FRETTENHAM PARISH COUNCIL

Clerk to the Council:
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Parish Council Meeting Minutes

Friday 11 July 2025 7.00pm at Frettenham Village Hall

Present: Philip Norton (Chair), Shuan Catterall, Richard Fisher, Kathy Hall, Fiona Tibbett

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

Members of the Public: 1

1. The meeting was opened and apologies for absence were received from Teresa Norton.
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 13th June 2025 were approved as an accurate record of the meeting. All agreed.
4. **To adjourn the meeting for public participation**
   a. County Councillor report: Community fund is available to any local groups; each County Councillor is allocated £5,000. The initial grant amount is up to £500.00. Larger requests can be achieved using Crowd Funding which had a high success rate last year. Applications have to be for capital costs.
   b. No resident's questions.
5. **To report progress on any matters arising from the last meeting** (for information only)
   a. Court Hill grass verge posts awaiting response from Highways
6. **Reports**
   a. An update on the village newsletter was not available.
   b. A report regarding the Community Group was given by Fiona. The next litter pick will be Sunday 20 July 2005 at 10am. The Clerk will publish on Facebook.
   c. An update on Highways matters was heard. The road at the Post Office Road/Court Hill/Pound Hill junction has been repaired and it was noted the hedge and verge cutting has been completed to a high standard.
   d. The SAM2 Report for May 2025 was noted.
   d. A report on the activities of the village hall was given by Philip.
   e. A report on regular play area inspections was heard and it was agreed the appropriate frequency of checks moving forward will be fortnightly. From the last inspection it was reported that one of the anchor points on the swings needs to be tightened. Philip and Richard will have a look and see if they can resolve it.
7. **Parish Partnership Funding 2026/27**
   a. It was resolved to investigate the costs of a trod path along Buxton Road from Pound Hill to Court Hill or the purchase of white gates for Horstead Lane and Buxton Road towards Spixworth.
8. **Policies**
   a. The adoption of an IT Policy in line with the Internal Auditors report was agreed.

b. The Freedom of Information Publication Scheme was reviewed and agreed.
c. The adoption of a Data Protection Policy was agreed.
d. The Website Privacy Statement was reviewed and agreed.
e. The Social Media Policy was reviewed and agreed.

9. Accounts

a. The bank Reconciliation to 30th June 2025 was noted. The balance of all accounts was: £25,561.76.
b. A budget report for the first quarter of 2025-26 was reviewed and noted.
c. It was proposed to set up a Direct Debit for any PAYE payments to HMRC. All agreed.
d. The purchase of replacement defibrillator pads at a cost of £54.00 +VAT was approved.
e. The renewal membership to the National Allotment Association at a cost of £70.00 +VAT was approved.
f. The renewal of Microsoft 365 multiple user subscription at a cost of £83.99 +VAT was approved.
g. The Clerk's attendance at the SLCC Annual Conference at a cost of £15.20 (40%) was approved.
h. The Clerk's attendance at the NPTS Autumn Seminar at a cost of £22.40 (40%) was approved.
i. It was agreed to pay Shaun Catterall's expenses of £11.23 +VAT for brackets for the new Noticeboard.
j. The payment of the Climbing Wall equipment at the playground at a cost of £7,150.00 +VAT was approved.
k. The payments listed below for July 2025 were approved and it was agreed the online authorisers will be Teresa Norton and Shaun Catterall.

Voucher	Date	Supplier	Account name	Net	VAT	Total
214	11/07/2025	National Allotment Society	Allotment Society Subscription	-70.00	-14.00	-84.00
215	11/07/2025	Frettenham Village Hall	Village Hall Hire	-30.00	0.00	-30.00
217	11/07/2025	Anne Tandy	Home Working /Travel Expenses	-35.90	0.00	-35.90
219	11/07/2025	Norse	Play Field Grass Cutting	-248.34	-49.67	-298.01
218	28/07/2025	Anne Tandy	Clerk Salary	***	***	***

10. Correspondence

- NPTS – Training Provision email
- Norfolk County Council - Join the Norfolk Local Access Forum!
- Broadland District Council - Armed Forces Covenant for Town & Parish Councils
- Norfolk County Council – Norwich Western Link project update x2
- Broadland District Council – Invitation to the Town and Parish Forum 8th July 2025
- National Allotment Society – July Newsletter

11. Items for the Parish Council meeting on **Friday 12th September 2025**

Armed Forces Covenant
Parish Partnership Scheme

Meeting Closed at 20:01 Signed …….