

# FRETtenham PARISH COUNCIL

Clerk to the Council:

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## Meeting Agenda

### Annual Parish Council Meeting

(Published on 2<sup>nd</sup> May 2025)

Friday 9<sup>th</sup> May 2025 at 7.00pm  
Frettenham Village Hall

*Anne Tandy*

Anne Tandy, Clerk to the Council

All Councillors are hereby summoned to attend the meeting of Frettenham Parish Council.

1. Election of Parish Council Chairman and completion of the Declaration of Acceptance of Office
2. Election of Parish Council Vice Chairman
3. To consider any apologies for absence
4. To receive declarations of interest in items on the agenda and consider any requests for dispensations
5. To agree the minutes of the minutes of the Parish Council meeting held on 11th April 2025
6. **To adjourn the meeting for public participation**
  - a. Receive reports from the County and District Councillors
  - b. Residents' questions (10 minutes to hear any questions from the public)
7. **To agree the appointment of councillors to council roles:**
  - a. Internal Control
  - b. Community Group
  - c. Allotments
  - d. SAM2 and Defibrillators
  - e. Neighbourhood Plan Working Group
  - f. Bank Signatories and online authorisers
  - g. Neighbourhood Plan Working Group
  - h. Playground Inspections
8. **To agree the appointment of councillors to outside bodies:**
  - a. Frettenham Village Hall Committee
9. To report progress on any matters arising from the last meeting (if not on the Agenda)  
Court Hill grass verge posts  
Play Area Climbing Wall
10. **Reports**
  - a. To hear an update on the village newsletter (Greg)
  - b. To hear an update on Highways matters
  - c. To hear a report from the F.A.S.T Working Group – SAM2 (Teresa/Shawn)
  - d. To hear a report on the activities of the village hall (Philip)
  - e. To hear a report on regular play area inspections.

**11. RoSPA Play Inspection**

To approve the delay in inspection from June until November this year to take advantage of the joint arrangement with BDC at a reduced cost.

**12. Meeting Dates 2025**

To consider moving Council meetings from a Friday to a Monday evening.

**13. Neighbourhood Plan Steering Group**

To hear an update on progress. Council to decide if the group is still viable and how matters should proceed including any costs which will be incurred.

**14. Pound Hill Noticeboard**

To consider costings for a new noticeboard and possible relocation onto private land.

**15. Allotments**

- a. To review the allotment rent with effect from October 2026.
- b. To consider a complaint from an allotment holder regarding the issue of dog fouling on the allotments and how this might be better managed.

**16. Website**

To consider a request for the Parish Council website to contain a page linked to the Frettenham History resource.

**17. Insurance**

To consider quotes for 2025/26 following a sharp increase in the premium which had been agreed last year as a 3-year deal but has been released following a change of underwriter.

**18. Policies**

To consider the adoption of a Grant Policy.

**19. Accounts**

- a. To note the bank Reconciliation for April 2025.
- b. To hear progress with the year end and internal audit.
- c. To agree the payments listed below for April 2025 and agree online authorisers:

Voucher	Date	Supplier	Account name	Net	VAT	Total
174	09/05/2025	Westcotec Limited	SAM2 Replacement	-3,334.00	-666.80	-4,000.80
175	09/05/2025	EasyPC Accounts	Accounts Software	-84.00	0.00	-84.00
176	09/05/2025	Anne Tandy	Home Working/Travel Expenses	-35.90	0.00	-35.90
177	28/05/2025	Anne Tandy	Clerk Salary	-449.54	0.00	-449.54

**20. Correspondence**

- Upcoming Temporary Closure of Stanninghall Road in the Parish of Horstead with Stanninghall due to tree cutting works (my ref NTRO9184)
- The National Allotment Society - May Newsletter

**21. Items for the Parish Council meeting on Friday 13<sup>th</sup> June 2025.**