.81	£195.89
Calica Computer Solutions – May payment – Standing Order due 15 th May	£12.00
Playdale Playgrounds Ltd. (50% deposit – VAT element = £390.20)	£2,341.20
Norse Eastern Ltd (Six month charge – VAT element = £157.63)	£945.77
TOTAL	£3,494.86

BANK BALANCES AT STATEMENT(S) (CLOSE OF BUSINESS ON 3 MAY 2018)

MAIN CURRENT ACCOUNT	£15,618.15	BUSINESS RESERVE A/C	£10,098.74
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8: CLERK INFORMATION/CORRESPONDENCE

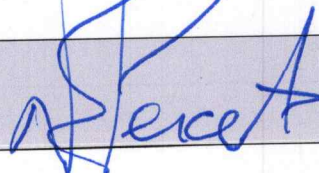
The Clerk informed that Cheryl Nicholls had taken on the role vacated by Freda Pipes as Secretary to the Trustees for the Village Hall. The Council representation supporting the recent tree preservation order had been acknowledged. Information received about a forthcoming visit to the Parish by Norfolk Highways Rangers. Letter of condolence duly sent to Brian Iles. Police newsletter distributed.

9: COUNCILLORS COMMENTS/FUTURE AGENDA

There was brief discussion about the new GDPR regulations and as to how this may affect the Parish Council, this to be further addressed at the next meeting.

The Meeting closed at 9.35 p.m.

Signed after agreed amendment and approval by Council as being a true and accurate record by the Chair of the meeting or authorised deputy



Dated:

18/6/18



FREETHORPE PARISH COUNCIL

The annual parish council meeting 2018-19

CHAIRMAN - DECLARATION OF ACCEPTANCE OF OFFICE

I

Having been duly elected to the office of Chairman of Freethorpe Parish Council, hereby declare that I take it upon myself, and will duly and faithfully fulfil the duties of the office according to my best judgement and ability.

Signed:

Date:

21st May 2018

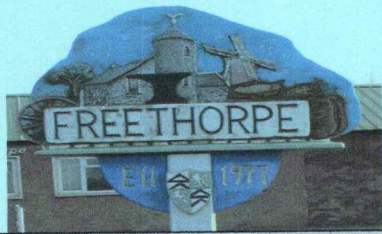
I Stephen Arthur Williamson

Having been duly appointed as Proper Officer, Parish Clerk and Responsible Financial Officer of Freethorpe Parish Council hereby confirm that the above declaration was made and signed in front of myself

Signed:

Date:

This declaration form was compiled by The Department for Communities & Local Government in June 2012. The basis of the format is from the Local Government Act 1972 (Section 83 {3}) which states the capacity of the person hearing and witnessing the declaration for Parish Councils would usually be the Proper Officer, but may be another Councillor of the same Parish



FREETHORPE PARISH COUNCIL

The annual parish council meeting 2018-19

VICE-CHAIRMAN - DECLARATION OF ACCEPTANCE OF OFFICE

I

Having been duly elected to the office of Vice-Chairman to Freethorpe Parish Council, hereby declare that I take it upon myself, and will duly and faithfully fulfil the duties of the office according to my best judgement and ability.

Signed:

Date:

21/5/18

I Stephen Arthur Williamson

Having been duly appointed as Proper Officer, Parish Clerk and Responsible Financial Officer of Freethorpe Parish Council hereby confirm that the above declaration was made and signed in front of myself

Signed:

Date:

This declaration form was compiled by The Department for Communities & Local Government in June 2012. The basis of the format is from the Local Government Act 1972 (Section 83 {3}) which states the capacity of the person hearing and witnessing the declaration for Parish Councils would usually be the Proper Officer, but may be another Councillor of the same Parish

Parish Clerk: Stephen Williamson 01493 296036 E-Mail: freethorpe.pc@gmail.com	FREETHORPE Parish Council <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	46 Moorhen Way Kingfisher Park Burgh Castle Norfolk NR31 9FJ
PARISH COUNCIL YEAR 2018 - 2019		
THE ANNUAL PARISH COUNCIL MEETING MINUTES OF THE MEETING - MONDAY 21st MAY 2018		
PRESENT AT THE MEETING		
Councillors: N. Spencer (Chair), D. Lake (Vice-Chair). P. Bacon, J. Church, G.P. Lamb, L. Turner. NCC Councillor: B.Iles. Broadland District Councillor: G. Nurden. Parish Clerk: Stephen Williamson. 3 members of the public remained		

The Meeting commenced at 8.55 p.m.

1:	ELECTION OF CHAIRMAN
Mr. N. Spencer was nominated by Mrs Church, Seconded D. Lake. All In Favour. Mr. Spencer accepted the post thanking Council for the vote of confidence, and signed the statutory declaration	
2:	APOLOGIES FOR ABSENCE
With all Councillors present there were none	
3:	ELECTION OF VICE-CHAIR
Mr. D. Lake was nominated by Mr. Spencer, Seconded Mrs Church. Mr. Lake accepted the post and signed the statutory declaration	
4:	DECLARATIONS
All Councillors (6) signed 'no change' declarations	
5:	FINANCIAL
Mr. Williamson (Clerk) confirmed as ongoing Responsible Financial Officer. No Accounts Monitor appointed. Mrs L. Boyle confirmed as Internal Auditor. Cheque signatories confirmed as Messrs Spencer and Lake with Mrs Turner's name soon to be added.	
6:	COMMITTEES
There were none in existence and no plans to form any special committees in the near future.	
7:	WORKING PARTIES
There were none in existence and no plans to form any special working parties in the near future.	
8:	STANDING ORDERS
The existing Standing Orders were re-adopted	
9:	FINANCIAL REGULATIONS
The existing Financial Regulations were re-adopted	

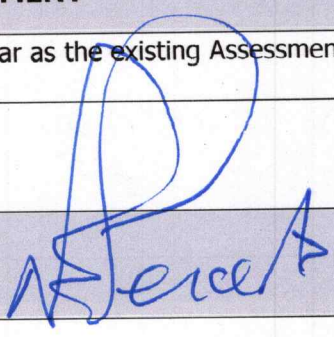
10:	CODE OF CONDUCT
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The Code of Conduct signed by all Councillors following last election was confirmed as unchanged.

11:	RISK ASSESSMENT
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The Clerk felt that this should be updated during the coming year as the existing Assessment did not take into account measures in place to prevent fraud etc.

The Meeting closed at 9.02 p.m.

<i>Signed after agreed amendment and approval by Council as being a true and accurate record by the Chair of the meeting or authorised deputy</i>		Dated: <i>18/6/18</i>
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Parish Clerk: Stephen Williamson 01493 296036 E-Mail: freethorpe.pc@gmail.com	FREETHORPE Parish Council <i>Chair: Nick Spencer</i> <i>Vice-Chair: David Lake</i>	46 Moorhen Way Kingfisher Park Burgh Castle Norfolk NR31 9FJ
PARISH COUNCIL YEAR 2018 - 2019		
MINUTES OF THE MEETING - MONDAY 16th APRIL 2018		
PRESENT AT THE MEETING		
Councillors: N. Spencer (Chair), D. Lake (Vice-Chair). P. Bacon, J. Church, G.P. Lamb, L. Turner. Tree Warden: John Fleetwood. Parish Clerk: Stephen Williamson. No members of the public		

The Meeting commenced at 7.47 p.m.

PUBLIC SECTION					
Tree Warden John Fleetwood informed that Broadland may be stopping the tree warden scheme, apparently some local Parishes didn't want it, others had no interest in working with it. The Tree Council would back the scheme if finance could be found. Mr Fleetwood had attended a Forestry Commission meeting which reported on the death of trees – Dutch Elm disease was still around as was the problem with Ash trees, and Oak trees may well soon suffer other problems. Mr. Fleetwood stated that the tree warden scheme was definitely in continuance for the current year. Mr Brian Iles had indicated to the Clerk prior to the meeting that there were no matters of major concern. On behalf of Broadland Councillor Grant Nurdin, the Clerk read a short report. This stated that on the subject of feasibility with working closer with South Norfolk District a full Council meeting was due to be held and the final report and decision should be made in June or July. The District Council was also promoting an information evening to be held on 23rd April.					
TELEPHONE BOX UPDATE					
In her absence Maureen Burns had submitted a brief report stating the school were moving forward with the project, boarding and shelves had been installed and the next step was to display laminated information sheets. A local resident was unhappy with planting around the box and some cottage style flowers would be planted to give a more natural look.					
1:	APOLOGIES FOR ABSENCE				
All Parish Councillors were present. Apologies had been received from Mr. Brian Iles (NCC), Mr. Grant Nurdin (Broadland) and Maureen Burns (Primary School)					
2:	DECLARATIONS				
There were no declarations additional to those registered with Broadland District Council					
3:	MINUTES				
The Minutes of the meeting held on February 17th had been prior circulated, no further amendments were deemed necessary. The Minutes were accepted as being a true & accurate record and duly signed.					
4:	MATTERS ARISING				
There were none that would not be covered under other agenda items.					
5:	PLANNING				
<table><tr><td>20180460</td><td>Pond Barn, The Green</td><td>Erection of double garage</td></tr></table>			20180460	Pond Barn, The Green	Erection of double garage
20180460	Pond Barn, The Green	Erection of double garage			
Council had no objection to, and supported this application.					