

FRETtenham PARISH COUNCIL

Clerk to the Council:

Anne Tandy

48 Green Lane West, NR13 6PG

T: 07562014003

E: clerk.frettenhampc@gmail.com

W: frettenhamparishcouncil.org.uk



Meeting Minutes

Friday 8th November 2024 at 7.00pm

Present: Teresa Norton (Chair), Philip Norton (Vice Chair), Richard Fisher, Fiona Tibbett

Also Present: Anne Tandy, Clerk and RFO: Dan Roper, County Councillor

Members of the Public: 2

1. Welcome and apologies for absence received from Shaun Catterall and Michael Palmer. All agreed.
2. There were no declarations of interest in items on the agenda or requests for dispensations
3. The minutes of the Parish Council meeting held on 11th October 2024 were agreed as an accurate record of the meeting and signed by the Chair.
4. **To adjourn the meeting for public participation**
 - a. A report was given by the County Councillor
 - Lots of issues with roadworks in the area currently. NCC Scrutiny Committee have had a meeting with Highways to discuss. Utility companies have a legal right to dig up the road with the correct permit. Despite the fines for overruns this is not significant enough to deter Utility companies. There are incentives for providers to use the same excavations but this is not happening. It was agreed that Highways need to communicate better with the public as to when works are happening and how long they will run for. Parish Council can support Highways by reporting overrunning works.
 - NCC budget consultation has started. A number of factors are being considered to manage funding including; the rate of Council tax; turning off 2% of street lights; reducing the budget for housing and homeless support by £2million. The consultation is now live on the NCC website.
 - The booking system for recycling starts on 11th November. Trade waste has changed and is now calculated by size of vehicle. Fly tipping fines will be scaled from £150 up to £1,000.00.
 - Park and Ride is changing. First Bus to operate at the airport. Sprowston will become a transport hub for local bus services.
 - Government has extended the Household Support Fund, which will now be the Client Hardship Service for emergency cost of living support.
5. To report progress on any matters arising from the last meeting (if not on the Agenda)
 - a. Pound Hill footpath is pending.
 - b. Nature Recovery Strategy is progressing and there will be an opportunity to consult in the future.
 - c. Court Hill verge posts is awaiting a reply from Highways.
6. **Planning**
 - a. The planning report of applications and decisions was noted.

- b. Planning application **2024/2826**. Proposal: Part 2 storey side extension and single storey rear extension. Location: Westoby House Frettenham Road Frettenham Norfolk NR12 7LZ was discussed. **Comments:** No objections.
- c. Planning application **2024/1503**. Proposal: Erection of a garden wall to front boundary and drive surface. Location: Chisel Hill Bungalow 43 Buxton Road Frettenham Norfolk NR12 7NH was discussed. **Comments:** No objections.
- d. Planning application **2023/0024**. Redevelopment of an existing brownfield site, including removal of existing structures and 5 new single-storey dwellings with gardens and garages. Location: Land At Buxton Road Buxton Road Frettenham NR12 7NH was discussed. **Comments:** The footpath plan was reviewed and it was felt a site visit with all interested parties needs to take place to establish how this will be delivered and funded. The Clerk to co-ordinate this. All agreed.
- e. It was proposed to grant delegated power for the Clerk to circulate planning applications received before the January 2025 meeting and respond on behalf of the Council. All agreed.

7. Allotments

- a. The proposed costs for a grab lorry to attend the allotment and clear away green rubbish piled against the hedge were considered. Only one company had submitted a quote at a cost of £260.00 +VAT. It was decided that this costing was acceptable and little saving would be gained from asking the Clerk to pursue comparisons. It was proposed by Teresa Norton and seconded by Philip Norton to accept the quote and proceed. All agreed.

8. Neighbourhood Plan Steering Group

An update on progress was submitted. Work to designate the parish area and submit to Broadland is taking place.

9. Reports

- a. An update on the village newsletter has not been received but a request for articles for the next edition have been requested.
- b. Highways matters were raised. Buxton Road sign at Pound Hill has collapsed and needs reporting to BDC. Richard Fisher reported a pot hole on Buxton Road to be passed onto Highways.
- c. No report was available from the F.A.S.T Working Group – SAM2.
- d. A report on the activities of the village hall was given by Philip Norton. All going well and Committee is working well together.
- e. Report on regular play area inspections. Fiona to do November, Richard will do December, and Michael was nominated to do January. Clerk to send out the inspection form.

10. Playground Health and Safety Training

The provision of playground inspections training with Community Action Norfolk was considered. The overall cost would be £300.00 for three Councillors to undertake. There is scope to offer attendance to neighbouring parishes and spread the cost, depending on sufficient numbers it would be approximately £39.00 per head. The Clerk to contact other parishes to see if there is any interest.

11. Upgraded Email Domain

In line with guidance from the Joint Panel on Accountability and Governance it is proposed to upgrade the Council's email address to a .gov.uk domain. Two options were considered and it was proposed by Teresa Norton and seconded by Richard Fisher to go with Parish Online.

12. Noticeboards

An alternative location for the noticeboard removed from the bottom of Pound Hill was considered. A suggestion was made for the verge outside no.37 Buxton Road. Highways to be contacted to check suitability and if agreed a new board will be made up. An estimate for the cost of materials was requested before proceeding.

13. Budget 2025/26

- a. The budget figures for 2025/26 were proposed for approval. All agreed.
- b. The costs of grounds maintenance at the playing field for 2024/25 were considered. Only one quote has been submitted despite the Clerk chasing other contractors. It was proposed to adjourn to January to allow time for a second quote to be submitted.

14. Christmas Lights Competition

The arrangements for judging the village Christmas lights competition were discussed. It was proposed that Teresa and a member of the public will judge this year. All agreed.

15. Accounts

- a. The bank Reconciliation for October 2024 was noted. The total balance is: £20,948.80.
- b. The refund of £15.00 to allotment plot 3 was proposed having inadvertently paid their fee twice. All agreed.
- c. The remaining CIL fund of £1,756.34 is reaching its deadline to be spent. It was proposed to use this to purchase the new noticeboard for Post Office Road. All agreed.
- d. It was proposed to grant delegated powers to the Clerk to make required payments in consultation with the Chair, prior to the next meeting in January 2025. All agreed.
- e. The nationally agreed NJC pay award for 2023-24 was noted and the contractual adjustments have been applied to employee pay.
- f. The payments listed below for November 2024 were proposed by Teresa and seconded by Fiona. All agreed. The online authorisers will be Teresa and Philip.

Date	Supplier	Account name	Net	VAT	Total
13/11/2024	Hugo Fox	Website Hosting	9.99	2.00	11.99
		Playing Field and Play Area			
08/11/2024	Norse Eastern Ltd	Grass Cutting	234.28	46.86	281.14
	Broadland District	BDC Litter/Dog Bin			
08/11/2024	Council	Emptying	239.20	47.84	287.04
28/11/2024	Anne Tandy	Clerk Salary	571.34	0.00	571.34
		Home Working/Travel			
08/11/2024	Anne Tandy	Expenses	35.90	0.00	35.90
08/11/2024	Anglian Water	Allotment Water	43.64	0.00	43.64

16. Policies

- a. The Equality Policy was reviewed and agreed for adoption. All agreed.
- b. The Disciplinary and Grievance Policy was reviewed and agreed for adoption. All agreed.

17. Correspondence

- Norfolk Minerals and Waste Local Plan: Publication of proposed Main Modifications and Additional Modifications
- Broadland & South Norfolk Design Code - 2nd public consultation now open
- Invitation to attend the NAS AGM on 14 June 2025.

18. Meeting Dates 2025

The meeting dates for 2025 were approved except the Annual Parish Meeting which will be moved to 17th March. A list of dates will be published.

19. Items for the Parish Council meeting on Friday 10th January 2025

- Set the precept
- Noticeboard on Buxton Road
- Footpath Court Hill

Meeting ended at 20:20

Signed

Dated