

FRAMINGHAM EARL VIRTUAL ANNUAL PARISH COUNCIL MEETING

Minutes of the Virtual Annual Parish Council meeting held on
Tuesday 4th May 2021 at 7.30pm

Present:

Cllr Dave Todd – presiding (DT), Cllr Louise Bishop (LB), Cllr Libby Cook (LC), Cllr Steven Peet (SP), Cllr Jane Walker (JW), County Cllr Vic Thomson (VT), District Cllr Trevor Spruce (TS) and Yvonne Wonnacott – Parish Clerk (YW).

Apologies:

Sandra Cornell (SC) and Lynn Thomas (LT) – Tree Wardens, PC Sherry Locke.
Cllr Crawford experienced technical problems and therefore was not able to join meeting with sound.

Members of the Public: None.

2021/010 To nominate and elect the Chairman of the Parish Council

Cllr Todd was proposed for the position of Chairman by Cllr Walker, and this was seconded by Cllr Cook. All other Councillors supported the proposal. Cllr Todd accepted position of Chairman, Declaration of Acceptance of Office to be completed and returned to Parish Clerk – **DT**.

2021/011 To nominate and elect the Vice-Chairman of the Parish Council

Cllr Bishop was proposed for the position of Vice-Chairman by Cllr Walker, and this was seconded by Cllr Cook. All of the other Councillors supported the proposal. Cllr Bishop accepted position of Vice-Chairman.

2021/012 Chair's welcome (to include any apologies for absence for approval)

Chair welcomed all attendees to meeting. Apologies received and noted from PC Sherry Locke.

2021/013 To receive declarations of interest

None.

2021/014 To confirm that the minutes of the virtual Parish Council meeting 1st December 2020 have been signed by the former Vice-Chair and to agree minutes of virtual Parish Council meeting held 2nd March 2021

Chair advised meeting that the minutes from meeting dated December 2020, had been signed by Chair in the presence of the Parish Clerk whilst adhering to social distancing requirements. Cllr Bishop proposed the minutes of the virtual PC (Parish Council) meeting held 2nd March 2021 to be agreed as correct with no factual inaccuracies, seconded by Cllr Walker, unanimously agreed. Chair to sign minutes in presence of Parish Clerk whilst adhering to social distancing requirements.

2021/015 Matters arising from the minutes of the virtual Parish Council meeting held 2nd March 2021

Reported incident of chemical running out near the Nook

Chair reported matter investigated and advised was not chemical but iron oxide deposits that were occurring naturally in subsoil, no further action was required.

2021/016 Adjournment for public participation

None.

2021/017 County/District Council report(s)

County Cllr Vic Thomson provided report to meeting, key points summarised below;

- Congratulations were passed to Cllr Todd on his appointment as Chair.
- Currently focusing on Covid roadmap. Figures at present are very low in February 2021 were 188 cases in 100,000, most recent figures were 10 cases in 100,000. Essential that we remain vigilant and take care.
- Lord Dannatt continues to run Norfolk Flood Alliance taskforce
- Large amount of re-deployment at County during Covid, key services have continued to operate including waste collection.
- A large volume of recent fire incidents, would encourage business and public to check all equipment is safe prior to use.
- Improvements to signage on A146 from B1332.
- Framingham High School currently looking at the footpath between the school and One Stop.
- No issues in relation to the Primary school intake for September 2021.
- Recycling centre at Harford due to open October 2021.
- Park & Ride now operating a tap and go system.
- If attending elections, public will need to take a pen to polling station, due to Covid restrictions these will not be supplied.
- Still looking for site for new school due to open 2023

Cllr Walker raised question as to future of Bergh Apton recycling centre, County Cllr

Thomson advised at present moment the intention is for this recycling centre to remain open.

Cllr walker raised question of S106 money re Earlsmead Estate, seeking clarification. County Cllr Thomson to speak to contact at District Council and report back – VT.

District Cllr Spruce provided report to meeting, key points summarised below;

- Good Neighbours Scheme has been expanded to include Brooke. In 2019 scheme assisted 649 members of public, in 2020 rose to 961. Scheme is currently looking for more volunteers.
- At the end of June Poringland Community Centre will be closing its doors as a vaccination centre. Has been hugely successful, on 20th March 2021 centre vaccinated 1,200 people in one day. Thanks expressed to all local volunteers who have helped out.
- Poringland Neighbourhood Plan was passed on 19th April 2021, will be going to referendum at beginning of July.
- The completion of the handover of the Community Land project has now happened and hopefully things shall start to progress on what the land can be used for hopefully something that all of the local people can enjoy for many years to come.
- District Council have set aside £2.5 million for the recovery of leisure centres.
- Framingham Earl Sports complex expansion is still marked for the future.

2021/018 Councillor vacancies

For agreement and co-option of initial vacancy

Chair referred to March meeting at which it was agreed to co-opt Steven Peet onto the PC at the May meeting. Steven addressed the meeting providing a brief introduction. Chair proposed co-option of Steven Peet, seconded by Cllr Cook, all agreed. Steven Peet was successfully co-opted onto the PC. Cllr Peet to complete a Declaration of Acceptance of Office by return and Disclosable Pecuniary Interests Form within 28 days of appointment and return to Parish Clerk – **SP**. Chair advised of additional vacancy as result of resignation of Cllr Wines. Requested PC to think of any suitable candidates – **ALL**. Parish Clerk advised District Council had been notified of vacancy and appropriate paperwork had been submitted.

2021/019 Code of conduct

Chair referred to Code of Conduct Policy on website. All agreed to formally adopt and adhere to policy.

2021/020 Representatives and responsibilities

Tree Wardens – Chair advised existing two Tree Wardens had kindly agreed to continue in this role.

Footpath Warden – In existing Footpath Warden's, Cllr Crawford's absence, Chair to liaise with Cllr Crawford requesting him to stay in his role, he has invaluable knowledge and experience. Chair advised had attended meeting with representatives from Crown Point Estate, at which discussed looking at possibility of both increasing footpath network and joining up existing footpaths. In addition looking at feasibility of footpath/cycle way from Framingham Earl/Poringland to Whitlingham Park. County Cllr Thomson advised of government deadline for all footpaths to be formally registered by 2026. County Cllr Thomson to provide PC with map of official footpaths around parish and contact details for Footpaths Trail Officer – **VT**.

2021/021 Finance matters

Finance and admin report

Finance and admin report with financial summaries unanimously approved.

Financial statement as at 31st March 2021

Received and noted.

Annual internal audit report

Annual Governance and Accountability Return (AGAR), Annual Internal Audit Report 2020/21 received and noted.

AGAR – Section 1 – Annual Governance Statement 2020/21

Statement completed/agreed and to be signed by Chairman and Parish Clerk.

AGAR – Section 2 – Account Statements 2020/21

Statements approved and to be signed by Chairman.

Certification of Exemption

Approved and to be signed by Parish Clerk and Chairman.

Expenditure for approval, as per Finance and Admin report

Following items of expenditure were formally noted and/or approved;

- Norfolk Pension Fund 2 x payments, March @ £92.01 and April @ £93.63
- Parish Clerk March @ £402.52 net pay and £52.75 expenses
- Parish Clerk April @ £322.83 net pay and £17.87 expenses
- NPTS annual subscription @ £107.66
- CPRE membership @ £36
- Mrs A Barnes, internal auditor @ £66
- Parish Clerk additional 2.5 hours @ £37.25 to be added to May pay.

Parish Clerk pay and expenses

All agreed for Parish Clerk pay and expenses to be paid by monthly transfer as standard practice with immediate effect. Parish Clerk advised of additional hours worked, all agreed for additional accrued hours to be taken as one week's leave May/June and for remainder 2.5 hours to be paid in May. Parish Clerk to investigate bank account set up with view of having two authorised users required for approval of each payment – YW.

Insurance renewal

Parish Clerk advised of annual renewal based on Long Term Agreement. Received renewal cost of £322.19, however emailed insurance provider advising of changes to schedule, awaiting response.

General fund/reserves policy

Parish Clerk referred to internal auditor's recommendation to have a policy to keep between 3 months and 12 months net revenue expenditure as general reserves, and smaller Councils should be looking at higher end of this spectrum. All unanimously agreed to adopt this policy with immediate effect.

2021/022 Delegation arrangements to Parish Clerk

Chair referred to Scheme of Delegation, all agreed to continuation of scheme. Chair noted that PC would revert from temporary standing orders for virtual meetings to previous approved standing orders as from 7th May 2021.

2021/023 Planning

Applications received to date

2021/0266, Boundary Farm, Framingham Road, Yelverton – As discussed at March PC meeting, PC submitted response asking the applicant to consider a further amendment to the route of the footpath.

2021/0466, 23 Oaklands – PC responded “no comment on this application”.

2021/0465, 23 Long Road – PC responded “no comment”.

2021/0501, 2 Hall Road – PC responded recommending approval of application, but suggested Conditions that require maintaining the hedge no lower than the height identified on the plan and that room is not used for overnight accommodation. Parish Clerk advised that proposal had now been amended, all agreed no further comment required to amendment.

Decision notices received to date

2021/0461, 23 Oaklands – Approval with Conditions.

2021/0465, 23 Long Road – Approval with Conditions.

Neighbourhood Plan

Chair proposed PC re-visits decision previously made re Neighbourhood Plan, PC now has benefit of adjacent parishes having developed plans and funding available. Agreed to be deferred to July meeting and Chair to compose short note ahead of July meeting to enable debate – DT.

2021/024 Administrative updates

Poringland Woods

Chair referred to March meeting where it was advised that PC had submitted new ACV (Asset of Community Value) nomination form. Crown Point Estate, who lease the land to the District Council, expressed that they were not happy with nomination. Chair met with representatives from Crown Point Estate, at this meeting Chair was advised that land is secured for parishioner use till 2025, in addition Crown Point Estate would like PC's to help manage land and improve. Chair advised PC would retract nomination, however PC reserves the right to re-instate nomination at any time. Chair arranging further meeting to carry this

item forward. In addition Chair is liaising with Poringland PC alongside District Council as to how we can manage community land around parishes in future.

Meetings

Chair advised next meeting is 6th July 2021. Parish Clerk to confirm booking at Framingham Earl Community Sports Centre, or if unavailable room at school – YW. Agreed to keep venue location under review.

Flooding

Cllr Peet advised happy to take lead on any future flooding issues, PC accepted this proposal. Cllr Peet raised issue of continued leak near the Nook. County Cllr Thomson advised Anglian Water believe this is ground water and are monitoring the situation.

Litter picking

Chair advised had spoken informally with Poringland PC re utilising their litter picker service and proposed purchase of extra hours, awaiting response back and hopes to provide update at July meeting.

Dog bin(s)

Chair advised had monitored usage of dog bin currently situated at The Dell and can confirm dog bin is being used. Since March meeting two new dog bins have been installed on the Earlsmead Estate, therefore proposes no requirement for re-location of existing bin or additional bins and item to be omitted from future agendas, all agreed.

Fiveways roundabout

Cllr Bishop provided update to meeting. Currently in process of obtaining quotations for work. Chair recommend committee contacts High Ash Farm. District Cllr Spruce advised both David Wilson Homes, Mulberry Park and New Old Mill Surgery had wildflower areas. County Cllr Thomson to provide contact details of B Line who may be able to provide advice – VT.

2021/025 Environmental matters

Tree Warden Report and The Dell

Chair referred to report as previously circulated. Chair had examined information board and presented photo to meeting, Cllr Cook advised that she had cleaned board. Chair proposed that The Dell be included in the July agenda, with regards to how the PC wishes to manage this in the future and how to make best use of this asset – YW. Agreed to monitor the current litter situation – ALL. Parish Clerk to review tree survey recommendations and report back at July meeting – YW.

Footpath Warden

No update provided.

2021/026 Traffic working group

Chair provided brief update advising that response from NCC Highways was that Pigot lane and Long Road did not meet criteria for reduction in speed. Chair expressed disappointment in standard template response received. Chair to liaise with County Cllr Thomson to look at possibility of presenting information in a different way and to receiving a more detailed response – DT/VT. Parish Clerk advised One Stop have now erected branded signage as agreed advising motorists of pedestrians, Parish Clerk to write to One Stop expressing PC's thanks – YW.

2021/027 Correspondence and consultations

Great British Spring Clean

Noted, no further action required.

Consultation on the permanent ability to hold remote or hybrid meetings

Noted.

2021/028 Date of next Parish Council meeting

Next PC meeting 6th July 2021. Items to be considered for agenda;

- The Dell, discussion re future
- Neighbourhood Plan
- Budget/ precept, items raised by parishioner letter for discussion

2021/029 Chairman's urgent business

Volume of litter around One Stop/Post Office

Cllr Cook raised item of volume of litter around One Stop/Post Office, situation has not improved since last meeting. Parish Clerk to re-contact the Wymondham Line Manager of the Post Office – YW.

Meeting closed 9.05pm.

Minutes prepared by Yvonne Wonnacott, Parish Clerk, 06/05/21

Approved:

Date: