

## FRANSHAM PARISH COUNCIL

Minutes of the Annual Meeting of Fransham Parish Council held on Tuesday 17<sup>th</sup> May 2022, at 7.10pm in the Village Hall, following the Annual Parish Meeting.

Present: Cllr Richard Watts (Chairman)  
Cllr James Sheringham  
Cllr Emma Spratt  
Cllr Andrew Lake  
Cllr Gerry Taylor

County & District Cllr Mark Kiddle-Morris  
Sheryl Irving (Clerk)

### **1. Election of Chairman and signing of the Declaration of Acceptance of Office form.**

Cllr Lake proposed that Cllr Watts be re-elected as Chairman, this was seconded by Cllr Sheringham and unanimously agreed by Council. The Chairman duly signed his declaration of acceptance of office form.

### **2. Election of Vice Chairman and signing of the Declaration of Acceptance of Office form.**

Cllr James had previously indicated his willingness to continue as Vice-Chairman. Cllr Lake proposed that Cllr James be re-elected as Vice-Chairman, this was seconded by Cllr Taylor and unanimously agreed by Council. Cllr James will sign his declaration of acceptance of office form in due course.

### **3. Welcome and apologies for absence**

The Chairman welcomed everyone to the meeting, apologies from Cllr James were approved.

### **4. To receive any declarations of interest.**

There were none received.

### **5. To approve the minutes of the meeting held on Tuesday 15<sup>th</sup> March 2022.**

Cllr Taylor proposed that the minutes be accepted as a true record of the meeting, this was seconded by Cllr Lake and unanimously agreed by Council. The Chairman duly signed the minutes.

### **6. To receive County/District Councillor reports.**

In addition to the reports presented at the preceding Annual Parish Meeting, D/Cllr Kiddle-Morris reported that the planning process will see some changes, following the recent Levelling Up and Regeneration Bill passed by Government. The requirement for a five-year land supply is likely to be abolished. The National Planning Policy Framework will be rewritten and will sit alongside the Local Plans.

D/Cllr Kiddle-Morris also reported on the current hold on most planning applications caused by the new Natural England guidance that new residential development must achieve nutrient neutrality, but has not explained how it can be met. One way forward appears to be bio-diversity net-gain with agricultural land taken out of production and set-aside to leave the land in a better state than it was before for a period of 30 years, which did not seem a sustainable approach.

C/Cllr Kiddle-Morris also reported that a Hardship Fund was now available to anyone in need of financial assistance.

## **7. Open Forum for Public Participation.**

There were no members of the public present.

## **8. Highway Matters.**

### **a) To receive updates in respect of issues previously reported.**

Council noted the following updates:

- Dropped manhole covers on A47 – reported to National Highways and no action to be taken – road inspected fortnightly and two repairs made, this will be reported again.
- Road Surface Dressing – loose chippings – C/Cllr reported to Highways but no action taken and will now be removed from the agenda.
- No. 3 Station Road – Hedge root removal – works programmed by Highways and completed.
- FP4 – junction with Dereham Lane – broken stile – reported to Highways.
- Street Lights – A47 – eastbound on left side – reported to National Highways.
- Flooding on Beeston Lane – reported to Highways by resident and road repaired and culvert cleared.

### **b) To receive an update and consider any further action re the trod.**

The C/Cllr reported that the trod will be repaired, to a much better standard using golden gravel, in the summer. Council members advised the C/Cllr that the entrance onto the trod needed works as it frequently sat in a large puddle which made the trod inaccessible for pedestrians.

### **c) To receive an update regarding HGV use of Station Road and the request for a 'unsuitable for HGVs' sign.**

Council agreed that the letter should be sent again to the Head of Highways.

## **9. Planning Issues.**

### **a) New Applications.**

There were no new applications to consider.

### **b) Decisions Due.**

Council noted that no decisions had been made on the following two applications.

- 3PL/2022/0100/F – Great Dunham Hall, Litcham Road - proposed reconstruction and extension of existing storage building.
- 3PL/2022/0270/Var -Top Farm, Main Road – variation of of condition 2 on pp 3PL/2021/1371/D - Design changes to plots 1,2,5,6,7 and 8.

**c) To consider the Breckland call for Development sites and Local Green spaces.**

Council noted the call from Breckland and had no sites or spaces to submit.

**10. To receive a report in respect of the Vattenfall Wind Farms Community Fund and the Offshore Transmission Network (OTN).**

Cllr Watts reported that he had attended the meeting in Necton regarding the Community Fund and a large fund is likely to be set aside by Vattenfall for environmental schemes/ventures which will have a sustainable impact on a community, for example exchanging an oil tank at a village hall to a heat pump. The whole of Norfolk will be able to apply, not just those communities affected by the Vattenfall works. Cllr Watts suggested that one idea might be to obtain a piece of land and plant trees which would shield Fransham from the site at Necton and provide an area for residents to walk, however, members felt it would probably be impossible to obtain the land.

In respect of the OTN, Vattenfall have the rights offshore for a large section where their lines will sit and nothing can legally cross this area. However, it was hoped that connection points, rather than a ring-main, would be the way forward.

**11. To receive a report from the Village Hall Committee regarding building works.**

There was nothing further to add to the report given at the preceding Annual Parish Meeting.

**12. To receive a Crime & Policing report.**

There was nothing further to add to the report given at the preceding Annual Parish Meeting.

**13. To consider any issues arising from the regular inspections of council assets including an update regarding the repair of the second wooden bench and the dedication plate on the Village Sign.**

Council agreed that the bench sited near the A47 was safe and would be monitored. In the absence of Cllr James, there was no update in respect of the dedication plate.

**14. To receive an update from the working party regarding improvements to internet connectivity in the village.**

This item was deferred to the next agenda.

**15. To receive an update regarding the setting up of a volunteer delivery system for the Village Magazine.**

Council agreed to consider the draft letter which will be sent out to all households with a link to the village survey. It was hoped this would encourage volunteers would come forward to deliver the magazine in their areas.

**16. To receive an update on the Local Quality Council Award Scheme.**

There was no update in respect of this item.

**17. To consider the Action Plan for 2022/23.**

Council agreed to update the 2021/22 plan by removing the grit bin action and including the magazine circulation as a priority.

**18. To consider the appointment of a new grass contractor for 2022 and beyond.**

Following the withdrawal from contract of the appointed contractor, two quotes had been obtained. Cllr Watts proposed that the lower-priced of the two be appointed, subject to adequate public liability insurance, this was seconded by Cllr Taylor and unanimously agreed by Council.

Council agreed to look at the way forward again for next year.

**19. Finance & Governance Matters.**

**a) To receive a financial report for the years ending 31st March 2022 and 31st March 2023.**

The financial reports were noted.

**b) To receive the internal auditors report and consider any recommendations.**

The internal auditors report was noted together with the recommendation.

**c) To approve the annual governance statement in the 2021-22 Annual Return.**

Cllr Taylor proposed approval of the annual governance statement, this was seconded by Cllr Sheringham and unanimously agreed by Council. The Chairman duly signed the statement.

**d) To approve the accounting statements in the 2021-22 Annual Return.**

Cllr Taylor proposed approval of the accounting statements, this was seconded by Cllr Sheringham and unanimously agreed by Council. The Chairman duly signed the statements.

**e) To approve the certification of exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.**

Cllr Taylor proposed approval of the certificate of exemption from a limited assurance review, this was seconded by Cllr Sheringham and unanimously agreed by Council. The Chairman duly signed the certificate.

**f) To receive a report regarding the Council Insurance renewal due on 1st June 2022.**

Two quotes had been obtained, with one other company declining to quote as it would be too high and not competitive. Council noted that the three-year deal would be index-linked

and Cllr Taylor proposed approval of the lower-priced quote, which provided adequate cover, this was seconded by Cllr Lake and unanimously agreed by Council.

**g) To consider approval of the following payments.**

Cllr Spratt proposed approval of the following payments, this was seconded by Cllr Watts and unanimously agreed by Council.

• Clerk Salary & Allowance – Apr/May <i>(including incremental salary increase)</i>	£191.94
• HMRC	£42.80
• Grass Contractor	£356.71
• Internal Auditor	£35.00
• Insurance Renewal <u>2021/22</u>	£351.76
• Jubilee Plaques	£464.97
• Bench Restoration (Cllr Taylor)	£186.03

**20. Correspondence for circulation.**

Council noted the NCC Validation of Planning Application Consultation Draft and no action was required.

**21. To receive any new items for the next meeting.**

There were no new items for the next agenda.

**22. To confirm the next meeting of Fransham Parish Council will be held at 7.00pm on Tuesday 19th July 2022 in the Village Hall.**

Council noted the date of the next meeting and the Chairman then closed the meeting at 8.14pm.

**Signed:**

**Date:**

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**FRANSHAM PARISH COUNCIL - YEAR END 31ST MARCH 2022**  
**FINANCIAL REPORT - May 2022**

<b>BUDGET UPDATE</b>	<b>Budget</b>	<b>To</b>	<b>%</b>
	<b>2021/22</b>	<b>Date</b>	<b>Spend</b>
<b>PAYMENTS*</b>			
Admin	1,168.00	822.97	70%
Salary	1,280.00	1,284.04	100%
Maintenance	150.00	155.03	
Grass Cutting	1,120.00	1,020.00	91%
Donations	50.00	437.47	875%
<b>TOTAL</b>	<b>3,768.00</b>	<b>3,719.51</b>	
<b>RECEIPTS</b>			
			<b>Received</b>
Precept	4,250.00	4,250.00	100%
Bank Interest	-	70.00	
Recycling	75.00	19.62	26%
HMRC	-	23.20	
<b>TOTAL</b>	<b>4,325.00</b>	<b>4,362.82</b>	
<b>SURPLUS/DEFICIT</b>	<b>557.00</b>	<b>643.31</b>	

<b>Bank Balance at 01.04.2021</b>	<b>5,729.78</b>
Plus Receipts at 31.03.2022	5,751.29
Less Expenditure at 31.03.2022	<u>4,032.01</u>
	<b>7,449.06</b>
<b>Balance at 31.03.2022</b>	
Community Current Account	2,886.09
Business Savings Account	<u>5,027.94</u>
	7,914.03
Less outstanding payments	<u>464.97</u>
	<b>7,449.06</b>
including:	
Highway Reserves	2,656.61
<b>GENERAL RESERVE</b>	<b>4,792.45</b>

**FRANSHAM PARISH COUNCIL - YEAR ENDING 31ST MARCH 2023**  
**FINANCIAL REPORT - MAY 2022**

<b>BUDGET UPDATE</b>	<b>Budget</b>	<b>To</b>	<b>%</b>
	<b>2022/23</b>	<b>Date</b>	<b>Spend</b>
<b>PAYMENTS*</b>			
Admin	1,243	70.00	6%
Salary	1,441	214.74	15%
Maintenance	100	-	
Grass Cutting	1,140	-	0%
Donations	50	-	0%
<b>TOTAL</b>	<b>3,974</b>	<b>284.74</b>	
<b>RECEIPTS</b>			
			<b>Received</b>
Precept	4,250	2,125.00	50%
Bank Interest	-	-	
Recycling	20	-	0%
HMRC	-	17.20	
<b>TOTAL</b>	<b>4,270</b>	<b>2,142.20</b>	
<b>SURPLUS/DEFICIT</b>	<b>296.00</b>	<b>1,857.46</b>	

<b>Bank Balance at 01.04.2022</b>	<b>7,449.06</b>
Plus Receipts at 30.04.2022	2,142.20
Less Expenditure at 30.04.2022	<u>50.00</u>
	<b>9,541.26</b>
<b>Balance at 30.04.2022</b>	
Community Current Account	4,978.29
Business Savings Account	<u>5,027.94</u>
	10,006.23
Less outstanding payments	<u>464.97</u>
	<b>9,541.26</b>
including:	
Highway Reserves	2,656.61
<b>GENERAL RESERVE</b>	<b>6,884.65</b>

\*includes payments awaiting authorisation at this meeting as listed on the agenda.