

FRANSHAM PARISH COUNCIL

Minutes of a meeting of Fransham Parish Council held at 7.00pm on Tuesday 15th March 2022 at Curds' Hall Barn.

Present: Cllr Russell James (Vice Chair)
Cllr Andrew Lake
Cllr Emma Spratt
Cllr Brian Drewitt
Cllr Gerry Taylor

Sheryl Irving (Clerk)

1. Welcome and apologies for absence.

In the absence of the Chairman, Cllr Watts, Cllr James took the chair and welcomed everyone to the meeting. Apologies from Cllr Watts were approved. Apologies were also received from District & County Cllr Mark Kiddle-Morris, and Cllr Taylor who would be arriving late.

2. To receive any declarations of interest.

There were none received.

3. To approve the minutes of the meeting held on Tuesday 18th January 2022.

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

4. To receive County/District Councillor reports.

In the absence the County & District Cllr there was no report although Council was advised that Breckland would be looking for new development sites in April as the Local Plan was being reviewed.

5. Open Forum for Public Participation.

There were no members of the public present.

6. 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.
- Road Surface Dressing – loose chippings – C/Cllr reported to Highways, no action to date.
- No. 3 Station Road – Hedge root removal – works programmed by Highways.

- FP4 – junction with Dereham Lane – broken stile – reported to Highways, no action to date.
- Fallen tree near old Post Office on A47 pavement – reported to National Highways and removed.
- Street Lights – A47 – eastbound on left side – reported to National Highways, no action to date.
- Flooding on Beeston Road – reported to Highways by resident and action being taken.
- Pothole on Dereham Lane – reported to Highways and repaired.

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

Council noted that the hole has been filled and repairs made where the HGV damaged the surface, a letter of thanks for the prompt service will be sent to Highways.

Council was advised that C/Cllr Kiddle-Morris is investigating the cost of resurfacing with a better material and this could be funded from his personal highways budget.

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

Council noted that, other than an acknowledgement, no response had been received to the letter to Norfolk County Council. It was agreed to chase this up at the end of March if no response is received by that date.

Cllr Taylor joined the meeting.

7. Planning Issues.

a) New Applications.

- 3PL/2022/0100/F – Great Dunham Hall, Litcham Road - proposed reconstruction and extension of existing storage building – There were no issues raised and Council agreed a 'no comment' response.
- 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 – There were no issues raised and Council agreed a 'no comment' response.

b) Decisions Due.

Council noted that the following applications had been approved:

- 3PL/2021/1659/HOU – 15 Lime Tree Crescent - proposed Single Storey Extension to Rear. Proposed Rooflights to Existing Flat roof.
- 3PL/2022/0007/HOU – The Old Chapel, Station Road - proposed first floor extension with dormer windows over existing single storey construction and widen existing rear dormer window.

Council noted the following application had been refused:

- 3PL/2021/1680/F – North East of Kirkhams Meadow - erection of 3 dwellings & garages.

8. To receive a report in respect of the Vattenfall Wind Farms and the Offshore Transmission Network.

Cllr Drewitt had attended a meeting regarding grant funding which would be available from Vattenfall to local communities. George Freeman, MP, had also been in attendance and agreed to share his report, however, this had not been forthcoming and a copy will be requested.

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

Cllr Sheringham reported that the majority of the works have been completed, with some electrical updating and kitchen fitting remaining. It was hoped the hall would be available for the May meetings.

10. To receive a Crime & Policing report.

There were no updates available.

11. To consider any issues arising from the regular inspections of council assets including an update regarding the repair of the two wooden benches and the dedication plate on the Village Sign.

Cllr Taylor reported that one bench had been restored and was back in situ, he had submitted the invoice for the wood treatment for payment.

12. To receive an update from the Village Hall Committee regarding a village commemoration to mark the Queens Platinum Jubilee in 2022.

The Jubilee Orchard on the Village Hall field has been planted and Cllr Sheringham kindly provided the guards and stakes. The Chairman thanked Cllrs Sheringham and Taylor for the planting. There were no events planned in the village.

13. To consider the purchase of a plaque for the recently planted Jubilee Trees.

Cllr Taylor proposed that three plaques be purchased, at a cost of £154.99 each, plus shipping, this was seconded by Cllr Lake and agreed unanimously by Council. The plaques will be situated at the orchard and two recently planted Jubilee trees in each churchyard.

14. To receive an update regarding options to improve internet connectivity in the village and to consider a working party to take matters forward, with a small budget for hall hire etc.

Cllr Drewitt proposed approval of the terms of reference for a working party to take this matter forward, this was seconded by Cllr Spratt and unanimously agreed by Council. Cllr Drewitt volunteered to join the working party, together with the Chair and Vice-Chair. A decision on any budget was deferred until more was known regarding what spend might be needed.

15. To consider conducting a village survey regarding suggestions for future planning.

Cllr Taylor proposed that a letter be circulated to all residents, from the Chairman, with a link to an on-line survey or the option to have a hard copy, and the letter should also include information regarding the Annual Meeting, the re-opening of the Village Hall and a request for volunteers to deliver the Village Magazine. This was seconded by Cllr Lake and unanimously agreed by Council.

16. To consider setting up a volunteer delivery system for the Village Magazine.

This matter had been dealt with at item 15 above.

17. To consider a Great British Spring Clean event in the village.

Council agreed there was not a big problem with litter in the village and an event was not needed, particularly given the difficulties in litter picking along the A47 for safety reasons.

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

a) To review the following policy documents and consider approval.

Cllr Lake proposed that the following documents be approved en bloc, this was seconded by Cllr Drewitt and unanimously agreed by Council.

- Financial Regulations
- Asset Register
- Risk Assessment & Management Policy
- Donation Policy
- Staff Assessment Procedure Policy
- Complaints Procedure
- Lone Workers Policy
- Community Engagement Policy
- Disciplinary Procedure
- Grievance Procedure
- Training & Development Procedure
- Health & Safety Policy

b) To consider approval of the £50 registration NALC registration fee.

Cllr Sheringham proposed approval of the £50 registration fee, this was seconded by Cllr Taylor and unanimously agreed by Council.

c) To consider a resolution that this Council has the criteria in place for an application to the Quality Standard Award Level and to submit an application at a cost of £80.

Cllr Lake proposed that the Council has the criteria in place for an application to the Quality Standard Award Level and an application be submitted at a cost of £80, this was seconded by Cllr Taylor and unanimously agreed by Council.

19. Finance & Governance Matters.

a) To receive a financial report for the year ending 31st March 2022.

The financial report (attached) was noted.

b) To receive an update regarding ICO registration payments.

Council noted that the fees in respect of 2021/22 and 2022/23 had been paid by Whissonsett PC, due to an error at the ICO. A new direct debit form was completed and a refund made to Whissonsett PC.

c) To consider any charitable donations.

Council considered two requests for donations and Cllr Sheringham proposed that a £50 donation be made to the Norfolk Citizens Advice, this was seconded by Cllr Spratt and unanimously agreed by Council.

d) To consider approval of the following payments.

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

• Clerk Salary & Allowance – Feb/Mar & Expenses	£251.30
• Clerk Pay Award Arrears	£24.84
• NALC – Registration Fee	£50.00
• NALC – Award Scheme Fee	£80.00
• Whissonsett PC (ICO refund)	£70.00
• Norfolk Citizens Advice	£50.00
2022/23 Financial Year	
• Norfolk PTS Subscription	£50.00

20. Correspondence for circulation.

Council noted correspondence regarding the NRF Support to Community Resilience and the Green Lane Association and agreed no action was required.

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

There were no new items received for the next meeting.

22. To confirm the Annual meeting of Fransham Parish Council will be held at 7.00pm on Tuesday 17th May 2022 in the Village Hall, following the Annual Parish Meeting commencing at 6.30pm.

Council noted the date of the next meeting and the Chairman then closed the meeting at 8.26pm.

Signed:

Date:

FRANSHAM PARISH COUNCIL - YEAR ENDING 31ST MARCH 2022
FINANCIAL REPORT - March 2022

BUDGET UPDATE	Budget	To	%		
	2021/22	Date	Spend		
				Bank Balance at 01.04.2021	5,729.78
				Plus Receipts at 28.02.2022	5,681.29
				Less Expenditure at 28.02.2022	<u>2,984.87</u>
					8,426.20
PAYMENTS*					
Admin	1,168.00	882.97	76%		
Salary	1,280.00	1,284.04	100%	Balance at 28.02.2022	
Maintenance	150.00	-		Community Current Account	8,468.26
Grass Cutting	1,120.00	1,020.00	91%	Business Savings Account	<u>27.94</u>
Donations	50.00	-	0%		8,496.20
TOTAL	3,768.00	3,187.01		Less outstanding payments (ICO)20/21 & 21/22	<u>70.00</u>
					8,426.20
RECEIPTS			Received	including:	
Precept	4,250.00	4,250.00	100%	Highway Reserves	2,656.61
Bank Interest	-	-		GENERAL RESERVE	5,769.59
Recycling	75.00	19.62	26%		
HMRC	-	23.20			
TOTAL	4,325.00	4,292.82			
SURPLUS/DEFICIT	557.00	1,105.81			

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