

## FRANSHAM PARISH COUNCIL

Minutes of the Annual Meeting of Fransham Parish Council held on Tuesday 21<sup>st</sup> May 2019 at 7.15pm, following the Annual Parish Meeting, in the Village Hall.

**Present:** Cllr Russell James (Chairman)  
Cllr Richard Watts (Vice-Chairman)  
Cllr James Sheringham  
Cllr Gerry Taylor  
Cllr Emma Spratt  
Cllr Brian Drewitt

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

### **1. Election of Chairman and signing of declaration of office.**

Cllr Drewitt proposed that Cllr James be elected as Chairman, this was seconded by Cllr Taylor and agreed by Council. Cllr James duly signed his declaration of acceptance of office.

### **2. Election of Vice Chairman and signing of declaration of office.**

Cllr Taylor proposed that Cllr Watts be elected as Vice-Chairman, this was seconded by Cllr Drewitt and agreed by Council. Cllr Watts duly signed his declaration of acceptance of office.

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

The Chairman welcomed everyone to the meeting, there were no apologies for absence.

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

Cllr Taylor declared an interest in the request for a donation made by Scotty's Little Soldiers and would take no part in the decision. Cllr Drewitt declared an interest in planning application 3PL/2019/0371/O.

### **5. To approve the minutes of the meeting held on Tuesday 19<sup>th</sup> March 2019.**

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

### **6. To consider the one vacant Council seat.**

It was agreed to leave the seat vacant at the present time.

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

The Councillor had nothing further to add in addition to his report given at the preceding Annual Parish Meeting.

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

There were no members of the public present.

## **9. To receive a report in respect of the Proposed Vattenfall Boreas & Vanguard Offshore Wind Farms.**

Council were supportive of the proposal for an offshore ring main by George Freeman, MP, although they recognised there were pro's and con's to this option, with cost being the biggest hurdle.

The applications by Vattenfall are currently with the Planning Inspectorate.

## **10. Highway Matters.**

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

- Bridleway Gate at Great Fransham – it had been discovered that the gate in question is on the definitive map and cannot be removed. However, issues continue to be raised as regards to its suitability for horse riders.
- Flooding at Love Lane/Bradenham Road junction – this is being investigated by Highways.
- Lights on A47 – two broken lights had been reported and are due to be repaired shortly.

### **b) To consider any new highway issues.**

The trod continues to be an issue in that it is very overgrown, making it impossible to use, particularly for anyone with a pushchair. C/Cllr Kiddle-Morris will discuss this issue with Highways.

## **11. Planning Issues.**

### **a) New Applications:**

- 3PL/2019/0371/0 – land off Station Road, four dwellings – reserved matters – Cllr Drewitt raised concerns regarding the number of telegraph poles in the area and house numbering issues but was advised to raise this with Planning as an individual. The Council agreed there were no comments to make.
- 3PN/2019/0022/UC – Manor Farm, Main Road, Little Fransham - change of use from redundant Agricultural Buildings to 4 dwellings. Council agreed to submit the following:  
  
Fransham Parish Council does not consider these agricultural buildings suitable for development under the Town & Country Act 2015, Schedule 2, Part 3, Class Q.
- 3PL/2019/0502/HOU – 17 Station Road, Little Fransham - to add a new conservatory to an existing bungalow. Council had no comments to make regarding this application.
- 3PL/2019/0532/HOU - Jemaks, Beeston Road - Proposed single storey side extension and fenestration changes to existing front door. Council had no comments to make regarding this application.

### **b) Decisions Due:**

The following on-going applications status' were noted.

- 3PL/2018/1482/O -Land Adjacent Turnpike Farm, Main Road, Little Fransham - Residential Development (5 dwellings) – Undecided.
- 3PL/2018/0459/O - Land at Kirkhams Meadow Little Fransham - Residential Development (amended scheme) - An Appeal to Secretary of State has been made.
- 3PL/2018/0642/O – Top Farm, Main Road, Little Fransham – erection of up to 10 dwellings – Planning Committee Decision 7.3.2019 – Approved.

- 3PL/2019/0089/F - Hyde Hall Farm Main Road, Great Fransham - Change of use of Agricultural Land and the Erection of an Agricultural Machinery Dealership and Associated Works and Infrastructure – Permission Granted.

At this point in the meeting, Cllr Kiddle-Morris left the meeting, the Chairman thanked him for his input.

#### **12. To receive a report on the Bus Shelter Project.**

The Chairman was pleased to report that the installation of both bus shelters had been completed. A final inspection by Kier/Highways England would take place and there may be further costs in respect of any snagging issues.

Thanks were given to Mr Andrew Lake who had led, in his role as Councillor, this very challenging project nearly to completion.

#### **13. To consider a new location for the seat.**

It was agreed to contact Highways England for permission to locate the seat at the layby near to the village sign. Complaints had been received regarding the loss of the seat from the layby where the bus shelter is now located.

A litter bin was requested at the bus stop but it was agreed to monitor the litter situation.

#### **14. To receive an update in respect of the Village Hall.**

There was nothing further to report, following the input at the preceding Annual Parish Meeting.

#### **15. To receive a Crime & Policing report.**

The Chairman reported the local statistics available on the Police UK website.

#### **16. Financial Matters.**

##### **a) To receive a financial report for the year ending 31<sup>st</sup> March 2020.**

The financial report was noted.

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

The report was noted and there were no recommendations made for improvements.

##### **c) To approve the annual governance statement in the 2018-19 Annual Return.**

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

##### **d) To approve the Statement of Accounts in the 2018-19 Annual Return.**

Cllr Watts proposed approval of the statement of accounts, this was seconded by Cllr Drewitt and agreed by Council. The Chairman duly signed the statement.

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

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

##### **f) To consider approval of the Clerk's annual incremental pay increase.**

Cllr Watts proposed approval of the Clerk's annual pay increase, this was seconded by Cllr Drewitt and agreed by Council.

**g) To consider any Council training requirements.**

Cllr's Watts and Drewitt will contact the Clerk directly regarding any training requirements.

**h) To consider renewal options in respect of Council Insurance.**

Council considered three options, Cllr Watts proposed approval of option two, this was seconded by Cllr Drewitt and agreed by Council.

**i) To consider approval of a direct debit payment to the ICO – data protection registration.**

Cllr Watts proposed approval of the direct debit payment, this was seconded by Cllr Drewitt and agreed by Council.

**j) To consider any donations, including a request from NARS.**

Cllr's Spratt and Taylor declared an interest in the request for a donation made by the Village Hall Committee and did not take part in the decision. Cllr Watts proposed a donation of £500 to the Village Hall, this was seconded by Cllr Sheringham and agreed by Council.

It was agreed to remit the requests from NARS and Scotty's Little Soldiers to the March meeting, together with any other requests for donations.

**k) To approve cheques for payment.**

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

• Clerk Salary & Allowance – April/May	£210.26
• Westcotec (Bus Shelters – east & west bound)	£7,140.00 (x2)
• Internal Auditor	£25.00
• Insurance Renewal	£TBC (see 16.h above).
• Fransham Village Hall – donation	£500

**17. Correspondence for circulation.**

The following correspondence was noted:

- Police Parish Newsletter – April edition.
- Fly the Red Ensign for Merchant Navy Day.
- George Freeman – Offshore Ring Main.
- Homes England Consultation.
- Western Link Update.

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

It was agreed to add the website to the next agenda.

**19. To note the meeting dates for 2019/20 – all 7.00pm.**

The following meeting dates were noted.

- Tuesday 16<sup>th</sup> July 2019
- Tuesday 17<sup>th</sup> September 2019
- Tuesday 19<sup>th</sup> November 2019
- Tuesday 21<sup>st</sup> January 2020
- Tuesday 17<sup>th</sup> March 2020

**20. To confirm the date of the next meeting of Fransham Parish Council which will be held at 7.00pm on Tuesday 16<sup>th</sup> July 2019 in the Village Hall.**

The date of the next meeting was noted, although it is possible the Village Hall may not be available due to building works.

The meeting closed at 8.24pm.

Signed:

Date:

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