

FRAMINGHAM EARL VIRTUAL PARISH COUNCIL MEETING

Minutes of the Virtual Parish Council meeting held on
Tuesday 2nd March 2021 at 7.30pm

Present:

Cllr Dave Todd – presiding (DT), Cllr Louise Bishop (LB), Cllr Libby Cook (LC), Cllr David Crawford (DC), Cllr Jane Walker (JW), Cllr David Wines (DW), County Cllr Vic Thomson (VT), District Cllr John Overton (JO) and Yvonne Wonnacott – Parish Clerk (YW).

Apologies:

District Cllr Trevor Spruce (TS), Sandra Cornell (SC) and Lynn Thomas (LT) – Tree Wardens.

Members of the Public:

One.

2020/078 Chairs welcome (to include any apologies for absence)

Cllr Todd (acting chair) welcomed all attendees to meeting. Apologies received from District Cllr Spruce and both Tree Wardens, Sandra Cornell and Lynn Thomas.

2020/079 To receive declarations of interest

None.

2020/080 To approve a time limit for the meeting

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

2020/081 To confirm that the minutes of meetings listed below have been signed by the Chair

Chair advised meeting that the minutes from meetings dated March 2020, May 2020, July 2020 and October 2020 had been signed by Chair in the presence of the Parish Clerk whilst adhering to social distancing requirements. Arrangements will be made for December minutes to be signed upon approval – YW/DT.

2020/082 To agree minutes of virtual Parish Council meeting held 1st December 2020

Cllr Wines proposed the minutes of the virtual PC (Parish Council) meeting held 1st December 2020 to be agreed as correct with no factual inaccuracies, seconded by Cllr Bishop, unanimously agreed by PC.

2020/083 Matters arising from the minutes of the virtual Parish Council meeting held 1st December 2020

Damaged railings/fencing (top of Long Road)

County Cllr Thomson advised railings and lamppost had been fully repaired, where accident occurred. County Cllr Thomson advised had requested for railings on opposite side of road to be investigated as damaged/in need of repair.

Dog bins

Chair advised as per minute reference 2020/074, two dog bins had been relocated as agreed.

Accident at zebra crossing, near One Stop

County Cllr Thomson provided update to meeting, child had admitted fault as had not looked and subsequently apologised to driver. County Cllr Thomson liaised with Framingham Earl High school who advised were happy with process undertaken.

2020/084 Adjournment for public participation

Chair invited member of public to speak. Member of public advised resided in Oaklands and wanted to raise issue of increase in parking around area, on occasions making it difficult to enter/exit driveway due to the parking of vans and cars. Increasing number of work vans being left for extended period of time. Chair provided brief summary of previous discussions on this subject. Recommend that member of public reported incidents direct to PC Sherry Locke, and to record times/dates of incidents with registration numbers and photographic evidence. Chair requested that parishioner kept in touch with PC with regards to outcome of reporting incidents to PC Sherry Locke. PC to contact One Stop to establish if there are guidelines in place with regards to staff parking – **DT/YW**.

2020/085 County/District Council report(s)

Chair referred to report from County Cllr Thomson as previously circulated. County Cllr Thomson provided brief update to meeting. Key points summarised below;

- Local Flood Risk Management Strategy discussed at January meeting of Cabinet, resulted in proposal of 3 new policies, along with minor updates to existing policies. Further agreed to set up taskforce to work with MP's and other stakeholders to ensure that Norfolk develops comprehensive, costed and funded plans to meet these challenges. Taskforce to be chaired by former head of the British army Lord Dannatt
- Flood protection grants available, people can register problems on site
- County has allocated £3 million towards flooding and 3 new members of staff
- 2 scrutiny committees in place District and County looking into what happened re recent flooding
- Fiveways roundabout committee, County Cllr Thomson advised any excess funds would not be able to be used on maintenance but could be used on associated Highways matters. County Cllr Thomson advised the cost of a Traffic Regulation Order started at £7,000
- Community Fibre Project – Successful project undertaken in Poringland last year near The Ridings. New voucher scheme to commence in April, to include parts of Framingham Earl, however will not apply to whole parish as schemes built around cabinets, not parish boundaries. Open Reach will write to residents who fall into area of scheme, hope for scheme to be fully funded. County Cllr Thomson to be directly involved with setting up scheme and requested PC assistance, Cllr Todd offered his services. Once list of addresses received will need to encourage residents to sign up and receive allocated vouchers. County Cllr Thomson to provide update at May meeting – **VT**.

District Cllr Overton provided brief report to meeting. Key points summarised below;

- 2021/22 budget approved with no issues. One third of money to subsidiaries, one third Treasury investments and third to leisure centres etc.
- £2.9 million grant provided to leisure centres to help them through this difficult time. Majority of staff have been redeployed at Norfolk Norwich hospital or working at Ketteringham alongside the bin men

- Major issues with flooding. District Cllr Overton has raised concerns with regards to ditches being filled in and change of boundaries by developers. Any information received has been passed to the new committee
- School site for Poringland, budget has been approved, hope to have built by 2023, 3 sites currently in the running
- Attending regular meetings with Well chemist, new Pharmacist in place and service improvements have been reported. Requested any problems to be emailed direct to him to enable these to be raised at regular meetings
- Virtual planning enforcement training taking place on 17th March, highly recommends attending
- Reported incident of chemical running out near the Nook, between the car park and The Dell. Attending site tomorrow to investigate further.

2020/086 Interim Chair, Vice-Chair positions and Councillor vacancy

Chair provided update to meeting, advised happy to remain as temporary Chair till May meeting, at which point happy to be elected as Chair if PC agrees. Requested PC to give some thought to Vice-Chair position – **ALL**. No response to date from vacancy advertisement, however parishioner involved with recent flooding incidents has expressed an interest. Chair proposed that parishioner in question is formally co-opted onto PC at May meeting, and as part of duties undertakes lead on flooding matters, all unanimously agreed. Chair to contact parishioner and advise accordingly – **DT**.

2020/087 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 approved/noted;

- Norfolk Pension Fund 3 x payments, December, January and February @ £92.01 per month
- Parish Clerk, December @ £301.07 net pay and £21.25 expenses
- Parish Clerk, January @ £301.07 net pay and £21.20 expenses
- Parish Clerk, February @ £301.07 net pay and £15.25 expenses
- Spruce Landscapes @ £72, moving of dog bins as agreed at previous PC meeting
- Norfolk Parish Training & Support (NPTS) @ £48, Chair attended Charing Successful Meetings online training
- Community Action Norfolk (CAN) @ £20, bronze membership renewal, as previously agreed and budget
- 5+ @ £25, article for March edition
- Parish Clerk additional hours @ £126.65

Clerk additional hours, period 1st January to 21st February

Payment of additional 8.5 hours worked by Parish Clerk @ £126.65 unanimously approved.

SLCC membership renewal, 2021/22

Membership renewal @ £185 in total, £46.25 per Parish Council, unanimously approved.

Amended asset register

Amended asset register as previously circulated unanimously approved. Cllr Walker raised issue of information board located at The Dell, in need of cleaning. Agreed to defer to next meeting – **YW**.

Contribution to 5+

Unanimously agreed to 2 articles per year being placed in 5+magaizine, one in summer edition and one in winter edition at cost of £25 per article/page.

2020/088 Planning

Applications received to date

2021/0188, 34 Long Road – Noted that PC had responded to application with an objection to the building of the wall at front of property. In addition PC asked that they retain a natural boundary and adhere to the statement in the application that no hedges or trees are to be impacted by the proposed development.

Decision notices received to date

None.

Land East of Water Tower, Long Road, gates

Chair informed that Compliance Officer at District Council had advised that planning permission is required for gates in question, subsequently have written to developer requesting that gates either be removed or an application submitted to regularise the situation.

2021/0266, Boundary Farm, Framingham Earl Road, Yelverton

Proposal includes diversion of footpath. Cllr Crawford (Footpath Warden) advised visited site and felt that proposed short footpath diversion would be beneficial in contrast to present rather messy link, coupled with better signposting for the whole length of route. Cllr Todd to liaise with applicant to establish their feelings about combining the proposed change with a new footpath route from further west on Yelverton Road which would avoid need to walk by parishioner's houses – **DT**.

2020/089 Poringland Woods – Asset of Community Value (ACV) nomination

Chair advised that current ACV listing expires May 2021, therefore PC had submitted new nomination form. Chair advised on District Council website nominating group incorrectly shown as Poringland Parish Council. Clerk to notify District Council of error – **YW**.

2020/090 Governance

Chair referred to Finance and admin report as circulated.

Amended governance documents

All agreed for following amended governance documents to be adopted with immediate effect;

- Financial Regulations – amended to include section on online banking and Clerk's authority to spend limit increased from £30 to £50
- Freedom of Information Publication Scheme – adopt version 1.2
- Data Protection Privacy Notice (Privacy Statement) – to replace existing with NPTS template dated January 2021
- Standing Orders (both virtual meetings and non-virtual meetings) – section added re delegated powers
- Risk Management Scheme / Policy – amendments approved

Governance documents reviewed and retain as is

All agreed for following documents to be retained as is;

- Guide to information published under the model publication scheme (ICO)
- Data Protection Policy (GDPR)
- Data Protection Information Audit
- Management of Paper / Managing Records Policy

New governance documents

All agreed for the following policies to be adopted with immediate effect;

- Tree Policy
- Charitable and Grant Awarding Policy
- Policy Regarding Consultations on Planning Applications

2020/091 Flooding issues

Previously covered under minute reference 2020/085. Chair advised will be regular feature on agenda so PC can monitor situation. Chair advised of large levels of water by Summer Close near Upgate. Cllr Walker asked District Cllr Overton what policy was with regards to farmers, is there a legal obligation to clear and dredge ditches? District Cllr Overton advised no legislation in place re ditches. District Cllr Overton advised that District Council appointing Officer(s) to carry out repair work, to include visiting farmers/landowners to advise of responsibilities with regards to ditches and to investigate ditches that have been back-filled.

2020/092 Annual Parish and Annual Parish Council Meetings

Chair advised both Annual Parish meeting followed by Annual Parish Council meeting to be held virtually on Tuesday 4th May commencing at earlier start time of 7.00pm. Parish Clerk to contact local groups requesting brief reports that can be presented at Annual Parish Meeting – YW.

2020/093 Local pharmacy in Poringland

Previously covered under minute reference 2020/085.

2020/094 Fiveways roundabout

Cllr Bishop referred to email as previously circulated and provided brief update to meeting. Proposed Terms of Reference (TOR) were amended, as previously circulated, at first meeting and have been approved by Poringland Parish Council. PC unanimously agreed to accept amended TOR's. Two meetings have taken place at which it was agreed to a simple wildflower meadow design interspersed with spring and summer bulbs, as this should be attractive, achievable at reasonable cost and ongoing maintenance would be minimal. In process of obtaining 3 quotations for works. Also liked idea of temporary displays being incorporated to celebrate events and felt that this could evolve. Chair thanked working group members for their efforts and works to date.

2020/095 Environmental mattersTree Warden update

No report. Chair expressed thanks for their work.

The Dell update

Previously covered in meeting.

Footpath Warden report

Nothing further to report.

2020/096 Traffic working group update

Parish Clerk advised awaiting manufacture of signs by One Stop for car park. Chair advised to date no response received back from Richard Bacon MP in relation to PC's 2 letters of correspondence. Chair proposed PC writes 3rd letter to Richard Bacon to obtain his commitment to the proposals, either way, and to advise that PC would be approaching The Nook for their support, all agreed. Cllr Todd to write to Richard Bacon MP, Chief Executive of The Nook and inform press of PC's campaign – DT.

2020/097 Correspondence and consultationsParishioner request for dog bin opposite entrance of Charles Church

Cllr Todd to review usage of bin currently located at The Dell with view of feasibility of moving this existing bin to location of entrance of Charles Church. Agreed to defer item to

May agenda to discuss Cllr Todd's findings. Parish Clerk to advise parishioner accordingly – YW.

Parishioner email, volume of litter around One Stop / Post Office

Cllr Cook advised remains a problem. Parish Clerk advised emailed Post Office Area Manager on 2 occasions, no response received to date. District Cllr Overton to provide Parish Clerk with direct telephone contact number for Post Office Area Manager – JO/YW.

Parishioner email, allotments

Parish Clerk read out email received from parishioner as previously circulated to meeting. All agreed due to limited response from Framingham Earl parishioners, lack of suitable facility and cost no further action to be taken at present time, however PC will keep activity under review. Parish Clerk to advise parishioner accordingly – YW.

2020/098 Annual Parish and Annual Parish Council meeting(s)

Date of next meetings 4th May 2021. Items to be considered for agenda as follows;

- Flooding update
- Traffic working group update
- Co-option of Councillor
- The Dell – information board
- Insurance renewal
- Annual Governance and Accountability Return (AGAR) forms for approval and sign off
- Dog bin (The Dell) – update on review

2020/099 Chairman's urgent business

Framingham House

Cllr Cooke raised issue of Framingham House, Long Road being on market and should the PC look at preserving trees on site with Tree Preservation Orders (TPO's) if not already in place. Chair to speak to Tree Wardens to establish position and process – DT/SC/LT.

Planning

District Cllr Overton advised that the planning application on the site of the current Cresta Lodge facility in Poringland had been approved at full Council. The application for the corner of Overtons Way, Poringland, for 7 dwellings and 1 commercial shop should be received next month.

Meeting closed 9.25pm.

Minutes prepared by Yvonne Wonnacott, Parish Clerk, 03/03/21.

Approved:

Date: