

FRAMINGHAM EARL PARISH COUNCIL MEETING



Minutes of the Annual Parish Council meeting
held on Tuesday 6th May 2025 at 7.00pm at The
Methodist Church

Present:

Cllr Dave Todd – presiding (DT), Cllr Rodney Aldis (RA), Cllr Louise Bishop (LB), Cllr Libby Cook (LC), Cllr Steven Peet (SP), Cllr Trevor Spruce (TS), Cllr Jane Walker (JW), District Cllr Nicola Fowler (NF), District Cllr John Overton (JO), Paul Stanley (PS) and Jennifer Parker (JP) – Tree Wardens, Yvonne Wonnacott – Parish Clerk (YW) and J Foster – Hon Treasurer, Poringland and Framingham Earl Churches Together.

Apologies: None.

Members of the Public: None.

2025/001 To elect the Chair of the Parish Council

Cllr Todd was proposed for the position of Chair by Cllr Cook, and this was seconded by Cllr Bishop. All other Councillors supported the proposal. Cllr Todd accepted position of Chair. Declaration of Acceptance of Office completed by Chair.

2025/002 To elect the Vice-Chair of the Parish Council

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

2025/003 To receive any apologies for absence for approval

None.

2025/004 To receive declarations of interest

None.

2025/005 To approve a time limit for the meeting

Chair proposed aim for meeting to finish by 8.30pm, all agreed.

2025/006 To agree minutes of the Parish Council (PC) meeting held 4th March 2025

The proposed minutes of the PC meeting held on 4th March 2025 as previously circulated were unanimously approved as correct. Chair signed minutes.

2025/007 Matters arising from the minutes of the PC meeting held 4th March 2025

None.

2025/008 Adjournment for public participation

None.

2025/009 Annual reports

Chair summarised annual reports/overviews received from following local organisations.

- Framingham Earl Fuel Allotment Trust
- Framingham Earl High School
- PCC of St Andrew's Church
- The Nook - East Anglia's Children's Hospices (EACH)

All reports/overviews available to view on PC website.

Poringland and Framingham Earl Churches Together

Chair invited J Foster to present report to meeting; key points summarised as follows.

- For the last 20 years the Churches Together group has coordinated a youth project which has acted as an outreach to the children of the villages. For many years this included a "youth café" at the Methodist church although this has recently changed to a "youth drop in" at the Poringland Village Hall led by a youth worker supported by volunteers from the local churches.
- The youth worker has also been involved in outreach to the schools themselves (both primary and high school) including the taking of school assemblies and assisting with the RE curriculum preparation. The project has even been mentioned positively in a CQC inspection for the High School.
- Have own safeguarding officer. DBS checks are carried out on the youth worker and all volunteers who are involved in youth work.
- Engage with young people from a variety of backgrounds and do not discriminate on any grounds.
- Hugely grateful for the financial support received from the Parish Council over the years.
- Current cost of the youth work is just over £9,000 most of which is provided by the local churches under a partnership agreement with Norwich Youth for Christ. However, continue to supplement this funding with income from other organisations who recognise the need for proactive and local youth work.

District Councillors reports

Noted report received from District Cllr Fowler as previously circulated. Key points summarised as follows.

- 2025 South Norfolk Community Awards, nominations will close on 30th May 2025
- Local Government Reform Update – South Norfolk Working Party put in their outline proposal for a two unitary authority model in March. Now in process of drawing together information for a more detailed business proposal which will be submitted in September. Before then, Council will be consulting all the households within the area on what they would like to see.
- Members grant to distribute of up to £1,000.

District Cllr Overton provided report to meeting; key points summarised as follows.

- Norfolk County Council has involved KC's (King's Counsel) with the local government reform
- 5-year land supply has been removed
- Under planning, green areas will become grey areas
- CAF (Community Action Fund) grant available, £15,000-£20,000, closes end of June 2025.

2025/010 Finance matters

Finance and admin report

Finance and admin report with financial summaries unanimously approved.

Financial statement as of 31st March 2025

Received and noted.

Annual internal audit report

Noted internal audit report as previously circulated. Noted as per Risk Management Scheme, Chair contacted internal auditor who confirmed that they had undertaken audit. Clerk advised that internal auditor had advised that they may not be able to carry out internal audit for current financial year 2025/26. All agreed Parish Clerk to contact auditor to establish if they can commit to undertaking audit, if they are unable to commit, Parish Clerk to contact alternative auditor who carried out audit of another local PC – YW.

AGAR – Section 1 – Annual Governance Statement 2024/25

Statement agreed and signed by Chair and Parish Clerk.

AGAR – Section 2 – Accounting Statements 2024/25

Statements approved and signed by Chair.

Certification of Exemption – AGAR 2024/25 Form 2

Approved and signed by Parish Clerk and Chair.

Expenditure for approval/to be noted, as per Finance and admin report

Following items of expenditure for financial year 2024/25 were formally noted and/or approved.

- Parish Clerk expenses, March @ £130.08, includes £3.22 vat & £60.00 SLCC membership renewal
- Poringland Parish Council @ £100.00, contribution towards Six Strategic Group administration
- CPRE @ £36.00, membership renewal as previously agreed
- Norfolk Parish Training & Support @ £143.32, 2025/26 membership subscription, as previously agreed
- Community Action Norfolk @ £20.00, membership renewal, as previously agreed

Following items of expenditure for financial year 2025/26 were formally noted and/or approved.

- Parish Clerk gross pay, May & June @ £474.76 per month
- Parish Clerk pension, Norfolk Pension Fund, May & June @ £106.82 per month
- Parish Clerk expenses, April @ £32.98, includes £1.52 vat
- Norwich City Council @ £300.00 + vat, Fringe Project, CIL to be used
- Zurich @ £350.84, insurance
- Mrs C Moore @ £100, internal auditor
- Reimbursement to D Todd @ £50.00, as previously agreed, gift vouchers for former Tree Wardens
- C K Professional Tree Services @ £575.00, tree work at The Dell

Noted previously approved Parish Clerk pension payment for April @ £109.19, was £106.82 due to decrease in rate for 2025/26.

Insurance renewal

Noted PC agreed to renewal @ £350.84, PC on a 3-year LTA (Long Term Agreement) which expires end of May 2026.

Reserve's policy

PC agreed to proposed amendment to policy, with the PC agreeing to keep between 9-12 months of net revenue as general reserves. PC agreed to proposed changes as per Finance and admin report re earmarked reserves, with one amendment removing £250.00 from Remembrance display to Legal fees, bringing revised earmarked reserves as of 1st April 2025 @ £18,396.76.

Savings account

Agreed for Parish Clerk to transfer £14,533 from Community Account to Savings Account leaving a £5,000 balance in Community Account - YW, with the provision funds in each account are reviewed on a regular basis.

CIL (Community Infrastructure Levy)

Noted receipt of CIL payment @ £6,268.67, planning application 2022/0504, Land East of Water Tower, Long Rd. Current balance £8,797.93. Noted as previously agreed recent Fringe Project work at The Dell and tree work would be deducted from balance. PC to consider possible future projects where CIL funding could be used – ALL.

2025/011 Planning

Applications for consideration

None.

Decision notices received to date

2025/0256, 15 Long Road. Proposed store for general household storage. Approval with Conditions (Delegated) 14 March 2025.

2025/0435, 5 Pine Grove. Proposal: Conversion of integral garage to sitting/playroom.

Replacing garage door for a window Approval with Conditions (Delegated) 17 March 2025.

2025/0225, Burgate Farm Barn, Burgate Lane. Proposal: Installation of 1 no. dormer window & 1 no. Velux or Velux type window. Refusal (Delegated) 31 March 2025.

2024/1233, Robinia House, Boundary Farm, Yelverton Road. Withdrawn, 23rd April 2025.

2025/012 Summer Fair

Date of Fair, Saturday 21st June 2025, on Mulberry Green behind Poringland Community Centre. Volunteers needed, if anyone is aware of any parties outside of the PC who would be happy to volunteer.

2025/013 Administrative updates

Local Governments Association (LGA) Code of Conduct

PC formally noted and agreed the adoption of the LGA Code of Conduct.

Representatives and responsibilities

Agreed for representatives/responsibilities to remain as previously agreed.

- Tree Wardens: Paul Stanley and Jennifer Parker
- Footpath Warden: Cllr Aldis
- Six Strategic Group representative – Cllr Todd
- Nominated person(s) as point of contact for local entities.
 - Cllr Todd – Framingham Earl High School and Poringland primary
 - Cllr Aldis - Aldis Farm, Poringland & District Men's Shed, Groundhog and local environmental groups
 - Cllr Bishop – Post Office, One Stop
 - Cllr Cook – Churches and Police
 - Cllr Peet – Railway Tavern/Royal Oak, Nexus
 - Cllr Walker - EACH

Delegation arrangements to Parish Clerk

PC unanimously agreed that the adopted Standing Orders and Financial Regulations adequately cover delegation arrangements.

General Power of Competence

Noted that resolution was passed at Annual PC meeting on 9th May 2023 to re-adopt The General Power of Competence.

Proposed Remembrance display

Agreed due to lack of interest/enthusiasm from other parties no further action on this item for this financial year, may be considered in future year(s) depending on level of interest.

Governance documents

Financial regulations – Proposed amended version as previously circulated, approved and agreed to be adopted with immediate effect.

Standing orders – Proposed Standing orders as previously circulated, approved and agreed to be adopted with immediate effect.

Risk management scheme - Proposed amended version as previously circulated, approved and agreed to be adopted with immediate effect.

Biodiversity policy – Agreed going forward biodiversity to be added as a standard agenda item – **YW**. Proposed additional information notices could be added to The Dell and possibly Poringland Woods. Cllr Aldis to research how to permanently display such notices at The Dell – **RA**. Parish Clerk to contact Poringland and District Men's Shed to ascertain if they would be able to make bird boxes/owl boxes – **YW**. Tree Warden suggested bat boxes, and future working with the schools in relation to biodiversity.

2025/014 Environmental matters

Tree Warden Report

Suggested future social media posts in relation to biodiversity and trees.

Footpath Warden

Footpaths dry at present due to lack of wet weather. Repairs to entrance of footpath off Gull Lane still outstanding, Chair to hasten – **DT**.

The Dell

Works undertaken by contractor, including the removal of two dead fallen Scots Pine trees and Holly trees. The Fringe Project attended site carrying out tidying up works. As previously approved both works to be funded through CIL (Community Infrastructure Levy). Agreed regular future working parties to be undertaken carrying out tidying up works, proposed first working party to be undertaken in September, Chair to circulate suggested date – **DT**.

Gull Lane

Surface water remains at top of Gull Lane, just round corner from Yelverton Road junction. Chair to mention issue to Crown Point Estates – **DT**.

Roundabout

Noted display of bulbs this year. Chair advised had contacted Poringland PC with regards to the proposal of planters to initially be located on railings at The Dell and for these to be funded through S106. Poringland PC had advised that they had no problem with this in principle. PC agreed to initial acquisition of two planters and to be reviewed at later date with view to purchasing further planters – **DT**.

Litter pick

Litter pick undertaken 5th April 2025. Chair thanked Cllr Cook for organising.

Spur Lane

Chair advised of a bike trail that had been constructed in the woods situated to the west of Spur Lane, about halfway between Pigot Lane and the houses on Long Road. The landowner has been notified, and PC Tom Goodrum has been made aware. PC to be aware in case of any complaints.

2025/015 Correspondence and consultations

Age UK Norfolk

Parish Clerk to acknowledge receipt of letter – YW. Item to be added to December agenda, when donations are considered – YW.

Public Spaces Protection Order (Dog Fouling and Dog Control) Renewal Consultation

Noted, no further action.

Norfolk Nature Recovery Consultation

Noted that individuals can submit a response if they choose to do so. Deadline is 11th June 2025.

Funding Initiative to Support Bus Shelter Installations Across Norfolk

Five bus stops within parish. Chair to raise with County Cllr Thomson possibility of a bus shelter on Hall Road, to check criteria and to establish if site would be feasible location for shelter – DT.

Local Government Reorganisation – Parish and Town Council engagement events

Noted. Parish Clerk/Chair will try to attend online event on Tuesday 20th May, others are welcome to attend this or other events – ALL.

2025/016 Date of next PC meeting, 1st July 2025, and items to be considered for agenda

Councillors to advise Parish Clerk of any items for agenda – ALL.

2025/017 Chair's urgent business

None.

Meeting closed 8.33pm.

Minutes prepared by Yvonne Wonnacott, Parish Clerk, 07/05/25

Approved:

Date: