

Minutes of the Meeting of Freethorpe Parish Council, serving Freethorpe & Wickhampton, held Monday 20th July 2026 at 7:00pm at Freethorpe Village Hall

Present: Nick Spencer (NS, Chairman), David Lake (DL, Vice-chairman), Michael Blake (MB), Paul Bacon (PB), Andrew Moll (AM, Clerk), Andrea Rowlands (AR).

Also present: John Fleetwood (JF, Tree & Conservation Advisor), Grant Nurden (GN, District Councillor), and 1 member of the public.

1. Apologies

Justine Thomas (JT, County Councillor)

2. Annual Parish Council Meeting Items

- a) Acceptance of Office – all parish councillors signed the forms, witnessed by clerk
- b) Election of Chairman – NS was proposed by MB and unanimously elected
- c) Election of Vice-chairman – DL was proposed by PB and unanimously elected
- d) General Powers of Competence – were adopted in 2023. The continuation was confirmed.
- e) Review and approval of Standing Orders, Financial Regulations and other policies – all items were approved and an approval form signed, overleaf.
- f) Training Needs Analysis – parish councillors were reminded that training is available. No training needs were identified.
- g) Appointment of roles & representatives – Village Hall Committee – DL was unanimously approved, Armed Forces Champion – it was agreed to leave this role vacant pending update from AR, Internal Finance Checks – MB was unanimously approved.

3. Public Forum

- a) County Councillor Report – JT kindly provided an update, expressing her support for the parish and inviting comments on what information would be helpful.
- b) District Councillor Report - GN highlighted the upcoming Community at Heart awards which close on 28th August. He advised of Broadland meetings, available on Youtube, to agree treasury management and regulatory enforcement policies. A Keep It Going Grant has been made to Freethorpe Bowls Club, but GN is not allowed to use his Member's Grant for 2026-27 for the same purpose. He is still looking for opportunities to use the grant. GN advised on GNLP progress, item 8d refers.
- c) Tree & Conservation Advisor Update - JF advised that there had been some issues with access to the school to water the new hedge. He was also concerned about proposals for Wickhampton Pond due to the crassula present.
- d) Norfolk Police – crime map was shared for information.
- e) Fire risks – publicity warning about fire risks was shared. A poster is on the noticeboard.

4. Declarations of Interest for items on the agenda

None.

5. Minutes of the meeting held on Monday 15th June 2026

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

--



POLICY APPROVAL 2026

		Last review	Review every ...years	Changes for May 2026
1.	STANDING ORDERS			
1.1	Standing Orders	May 2025	1	Unchanged
2.	FINANCE			
2.1	Financial Regulations	May 2025	1	Unchanged
2.2	Grants & Donations	May 2024	2	Unchanged
3.	OPERATIONS			
3.1	Code of Conduct	May 2024	2	Unchanged
3.2	Health & Safety	May 2024	2	Unchanged
3.3	Risk Management	Mar 2026	1	Safeguarding update
3.4	Complaints	May 2024	2	Unchanged
3.5	Press & Media	May 2024	2	Unchanged
3.6	Filming at Meetings	May 2024	2	Unchanged
3.7	Safeguarding	-	2	New policy
4.	DATA / INFORMATION			
4.1	Freedom of Information	May 2024	2	Unchanged
4.2	Data Protection	May 2024	2	Unchanged
4.3	Privacy Notice	May 2024	2	Unchanged
4.4	File Retention	Sep 2025	1	Unchanged
4.5	Website Accessibility	Aug 2025	1	Approved
4.6	IT Policy	Aug 2025	1	Approved
5.	HUMAN RESOURCES			
5.1	Equal Opportunities	May 2024	2	Unchanged
5.2	Training	May 2024	2	Unchanged
5.3	Dignity At Work	May 2024	2	Unchanged
5.4	Disciplinary	May 2024	2	Unchanged
5.5	Grievances	May 2024	2	Unchanged
6.	SPECIFIC TOPICS			
6.1	Casual Vacancy Guide	May 2025	N/A	For info.
6.2	Tree & Conservation Advisor	Jan 2026	2	Unchanged
6.3	Defibrillator Management	Feb 2026	2	Unchanged
6.4	Wickhampton Pond		N/A	In progress

APPROVAL Signed.....

Date 20 July 2026

Freethorpe Parish Council

POLICY APPROVAL

Page 1 of 1

6. Matters arising from the previous meeting

- a) (2h) EVCP card payment – raised with Electroad. Amex cards are not accepted.
- b) (2h) Possibility of school tidying the Pump (AR) – AR has kindly arranged this with the school and they have duly spent time weeding and tidying up. Parish Councillors expressed their gratitude to AR and the school. MB and AR also advised that the school are looking to get more involved in the community, currently channelled through AR in relation to the Village Hall and Parish Council.
- c) Other matters arising - none.

7. Finance

- a) Monthly Financial Update – was reviewed and **approved**.

Income ytd	£9,457.64	Bank balance	£43,854.77
Expenditure ytd	£13,527.53	Forecast end year balance	£22,907.15
- b) Payments - it was **agreed** to make the following payments:
 - (1) Green Solar Footprint Limited £5,580.30, Inv 2994, materials deposit
 - (2) Norse Eastern Ltd. £729.60, Inv SI2011773, play inspections 25-26
 - (3) Freethorpe Sports and Social Club – £3,650.00 –annual donation, see 7e
 - (4) Freethorpe Bowls Club – none - item 7f refers
 - (SO1) Calica Computer Solutions **£30.00** - Speed machine management
 - (SO2) Mr A & Mrs MC Moll **£207.33** - Clerk Salary.
 - (BANK) Bank charges **£4.99**
 - (DD) HMRC **£167.20** PAYE May-Jun-Jul
- c) Receipts – none
- d) Application to change bank – a decision paper was reviewed and approved, and the decision was reached to proceed with the application. MB observed that August would be a good time to progress it.
- e) Freethorpe Village Hall donation – an application form for the budgeted £3,650 for ongoing maintenance and costs. The donation was held back in 2025-26 in case it was needed to pay for the solar panels. DL gave assurance to PB that the latest accounts demonstrated the need. The payment was unanimously agreed.
- f) Freethorpe Bowls Club donation request – an application form was reviewed, requesting funding of £850 for a replacement bowls shed. MB proposed, and it was unanimously agreed, to pursue Section 106 funding. **ACTION AM**

8. Clerk's Report & Correspondence

- a) Village Hall update – DL's update was covered under 7e.
- b) Four Minutes files (1952-2022) were presented to be deposited with the Norfolk Record Office on 21/07/26. NS noted that this is in accordance with the File Retention Policy. The deposit was unanimously approved.
- c) Digitisation of the Annual Governance & Accounting Return for 2026-27 – was noted.
- d) Mindful Towns & Villages – an update and invitation to attend training were noted.
- e) Norfolk Association of Local Councils update – was noted.
- f) Request to consider co-option – will be considered further at the September meeting. In the meantime, the applicant to be asked to explain their interest. **ACTION AM**
- g) Potholes on School Road – have been reported.

9. Planning

- a) New applications – none.
- b) Decisions – none.
- c) Enforcements – no open cases.
- d) Greater Norwich Local Plan 2045 - Notice of Intention – was noted.

Chair's initials

--

10. Update on Ongoing Matters and Projects

- a) Speed Management- Figures are for June 2026. The pattern of speeds creeping up continues. At Lower Green, 85th percentile speed was up to 32.7mph from 32.4. At Chapelfield, 85th percentile speed was up to 33.1mph from 31.6. More than 1 in 4 vehicles was breaking the speed limit. Visibility is reduced when the machine is at Chapelfield. This is a dedicated post, and no sign posts nearby are suitable, so a price to be sought for moving the post. **ACTION AM**
- b) Play Area & Asset Inspections – it was unanimously agreed to appoint David Bracey as inspector for annual/quarterly inspections. Of four proposals his was the best value for money backed up with evidence of quality work. DL asked for clarification on insurance for the service. **ACTION AM**
- c) Wickhampton Pond – (a) it was agreed to submit a grant application to Anglian Water to fund a £15,000 project to restore Wickhampton Pond. The approach to dealing with the crassula to be established as part of the project if application successful. JF's advice remains that various authorities and experts warn that crassula cannot be eradicated. He retains that infilling would be the best thing to do. JF continues to check for latest advice. (b) it was agreed to hold off arranging a sub-committee until the grant application outcome is known.
- d) Solar Panels for the Village Hall – supported by the Lottery Community Fund - progressing. A project progress update was approved, noting the revised design of using the Pavilion roof only, the strong benefits case, and confidence in the installation approach. The installation of the panels is on schedule to start on 3rd August.
- e) Pump repairs – on hold until Solar Panel Project is complete.
- f) Football pitch improvement project – is in progress. Norse have completed the re-seeding. Drainage and weed reduction activities are scheduled for the autumn.
- g) MUGA – carry forward
- h) Local Cycling & Walking Infrastructure Plan – carry forward.

11. Other Matters

None.

12. Reports from Parish Councillors and items for next agenda

None.

13. Date of Next Meeting

Monday 21st September 2026, Freethorpe Village Hall. GN's apologies for that meeting were accepted.

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

- a) Clerk job description to be circulated by email for consideration. **ACTION AM**

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

Chair's initials

--