

FRAMINGHAM EARL PARISH COUNCIL MEETING

Minutes of the Parish Council meeting held on Tuesday 30th November 2021 at 7.30pm at Framingham Earl Sports Centre

Present:

Cllr Dave Todd – presiding (DT), Cllr Louise Bishop (LB), Cllr Libby Cook (LC), Cllr Steven Peet (SP), District Cllr Trevor Spruce (TS), Ben Burgess – Representative from Lanpro, Terry Harper – Development Consultant representing Glavenhill (land promoters) and Yvonne Wonnacott – Parish Clerk (YW).

Apologies:

Cllr Jane Walker, County Cllr Vic Thomson (VT), Sandra Cornell (SC) and Lynn Thomas (LT) – Tree Wardens.

Members of the Public: None.

2021/062 Chair's welcome (to include any apologies for absence for approval)

Chair welcomed all attendees to meeting. Apologies received and approved from Cllr Walker who had a medical appointment today, County Cllr Thomson as Chair of DMC and on CPG at County did not feel it would be appropriate to attend, Sandra Cornell and Lynn Thomas, Tree Wardens.

2021/063 To receive declarations of interest

None.

2021/064 To approve a time limit for the meeting

All agreed to aim for meeting to finish by 9.15pm.

2021/065 To agree minutes of the Parish Council meeting held 5th October 2021

The minutes of the Parish Council (PC) meeting held 5th October 2021 were unanimously approved as correct. Chair signed minutes.

2021/066 Matters arising from the minutes of the Parish Council meeting held 5th October 2021

S106 money Earlsmead Estate

Still awaiting breakdown of the S106 expenditure from the Earlsmead development. Parish Clerk to hasten County Cllr Thomson – YW/VT.

Inspection manhole cover situated at The Dell

County Cllr Thomson was liaising with Highways Engineer to ascertain ownership/purpose of the manhole cover in The Dell. Parish Clerk to hasten County Cllr Thomson – YW/VT.

Litter Picker

Chair advised met with Chair of Poringland PC, who has agreed to progress with Poringland PC possibility of utilising their litter picker to cover the Framingham Earl side of the B1332, PC would pay extra hours.

Commemorative Plaque

Cllr Peet had liaised with The Railway Tavern who agreed for formal handover of plaque on Wednesday 8th December pm, Cllr Peet to finalise details and advise PC accordingly – SP.
Parish Clerk to contact Lord Lieutenant Representative to advise of date and venue – YW.

2021/067 Adjournment for public participation

None.

2021/068 County/District Councillors report(s)

Chair referred to report received from County Cllr Thomson as circulated via email. District Cllr Spruce reported on two items, summarised below;

- Accommodation review, possibility of South Norfolk and Broadland District council finding one premises.
- Poringland Christmas lights switch on, Sunday 5th December, gates open at 4.30pm.

Cllr Cook raised question if able to visit the recycling sorting centre, Parish Clerk to inquire via County Cllr – YW.

2021/069 Glavenhill Ltd – Proposed development Land North of Caistor Lane

Chair welcomed Glavenhill and Landpro to the meeting. Glavenhill/Landpro provided short presentation to the meeting, advising that website remains online, public consultation has closed, however still open for comments and will take local views into account. Hope to make application submission before end of year (2021). PC raised following points;

- Need to fully understand requirement for new school
- Serious concerns with regards to access to B1332 from Caistor Lane, there are already high volumes of traffic and congestions issues and proposed development will only increase these issues.
- Speeding of traffic. Terry Harper advised that they would be prepared to fund any traffic calming measures, subject to County agreement.
- Infrastructure, new development will put strain on existing facilities, such as doctors, chemist and Post Office.
- Google satellite map on website is out of date. Terry Harper advised he will get map updated.
- Concerns with regards to proposed football pitch, is a grass pitch the best way forward?

2021/070 Finance matters

Finance and admin report

Finance and admin report with financial summaries unanimously approved.

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

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

- Norfolk Pension Fund payments as follows;
 - o October @ £ 99.53
 - o November, December, January & February @ £96.58 per month
- Parish Clerk, October @ £324.33 net pay & expenses @ £19.54
- Parish Clerk, November @ £314.70 net pay & expenses @ £14.84
- Parish Clerk, December, January & February gross pay @ £333.02 per month
- Natural Gardens @ £2445 + VAT (to be reimbursed by Norfolk County Council)

Dual signing authority

Chair and Cllr Bishop confirmed set up for online access. Cllr Peet still awaiting paperwork from bank, Chair to hasten – DT.

Donations, current financial year (1st April 2021 to 31st March 2022)

Chair proposed the budgeted donations as below were paid this financial year, however Parish Clerk to write to recipients advising that PC was reviewing all policies and donations may change next financial year - YW, unanimously agreed;

- Citizens Advice @ £40
- Accident & Rescue @ £30
- Poringland & Framingham Earl Churches Together @ £450
- East Anglian Air Ambulance @ £40
- EACH @ £50
- Poringland Playing Field @ £100
- High Ash Farm (permissive paths) @ £50
- Church maintenance @ £230

Award of verge/grass cutting contract (season 2022)

Unanimously agreed to award contract to current subcontractor, The Garden Guardian @ total cost of £996 for 2022 season. Parish Clerk to notify subcontractor accordingly – YW.

The Fringe Project quotation for The Dell

Chair referred to email/quotation as previously circulated, estimated total cost of £500 for site visit and management plan. Unanimously agreed to engage The Fringe Project's services. Parish Clerk to notify The Fringe Project of decision – YW.

Budget/precept 2022/23

Chair referred to draft budget as previously circulated and provided brief summary.

Unanimously agreed to approve draft budget/precept at precept amount of £11,333.29, a 5%, £566.95 increase to 2021/22 precept.

2021/071 Planning

Applications received to date

TPO (Tree Preservation Order) SN0563, Framingham House, 58 Long Road – All agreed to support application.

Decision notices received to date

2021/1945, Foxhills, 70 Long Rd - Approval with Conditions (Delegated).

2021/2026, The Cedars, Gull Lane - Approval with Conditions (Delegated)

2021/2034, 23 Oaklands - Approval with Conditions (Delegated).

2021/1732, 3 Oakcroft Drive - Approval with Conditions (Delegated)

2021/2092, Framingham House, 58 Long Rd - Approval with Conditions (Delegated).

Neighbourhood Plan

To be deferred to March meeting – YW.

2021/072 Administrative updates

Councillor vacancies

Chair advised two vacancies and requested PC to approach possible candidates, now in a position to co-opt both vacancies. Chair to make request in next article for the 5+, may have to look at undertaking a leaflet drop in the future. Cllr Peet to look at drafting a leaflet, detailing role/requirements of a Councillor – SP.

Amended Parish Clerk job description

Chair referred to amended job description as previously circulated, unanimously agreed to formally adopt amended description with immediate effect.

Fiveways roundabout

Chair advised bulbs had been planted. Parish Clerk to acknowledge receipt of invoice (Natural Gardens) and to request details as to recommended mowing regime and flowering

seasons so subcontractor can be advised accordingly – YW. Parish Clerk to pay invoice and seek reimbursement from NCC – YW. Chair advised of request for Chet B-line roundel to be displayed on roundabout, Chair approved request, Cllr Cook to arrange – LC.

Community Emergency Plan

Chair referred to plan as previously circulated. Chair agreed to undertake role of Co-ordinator and Cllr Bishop agreed to undertake role of Deputy Co-ordinator. All agreed for PC members to be listed under the “Resources” section under sub-headings “Visit/Monitor” and “Deliveries”. Parish Clerk to update plan and send to Emergency Planning Officer at District Council – YW.

Proposed meeting dates 2022/23

Following meeting dates were proposed and agreed;

- 3rd May 2022 – Annual Parish meeting, to be followed by Annual Parish Council meeting
- 5th July 2022
- 4th October 2022
- 29th November 2022
- 7th March 2023

Parish Clerk to book Framingham Earl Sports Centre – YW.

2021/073 Environmental matters

Tree Warden Report

Chair referred to report as previously circulated via email.

Footpath Warden

Position currently vacant. Cllr Bishop advised had reported to NCC that fingerpost on FP2 no longer readable and waymark for footpath other side of road was no longer attached to finger post, requested remedial action.

2021/074 Correspondence and consultations

NCC budget consultation

As previously circulated, closing date 30th December 2021.

2021/075 Date of next Parish Council meeting (1st March 2022)

Next PC meeting 1st March 2022.

2021/076 Chairman’s urgent business

Thanks

Chair thanked Cllr Bishop and Cllr Cook for their works in relation to the Fiveways roundabout and a successful outcome.

Parish Clerk contract/pay

Chair referred to briefing note as circulated and that the Parish Clerk had brought generic job evaluation sheet, dated 2005, to the PC’s attention. To note evaluation sheet only been amended once to reflect change to pay scales but no other amendments made. Norfolk Parish Training and Support advised evaluation sheet is guidance only and not mandatory. Chair proposed formally note the existence of evaluation sheet and to continue with current annual appraisal discussion with Clerk, taking into account the value the retention of the Clerk brings to the PC and the availability of budget, unanimously agreed.

Parishioner request

Cllr Peet advised had received parishioner request for a salt bin to be located on Tulip Tree Drive. Parish Clerk to contact NCC to make enquiries as to additional bin, or relocation of existing bin if deemed feasible – YW.

Meeting closed 9.32pm.

Minutes prepared by Yvonne Wonnacott, Parish Clerk, 01/12/21

Approved:

Date: