

FRAMINGHAM EARL PARISH COUNCIL MEETING



Minutes of the Parish Council meeting held on
Tuesday 1st October 2024 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 Trevor Spruce (TS), Cllr Jane Walker (JW), County Cllr Vic Thomson (VT) and Yvonne Wonnacott – Parish Clerk (YW).

Apologies:

Cllr Steven Peet (SP), District Cllr Nicola Fowler (NF) and District Cllr John Overton (JO).

Members of the Public:

One.

2024/035 Chair's welcome (to include any apologies for absence for approval)

Chair welcomed all attendees to meeting. Apologies received and approved from Cllr Peet, District Cllr Fowler and District Cllr Overton.

2024/036 To receive declarations of interest

None.

2024/037 To approve a time limit for the meeting

All agreed to aim for meeting to finish by 9.00pm.

2024/038 To agree minutes of the Parish Council (PC) meeting held 2nd July 2024

Cllr Bishop proposed minutes of the PC meeting held 2nd July 2024 as previously circulated to be agreed as correct, seconded by Cllr Cook, and unanimously agreed. Minutes signed by Chair.

2024/039 Matters arising from the minutes of the PC meeting held 2nd July 2024

Litter bin (former bin situated at One Stop Shop that was removed)

No response received to date from Tesco with regards to Chairman's letter requesting reinstatement of litter bin, taking into consideration the impact of its removal upon the local environment. Parish Clerk to send a reminder to Tesco advising no-response received to date – YW.

Parishioner request for 30mph speed limit on Long Road

Chairman had provided supporting documentation to County Cllr Thomson requesting a reduced speed limit to 30mph. County Cllr Thomson to progress – VT.

2024/040 Adjournment for public participation

None.

2024/041 County/District Councillors report(s)

Report from District Cllr Fowler noted. Chair thanked County Cllr Thomson for his report as previously circulated. County Cllr Thomson provided brief report to meeting, key points summarised as follows;

- Water refill at libraries
- Hazardous waste days
- From 1st November 2024 trade waste disposal charges will be based on vehicle size and type of waste, not the number of bags
- Running a survey to better understand the behaviours and experiences of older drivers in Norfolk
- Subsidised trees available to order
- Stoptober, national campaign
- County deal was not successful, reason being new government want Mayors.

County Cllr Thomson left meeting 7.17pm.

2024/042 Councillor vacancy

PC unanimously agreed to co-opt Trevor Spruce onto the PC with immediate effect. Cllr Spruce completed a Declaration of Acceptance of Office. Parish Clerk to email required paperwork to Cllr Spruce for completion – YW.

2024/043 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;

- Parish Clerk gross pay, October & November @ £458.64 per month
- Parish Clerk pension, Norfolk Pension Fund, October & November @ £105.49 per month
- Parish Clerk, expenses, July @ £24.97, includes £0.71 vat
- Parish Clerk, expenses, August @ £16.21
- Parish Clerk, expenses, September, @ £49.79, includes £5.52 vat and Remembrance wreath
- South Norfolk District Council, dog bin annual charge 2024/25 @ £675.00 + vat
- Geosphere Ltd @ £37.50 + vat, online mapping
- ICO (Information Commissioners Office) @ £35.00, renewal fee
- Reimbursement to Cllr Aldis @ £4.00, includes £0.66 vat, bulbs (Clean up & bloom grant)
- Reimbursement to Cllr Bishop @ £44.50, includes £7.38 vat, bulbs (Clean up & bloom grant)

Laptop and printer, Parish Clerk

Noted printed replaced. PC agreed to purchase of replacement laptop, Parish Clerk currently borrowing an old Windows 8 laptop due to poor performance of current laptop. Replacement costs to be shared with three other Parish Councils in addition to the possibility of using grant money.

Grants update

Clean up and bloom grant – Bulbs purchased current balance £259.54. Cllr Aldis to purchase further bulbs and provide receipt(s) to Parish Clerk for reimbursement – RA/YW. Working

party to be undertaken Sunday 13th October to plant bulbs – **ALL**. Chair to notify landowner of proposal to plant bulbs on village green – **DT**. Agreed for remainder of balance to be spent on identified equipment for use in The Dell, as per Management Plan provided by the Fringe Project. Parish Clerk to look at sourcing equipment through Ben Burgess – **YW**. Pride of Place – Quarter 2 project highlight report submitted. Chair and Parish Clerk attended project site visit with Pride in Place representatives on 13th August.

Remembrance wreath

Wreath to be placed on the grave of a WW1 soldier in St Andrews Church, Framingham Earl on 11th November 2024 at 11.00am – **DT**.

Parish Clerk, working from home allowance

Unanimously agreed to increase in homeworking allowance, Parish Clerk, from £6.50 per month to £9.00 per month effective from 1st July 2024. All agreed to second increase effective from 1st April 2025 to £10.50 per month.

Summer fair 2025

Agreed PC to allow £500.00 in 2025/26 budget for the village fair joint event

Engagement of internal auditor 2024/25

Noted confirmation received from last year's internal auditor advising that they would undertake 2024/25 audit as per PC's request at same price as charged for 2023/24 audit.

2024/044 Planning

Applications for consideration

2024/2552, Framingham House, 58 Long Road. Removal/variation of condition (S73/S19).

PC to respond no comment – **YW**.

2024/2423, 1 Oakcroft Drive. Retention of wood panel fence. PC to respond referring to biodiversity policy, PC will always try to retain natural hedging wherever possible and to express concerns regarding neighbouring property accessing and exiting their property with the current visual display – **YW**.

2024/2633 and 2024/2683, works to TPO trees. Agreed PC to go with Tree Wardens recommendations.

Application responses submitted

2024/1233, Robinia House, Boundary Farm, Yelverton Rd. PC responded "no comment".

Decisions

2022/0650, Land adjacent to 58 Long Rd. Approval with Conditions (Delegated).

2024/045 Administrative updates

Remembrance display

Agreed to delay display to November 2025, enabling display to coincide with the 80th anniversary commemorations which will mark the end of World War Two.

Parish Clerks appraisal

Appraisal undertaken by Chair and Vice-Chair on 11th September. All parties were happy with Clerks performance.

Upgrade of website

Agreed to engage subcontractor to move existing Wix site to a paid version of Wix site – **YW**. Agreed taking into consideration expense and annual administrative costs PC not to apply for a "gov.uk" website domain. Suggested domain name

FraminghamEarlParishCouncil.org.uk

Tree Warden position(s)

Parishioner(s) are considering position(s) and meeting with existing Tree Wardens to discuss further.

SAM's (Speed Awareness Machines)

Noted Norfolk County Council (NCC) Highways Engineer advised that SAM's need to be moved after 4 weeks and no return to that site within 8 weeks.

Governance documents

Chair referred to documentation as previously circulated. Unanimously agreed to adopt the following policies with immediate effect;

- Internal control policy – New policy to be adopted.
- Data protection policy – Agreed PC to replace existing policy with updated template from Norfolk Parish Training and Support (NPTS).
- Tree policy – Policy reviewed and re-adopted with no change.
- Policy regarding consultations on planning applications - Policy reviewed and re-adopted with one agreed amendment to reflect PC's agreement to adopt the CPRE Norfolk standard light pollution clause to relevant application responses.
- Record management – Agreed PC to replace existing policy with updated template from NPTS.

Parish Clerk to update website – YW.

2024/046 Environmental matters

Poringland woods

Noted unofficial bike trails that were removed by District Council in July, resulting in complaints on social media. Site is leased to South Norfolk District Council by Crown Point Estate, lease due for renewal August 2025. Chair met with Crown Point Estate. Plan of action in place to improve signage/bridges etc. Crown Point advised would be offering an alternative piece of land for bike trails.

Tree wardens and footpath warden update.

Nothing to report.

Roundabout

No further update. PC to contact Poringland PC with aim of moving project forward once new Chairman is in position.

The Dell

Lifebuoy/deep water signage – To be deferred to December meeting – YW.

Pride of place grant / Fringe Project – Annual management plan provided by Fringe Project as circulated. Parish Clerk to check public liability insurance in relation to the Dell – YW.

Cllr Cook to approach Methodist Church committee with view to storing equipment at Church on upper floor – LC.

2024/047 Events

November fireworks

Poringland PC still seeking volunteers for event and clear up day after.

2024/048 Correspondence and consultations

Parish Partnership Scheme 2025/26

Agreed no application to be submitted for 2025/26. PC to consider possible application if scheme runs in 2026/27, for the reinstatement of verges on Pigot Lane, this would be dependent on proposal proceeding for vehicular access to the 4 cottages on Pigot Lane.

Roadside nature reserve

Noted roadside nature reserve within parish, RNR 210 Gull Lane.

Vehicle weight restriction, Gull Lane and Yelverton Road

Noted NCC (Norfolk county Council) Highways correspondence advising no such thing as repeater signs for weight limit, there is an entry point and exit point, which are tied into a legal Traffic Regulation Order, which is enforceable by the police. Chair is working with the local Beat Manager and neighbouring parishes to try and get vehicle weight restrictions on police priorities list.

Campaign to support the safety of lithium batteries and their disposal

Noted, no further action.

Mental Health Training Courses (MTV Project)

Noted.

Design code for South Norfolk and Broadland district consultation

PC's response noted.

Winter pressures grant

Agreed PC to use networks to make sure local agencies/groups are aware of grant – ALL.
Parish Clerk to Contact Poringland Parochial Church Council advising of grant – YW. Chair to contact FEHS (Framingham Earl High School) and Framingham Earl Fuel Allotment Trust – DT.

2024/049 Date of next meeting, 3rd December 2024 and items to be considered for agenda

Noted. Meeting to include session from local resident with archive material relating to The Dell – YW.

2024/050 Chairman's urgent business

Litter picking

Cllr Cook advised took volunteers one hour to litter pick area around One Stop.

Grounds maintenance contract

Formal contract tender to be updated following on site meeting with existing subcontractor, clarifying areas being maintained – YW/DT. Agreed in principle subject to pricing entering 3-year agreement with existing subcontractor.

Meeting closed 8.52pm.

Minutes prepared by Yvonne Wonnacott, Parish Clerk, 02/10/24

Approved:

Date: