

FRETtenham PARISH COUNCIL

Clerk to the Council:

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Meeting Minutes

Annual Parish Council Meeting

Friday 9th May 2025, Frettenham Village Hall at 7.00pm

Present: Teresa Norton (Chair), Philip Norton (Vice Chair), Shuan Catterall, Richard Fisher, Kathy Hall

Also present: Anne Tandy, Clerk to the Council and Dan Roper, County Councillor

Members of the Public: 1

1. Members were invited to appoint a Parish Council Chair. It was proposed by Shaun Catterall to nominate Teresa Norton. Seconded by Richard Fisher. Teresa Norton accepted the post. All agreed. The Declaration of Acceptance of Office was duly signed.
2. Members were invited to appoint a Parish Council Vice Chair. It was proposed by Shaun Catterall to nominate Philip Norton. Seconded by Richard Fisher. Philip Norton accepted the post. All agreed. The Declaration of Acceptance of Office was duly signed.
3. Apologies for absence were received from Fiona Tibbitt who has work commitments. All agreed.
4. There were no declarations of interest in items on the agenda or requests for dispensations
5. The minutes of the Parish Council meeting held on 11th April 2025 were reviewed and approved as an accurate record of the meeting. All agreed. The Minutes were duly signed by the Chair.
6. **To adjourn the meeting for public participation**
A report from the County Councillor. The next stage of the local government reorganisation is awaited and will be submitted in September 2025. Things are quiet due to the previously cancelled elections. There were no residents' questions.
7. **To agree the appointment of councillors to council roles:**
 - a. It was proposed by Teresa Norton that Philip Norton be appointed as Internal Control. Seconded by Shaun Catterall. All agreed.
 - b. It was proposed by Teresa Norton that Fiona Tibbitt continue as lead for the Community Group. Seconded by Shaun Catterall. All agreed.
 - c. It was proposed by Teresa Norton that Fiona Tibbitt be appointed to Allotments. Seconded by Shaun Catterall. All agreed.
 - d. It was proposed by Teresa Norton that Shaun Catterall continue as lead for the SAM2 and Defibrillators. Seconded by Philip Norton. All agreed.
 - e. It was proposed by Shaun Catterall that Teresa Norton be appointed to the Neighbourhood Plan Working Group. Seconded by Kathy Hall All agreed
 - f. The Bank Signatories and online authorisers will continue to be Teresa Norton, Shaun Catterall and Fiona Tibbitt. All agreed.
 - g. The Playground Inspections will continue to be carried out by Richard Fisher, Fiona Tibbitt and Philip Norton. All agreed.
8. **To agree the appointment of councillors to outside bodies:**
It was agreed that Philip Norton will continue on the 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 are still awaiting a response from Highways.
- Play Area Climbing Wall to be installed at the end of June 2025.

10. Reports

- An update on the village newsletter was not available.
- An update on Highways matters was presented.
- A report from the F.A.S.T Working Group – SAM2 was given. The new device is now in use and the first data report should be ready for the next Council meeting.
- A report on the activities of the village hall was presented by Philip Norton. There was no Committee meeting this month, so little to report.
- A report on regular play area inspections was given. Richard Fisher carried out last months inspection and no issues were reported.

11. RoSPA Play Inspection

The delay in inspection from June until November this year was approved in order to take advantage of the joint arrangement with BDC at a reduced cost. All agreed.

12. Meeting Dates 2025

It was considered whether to move the Council meetings from a Friday to a Monday evening. Adjourned until next month to take account of Fiona Tibbitt's availability.

13. Neighbourhood Plan Steering Group

An update on progress was heard. Council decided that before a grant is applied for the group needs to meet to establish if there is sufficient interest. Four names were put forward and the Clerk will make contact with them. The Clerk is attending a Neighbourhood Plan Network Meeting next week at BDC and will find out what advice is available to raise interest.

14. Pound Hill Noticeboard

Details of costings for a new noticeboard and possible relocation onto private land was considered. Material costs are more than expected at £300.00 so the Clerk will investigate whether a ready made one would be a more cost effective option. Once a new sign is agreed the location can be considered.

15. Allotments

- The allotment rent with effect from October 2026 was considered. The ongoing costs, especially water are unknown and unpredictable and as a years notice has to be given to increase the rent it was proposed by Richard Fisher that a 10% increase is applied. Seconded by Shaun Catterall. All agreed.
- A complaint from an allotment holder regarding the issue of dog fouling on the allotments was considered and solutions were considered. It was proposed by Philip Norton that a new sign is purchased and placed at the unofficial pedestrian entrance and see if this improves the situation. Alternatively plot holders will be canvassed on whether it would be inconvenient to close this entrance off so that dog walkers enter the site directly in line with the footpath and therefore negate the need to cross the allotments.

16. Website

A request for the Parish Council website to contain a page linked to the Frettenham History resource was considered. It was agreed that there are two issues; firstly how all the archive material is digitised and secondly the best way of making it available for all to access. It was agreed that it is important to preserve the historical information in some format. Teresa Norton will investigate the extent of the work involved.

17. Insurance

The Clerk presented quotes for 2025/26 following a sharp increase in the premium. This had been agreed last year as a 3-year deal but a change in insurer meant that the premium had increased. The insurance brokers have therefore release the Council from the 3 year deal. Given the short amount of time available to the Clerk insufficient quotes have been obtained so it was agreed that once the quotes are received,

Council will be notified by email of the costs and decision made before the renewal date of 1 June 2025.
All agreed.

18. Policies

The adoption of the Grant Policy was considered and approved. All agreed.

19. Accounts

- a. The bank Reconciliation for April 2025 was noted.
- b. The Clerk gave an update on progress with the year end and internal audit. All will be completed by the next meeting.
- c. The payments listed below for April 2025 were proposed for payment by Teresa Norton and seconded by Shaun Catterall. It was agreed the online authorisers will be Teresa Norton and Shaun Catterall:

| 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 (ref NTRO9184)
- The National Allotment Society - May Newsletter

21. Items for the Parish Council meeting on Friday 13th June 2025.

Meeting closed: 19:57

Signed

Dated: