Minutes of Frettenham Parish Council Meeting

Of Friday 14th July 2023 at 7.00pm

At Frettenham Village Hall, Church Lane NR12 7NN

Present: Mr P Norton (Vice Chairman), Mr R Fisher, Mr M Palmer, Mr S Catterall

Also Present: Mrs A Tandy, Parish Clerk, Mr M Goodman, (District Councillor), Mr D Roper (County Councillor),

Members of the Public: 2

1. **Apologies for absence** were received from Ms T Norton due to work commitments. It was proposed to accept the apology. **All agreed**.

2. **No Declarations of interest** were received.

3. **The Minutes** of the Council meeting on **Friday 9th June 2023** were received. It was proposed that these be approved as an accurate record of the meeting. **All agreed**.

4. **The meeting was adjourned for public participation.**
   a. No residents questions.
   b. County Councillor's Report. Update on the western link road. Government sign-off is awaited before the project can move forward. No further work is planned for 3 months until this happens. Increased interest rate is hitting borrowing of the council which will increase the council tax. Budget is looking at £50million cuts assuming a 4.9 council tax increase. Mayton Wood decision is due in August - petition handed in earlier this month.
   c. District Councillors Report. Purchase of social bridging housing has been approved: seven units located in Norwich. A proposal is under way to increase the District Councillors allowance from £500 - £1000 pa.

5. **Matters arising** from the last meeting and not on the Agenda:
   a. Footpath connectivity seems to have been stalled.
   b. Pine Tree on boundary of village hall. One quote has been received. Electric wires will need to be shielded which has made this quite expensive. The Clerk to obtain 3 further quotes and contact UK Power Networks to see if they would address this.

6. **The Audit of the Parish Council Accounts 2022/23**
   a. It was proposed that the Certificate of Exemption be approved and signed by the Chairman and the new Clerk. **All agreed**. It was noted that the new Clerk was not involved in its preparation.
   b. It was proposed that the Annual Governance Statement in the 2022/23 Annual Governance & Accountability Return (AGAR) be approved and signed by the Chairman and the new Clerk. **All agreed**. It was noted that the new Clerk was not involved in its preparation.
   c. It was proposed that the Statement of Accounts in the 2022/23 AGAR be approved and signed by the Chairman and the new Clerk. **All agreed**. It was noted that the new Clerk was not involved in its preparation.

7. **Reports**
   a. An update on the village newsletter was adjourned to the next meeting.
   b. An update was given regarding Highways works
      - Church Road potholes have been resolved.
      - Pothole before Spixworth bridge in line with the 30mph sign to be reported.
      - White Line marking is still outstanding since resurfacing took place. To be reported.
      - Report of cars parking on pavements on Mill Road. To be referred to the local Police Officer.
   c. A report was presented by Mr Catterall of the F.A.S.T Working Group regarding the SAM2. Data has been collected and emailed to the local Police but no responses have been received from some time. The Clerk will pursue this.
   d. A report on the activities of the village hall was presented by Mr Norton. Bookings are going really well. One cancellation has been made but it is hoped a new class will fill this. There were some concerns regarding the car parking enforcement which will be taken to the next Village Hall Committee Meeting.

8. **Planning**
   a. The planning report of updates, new applications and decisions was noted. Mr Palmer asked to confirm that the comments agreed at a previous meeting on the Veolia application were submitted and what impact this has had. The Clerk to investigate further.
   b. The following planning application was considered, and comments were agreed to be submitted to Broadland District Council Planning.
   Application No. 2023/0470
   Address: Kors E Kan, 21 Buxton Road, Frettenham, Norfolk, NR12 7NG
   Proposal: Proposed single story rear extension.
   Comments: no objections to be submitted to Broadland Planning.

9. The co-option of 2 new Councillors was considered. One of the candidates attended and will be sent the co-option policy and asked to submit a written application ready for the next meeting.

10. An update regarding Parish Partnership funding and the installation of the bus shelter on School Road was presented by Mr Catterall. On 27th July 2023 the bus shelter installation will start. On 26th July Mr Catterall will locate the exact placement and provide surveys for underground services.

11. The creation of a Community Resilience Plan was considered. The Clerk advised that whilst the Council are free to undertake this piece of work, it is not a legal requirement. It was raised that at the current time this is not a priority matter and any major incidents would be dealt with by emergency services. It was therefore proposed not to go ahead at this time with this project. **All agreed**.

12. A proposal to digitally archive Frettenham's historical documents was presented by Mr Palmer. This would seek to make them available to the public. The Clerk advised that the Norfolk Archives will securely hold all historic documents including meeting minutes once digital archiving has taken place. It was proposed that this is investigated further with a view to identifying the services of others to assist with this. **All agreed**.

13. A proposal was considered as to whether to hold an August meeting. It was agreed that this would not go ahead and delegated powers for the payment of urgent invoices would be made to the Clerk, in consultation with the Chairman. **All agreed**.

14. Accounts

a. The Financial Report of the Council was presented by the Clerk:
At the 30 June 2023 the balance in the account is £17,520.15 this includes £5,000.00 ring fenced money for burial ground and £2,000.00 for any maintenance work required to the play/exercise area.

b. The following payments were approved and the cheques signed.

	Chq No	**Amount**
09/06/2023 Frettenham Village Hall Invoice	101367	£18.00
Microsoft 365 Annual subscription (Clerk)	101369	£59.95
05/07/2023 R Broughton – grass cutting	101368	£300.00
Norton Anti-virus Plus – 12 months (Clerk)	101369	£19.99

15. Correspondence

- BDC Street Naming and Numbering – notification of a house name change
- Resident email regarding roadside parking – noted in item 7b above.

16. The following items were proposed for the next Parish Council meeting on **Friday 15th September 2023**.

- 2023/0974 planning application to be revisited and update on progress

17. A resolution was proposed to consider excluding the public under the Public Bodies (Admissions to Meetings) Act 1960, to exclude the public due to the confidential nature of the item to be discussed – personnel matters. **All agreed.**

a. Clerk's salary and allowances were discussed. The Clerk will be paid on the NALC salary scale point 23 with a pay review at budget setting to be considered to commence from 1 April 2024. The HMRC standard rates for working at home and business mileage will also apply.
b. The Clerk's contract of employment was reviewed and approved. **All agreed**

Meeting ended at 20:38

Signed: **Chairman**

Date: