

FRETtenham PARISH COUNCIL

Clerk to the Council:

Anne Tandy

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Annual Parish Council Meeting Minutes Monday 11th May 2026 at 7.30pm Frettenham Village Hall

Present: Teresa Norton Philip Norton, Shaun Catterall, Richard Fisher, Keith Robertson

Also present: Anne Tandy, Parish Clerk

Members of the Public: 3

1. The election of the Chair of the Parish Council took place. It was proposed by Shaun Catterall to nominate Teresa Norton. Seconded by Richard Fisher. All agreed. The Declaration of Acceptance of Office was signed in the presence of the Clerk.
2. The election the Parish Council Vice Chair took place. It was proposed by Shaun Catterall to nominate Philip Norton. Seconded by Keith Robertson. All agreed. The Declaration of Acceptance of office was signed in the presence of the Clerk.
3. Welcome and apologies for absence received from Fiona Tibbitt due to work commitments.
4. Declaration of interest declared in item 11 from Philip Norton. There were no requests for dispensations.
5. The minutes of the Parish Council meeting held on 13th April 2026 were proposed as an accurate record of the meeting and were duly signed. All agreed.
6. **Public Forum** (including County and District Councillor Reports)
 - a. There were no reports available from the County and District Councillors
 - b. Residents attended to hear item 11.
7. To report progress on any matters arising from the last meeting (if not on the Agenda) Progress with the outstanding funding is ongoing and a response from Broadland District Council to obtain the Community Grant Fund is awaited.
8. **The appointment of councillors to the following council roles were agreed:**
 - a. Internal Control – Philip Norton
 - b. Community Group – Fiona Tibbitt
 - c. Allotments – Richard Fisher, Philip Norton and Fiona Tibbitt
 - d. SAM2 and Defibrillators – Shaun Catterall
 - e. Bank Signatories and online authorisers -Teresa Norton and Shaun Catterall
 - f. Playground Inspections – Philip Norton, Richard Fisher and Keith Robertson
9. **The appointment of councillors to outside bodies were agreed:**
 - a. Frettenham Village Hall Committee – Philip Norton
10. **Reports**
 - a. An update on the village newsletter was given by the Clerk. A request for articles has been sent out with a deadline for submission of 15th May.

- b. An update on Highways matters was given. The flooding at the Well Green/School Road/Post Office Road junction has been identified for attention by Highways.
- c. The SAM2 Report for April 2026 was noted.
- d. A report on the activities of the village hall was given by Philip Norton. The trust deed is still to be located in order to identify how funding for roof repairs can be obtained.
- e. A report on regular play area inspections was given by Philip Norton. Some minor repairs have been completed.

11. Allotments

An update following a meeting with Wroxham Home Farms regarding the alternative allotment sites was given by Philip Norton. The current site is no longer being withdrawn from use but expansion of the site is being considered. Another possibility could involve land behind the allotments which may be considered by the Council in future discussions.

12. Insurance

The quotes for 2026/27 were discussed. It was proposed that the renewal with Community Action Suffolk under a three-year term be approved at a cost of £736.52 per year. All agreed.

13. Annual Audit 2025/26

- a. The Internal Auditors report & recommendations were reviewed and the Clerk will formulate a response.
- b. The Annual Governance Statement in the 2025/26 Annual Governance & Accountability Return (AGAR) was agreed and signed.
- c. The Statement of Accounts in the 2025/26 AGAR were agreed and signed.

14. Policies

- a. The adoption of a Lone Worker Policy was agreed.
- b. The adoption of a Scheme of Delegation was agreed.
- c. The Bad Debt Policy was reviewed and agreed.
- d. The Internal Control Policy was reviewed and agreed.
- e. The Play Area Risk Management Policy was reviewed and agreed.
- f. The Website Privacy Statement was reviewed and agreed.

15. Accounts

- a. The bank Reconciliation for April 2026 was agreed. The total balance of all accounts including reserves and the first instalment of the precept was: £25,624.85.
- b. The Council's membership renewal to Norfolk Parish Training and Support for 2026-27 at a cost of £170.00 +VAT was agreed.
- c. The payments listed below for April 2026 were agreed and online authorisers will be Teresa Norton and Shaun Catterall.

Voucher	Date	Supplier	Account name	Net	VAT	Total
314	11/05/2026	Norfolk Parish Training and Support	Norfolk Parish Training & Support	-170.00	-34.00	-204.00
315	11/05/2026	Frettenham Village Hall	Village Hall Hire	-30.00	0.00	-30.00
316	20/05/2026	Anglian Water	Allotment Water	-43.87	0.00	-43.87
317	11/05/2026	Susan Lake	Audit Fees	-75.00	0.00	-75.00
318	31/05/2026	Unity Trust Bank	Bank Fees	-7.00	0.00	-7.00
319	11/05/2026	Easy PC Accounts	Accounts Software	-84.00	0.00	-84.00
320	28/05/2026	Anne Tandy	Clerk Salary	-461.50	0.00	-461.50
321	11/05/2026	Anne Tandy	Home Working/Travel Expenses	-39.86	0.00	-39.86

16. Correspondence

- Resident email regarding poor pavement conditions on Freydon Way. **Teresa Norton to look at this and obtain photos to submit to Highways.**
- Broadland District Council – Agenda for the Town and Parish Forum 14 April 2026
- Broadland District Council – Monitoring Office update
- Finding Fitness – funding for football target training equipment. **To be moved to the agenda for June 2026 for discussion.**
- Norfolk County Council – Temporary Road Closure for Well Green/Post Office Road junction.

17. Items for the Parish Council meeting on Monday 8th June 2026.

- Football Board Target Training equipment

Meeting closed at 20:38

Signed: Dated:

DRAFT