

FRETtenham PARISH COUNCIL

Clerk to the Council:

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Parish Council Meeting Minutes

12th September 2025 at 7.00pm Frettenham Village Hall

Present: Teresa Norton (Chair), Philip Norton (Vice Chair), Shaun Catterall, Richard Fisher, Fiona Tibbitt

Also Present: Anne Tandy, Clerk to the Council and Responsible Financial Officer.

Members of the Public: 1

1. The Chair welcomed everyone to the meeting. There were no apologies for absence received; Kathy Hall was not in attendance.
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 July 2025 were approved as an accurate record of the meeting. All agreed.

4. Public Forum

County Councillor Report: The main item to report is the next round of Hazardous Waste Days in the autumn. The dates for Norwich North are Friday 28th and Saturday 29th November so this will be another opportunity to get rid of any paints, solvents, weedkillers etc. Booking will be required in advance and will open 8 days before the event.

Otherwise, us Councillors are all very interested in the whole local government reorganisation issue with key meetings all in the next couple of weeks. I would expect the County Council to vote that it wants a single unitary Council, Broadland and most other Districts to vote for three and one District to argue for two. It then goes to government to consult and then make a decision. What I can confirm is that in the three Council model being put forward Frettenham would not be part of the proposed Greater Norwich and instead would be in the East Norfolk Council along with North Norfolk, Aylsham, the broads and Great Yarmouth.

Member of the Public arrived.

5. To report progress on any matters arising from the last meeting (for information only)

- a. Court Hill grass verge posts. Highways have confirmed that this location is not one that they would consider for bollards.
- b. Neighbourhood Plan. The Clerk is attending a networking event with Broadland District Council and is communicating with Richard Squires to establish funding options.

6. Reports

- a. An update on the village newsletter (Greg). The magazine was short of articles this time, probably due to it being the summer break for many. The current edition is currently at the printers.
- b. A report regarding the Community Group was given by Fiona. Following the Big Broadland Litter Pick, Frettenham was awarded £20.00 for entering and won £200.00 in the prize draw. Well done and thank you to all those who took part. The next litter pick is on Sunday 19th

October 2025. At the last pick over 50 cigarette butts were picked off the playing field and a request was made to consider the purchase of a cigarette bin for the village hall. The Clerk will research costs and add to the next agenda.

- c. An update on Highways matters was given. A hole is increasing in depth on Post Office Road at the end of Harbord Road
- d. The SAM2 Reports for June, July and August 2025 were noted. A new Community Engagement Officer has reached out and the issue of speeding on Buxton Road has been raised with her. Further advice and support is being sought.
- d. A report on the activities of the village hall was given by Philip. Details were given of the Broadland District Council Help Hub visit on 29 September 2025 which will include outdoor gym sessions. At a recent Committee meeting it was decided that the benefits of WiFi don't outweigh the ongoing costs involved and will not be installed at this time.
- e. A report on the regular play area inspection was given. A loose chain on the childrens swings which was eroding the wood surround has been fixed. Rabbit fencing around the play area has been squashed by children standing on it. This needs to be raised or replaced and attached to the perimeter fence for support. Shaun Catterall, Philip Norton and Richard Fisher to investigate.

7. Request for Support from St Swithin Church

- a. Help with advertising key events and services. Lots of new ideas and exciting events being planned. The first is a Pet Service on 28th September 2025 at 4.00pm. Council agreed to share any event details on their website and socials.
- b. A request was made for a donation to the church to help fund a container to store churchyard maintenance equipment and/or help with fundraising. The anticipated cost is £1,000.00. It was proposed to use the defunct burial ground reserve fund for this as a s.137 grant fund under section 133 of the Local Government Act 1972, section 19 of the Local Government (Miscellaneous Provisions) Act 1976 and the Local Government (Religious etc Observances) Act 2015. The church is to provide the council with the invoice and the net amount will be transferred. All agreed.
- c. A village meeting will be organised so the new Rector can meet the community. It has been suggested that a Wednesday evening or Saturday would be preferable. Some dates to be put forward for suitability and shared with the community once agreed.

8. Armed Forces Covenant

It was proposed to sign up to the Armed Forces Covenant. All agreed. A copy will be displayed on the website.

9. Civility and Respect Pledge

It was proposed to sign up to the Civility and Respect pledge in conjunction with SLCC and NALC. All agreed.

10. Noticeboards

The Village Hall Committee reported that the noticeboard in need of repair at the Village Hall belongs to them. No further action required by the Council.

11. Policies

- a. The adoption of the Dignity at Work Policy was missing a section on unintentional discrimination. This will be considered by the Clerk and brought back to the next meeting.
- b. The adoption of a Complaints Procedure was agreed.
- c. The adoption of a Recording at Meetings Policy was agreed.
- d. The adoption of a Training and Development Policy was agreed.

12. Accounts

- a. The bank Reconciliation to 31st August 2025 was noted. The total balance of all accounts is: £15,164.35.
- b. The nationally agreed NJC pay award for 2025-26 and the associated back pay was noted.
- c. The award of £220.00 to the Council for taking part in the Big Broadland Litter Pick and being successful in the prize draw was noted.
- d. The repayment to the Clerk of £104.99 for the Microsoft 365 Renewal was agreed.
- e. The purchase of a Remembrance Wreath at a cost of £24.49 was approved.
- f. A direct debit to Anglian Water – Wave for payment of bills was approved.
- g. To approve or ratify the payments listed below for September 2025 and agree online authorisers: Teresa Norton and Shaun Catterall.

Voucher	Date	Supplier	Account name	Net	VAT	Total
227	11/08/2025	Frettenham Village Hall	Village Hall Hire	-30.00	0.00	-30.00
228	11/08/2025	Norse Eastern Ltd	Playing Field and Play Area Grass Cutting	-248.34	-49.67	-298.01
229	28/08/2025	Anne Tandy	Clerk Salary	***	0.00	***
230	28/08/2025	Anne Tandy	Clerk Salary – back pay	***	0.00	***
231	31/08/2025	Unity Trust Bank	Bank Fees	-6.00	0.00	-6.00
232	30/09/2025	Unity Trust Bank	Bank Fees	-6.00	0.00	-6.00
233	12/08/2025	Parish Online	Neighbourhood Plan	-56.00	-11.20	-67.20
234	12/09/2025	Anglian Water	Allotment Water	-135.48	0.00	-135.48
235	28/09/2025	Anne Tandy	Clerk Salary	***	0.00	***
236	12/09/2025	Anne Tandy	Home Working/Travel Expenses	-61.99	0.00	-61.99
237	12/09/2025	Anne Tandy	Allotment Maintenance	-5.99	0.00	-5.99

13. Correspondence

- Norfolk County Council - 2025 Community Biodiversity Awards
- Notification of Frettenham Village Hall's AGM Monday 8th September
- Broadland District Council – Free Climate Change and Sustainability Workshops
- Broads Authority - Consultation open - Local Plan for the Broads - Regulation 19 version
- Broadland Community Awards – Reminder to submit nominations.
- Information regarding a Free Septic Tank Upgrade Scheme
- National Allotment Society – August Newsletter
- Notification of Planning Application 2023/3726 Gas Site, Harbord Road is listed for the Broadland District Council Planning Committee.

14. Items for the Parish Council meeting on **Friday 10th October 2025**

- Rabbit fencing at the play area.
- Cigarette bin at the Village Hall.

15. To consider a proposal to exclude 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 – employment:

It was reported that the Clerk's appraisal has been completed satisfactorily and new objectives set. One of which was to apply to Norfolk SLCC for a bursary to allow the completion of the FiLCA qualification. If successful the costs will be fully covered by the bursary. The Clerk will complete the qualification in her own time. All agreed.

Meeting closed: 20:31

Signed