

FRAMINGHAM EARL PARISH COUNCIL MEETING



Minutes of the Parish Council meeting held on
Tuesday 4th October 2022 at 7.30pm at
Framingham Earl Sports Centre

Present:

Cllr Dave Todd – presiding (DT), Cllr Rodney Aldis (RA), Cllr Louise Bishop (LB), Cllr Libby Cook (LC), Cllr Steven Peet (SP), Cllr Jane Walker (JW), Sandra Cornell – Tree Warden (SC), Lynn Thomas – Tree Warden (LT), District Cllr Trevor Spruce (TS), County Cllr Vic Thomson (VT) and Yvonne Wonnacott – Parish Clerk (YW).

Apologies:

District Cllr Overton.

Members of the Public:

One.

2022/044 Chair's welcome (to include any apologies for absence for approval)

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

2022/045 To receive declarations of interest

None.

2022/046 To approve a time limit for the meeting

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

2022/047 To agree minutes of the Parish Council meeting held 5th July 2022

Cllr Bishop proposed the minutes of the Parish Council (PC) meeting held 5th July 2022 to be agreed as correct, seconded by Cllr Aldis, unanimously agreed. Minutes signed by Chair.

2022/048 Matters arising from the minutes of the Parish Council meeting held 5th July 2022

LED lighting

Previous minutes ref: 2022/015 and 2022/033, only LED lights in place were at roundabout, all remaining lighting sodium. County Cllr Thomson still investigating – VT.

2022/049 Adjournment for public participation

Member of public spoke in relation to amended planning application 2022/0650, Land adjacent to 58 Long Road. Member of public advised that proposed amended site still remained cramped and was not in accordance with Development Management policies of South Norfolk District Council. Member of public's original objections remained in place. In addition proposal included the felling of 4 Scots Pines. Member of public advised hoped that the PC would support their objections and request a further review. Member of public left meeting at 7.45pm.

2022/050 County/District Councillors report(s)

County Cllr Thomson referred to report as previously circulated via email, provided brief summary key points summarised below;

- The Energy Rebate Scheme is still offering certain households additional funding on top of the £150 awarded via Council Tax in the spring
- Bin collection - There are times when we change our bin collection during holidays. You can always check your bin collection days at: <http://ow.ly/zEmX50KsaLm>
- Beryl Bikes - Riders have now clocked up more than two million kilometres of travel across the scheme, the equivalent of almost 50 journeys around the Earth. Almost a million of these kilometres were clocked up using the city's e-scooter fleet.
- Norfolk Swift Response provides a 24-hour, 365 day a year service which provides help, support and reassurance if a person has an urgent, unplanned need at home but doesn't need one of the emergency services
- Hazardous waste days; 15 and 16 October 9am - 4pm at Norwich South, Ipswich Road, NR4 6US
- Norfolk Adult Learning, which is rated well by Ofsted, offers free English and maths GCSE courses to adults aged 19 or over. The service offers a range of vocational qualifications and apprenticeships with subsidised courses
- Smoke alarms, remember to test your smoke and carbon monoxide alarms
- Nutrient Neutrality - We are still working to meet the requirements of NN to enable new houses to be built. It is a difficult process, and I will keep you apprised as and when we make progress
- Heatwave summer, Norfolk Fire & Rescue are undertaking a review

County Cllr Thomson advised that the soakaway situated at The Dell and the drain located on Pigot Lane, had been checked, both were all okay. It is believed that there is a second soakaway located at The Dell, however due to overgrown brambles this is not visible at present time. Norfolk County Council (NCC) to replace the worn grass strips situated on Long Road. With regards to the Broadband procurement for the Framingham Earl exchange awaiting notification of the subcontractor who will provide build out.

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

- South Norfolk House will be closed 4th November 2022. All meetings will be held at The Lodge.
- The Horizon building is progressing nicely.
- District Council no longer has a 5-year housing supply plan, due to the impact of Nutrient Neutrality. Poringland/Framingham Earl is outside of the catchment area.

2022/051 Councillor vacancy / Earlsmead estate

Chair advised that a resident from the Earlsmead estate, Mark Johnson, had expressed an interest in joining the PC with immediate effect. He had lived on the Earlsmead estate since it was built, and was willing to form an informal resident's committee to work with the new subcontractor recently engaged by RMG Ltd. Chair proposed that PC co-opts Mark Johnson with immediate effect, seconded by Cllr Bishop, unanimously agreed. Chair/Parish Clerk to advise Mark Johnson of PC's decision and arrange for the required paperwork to be completed – **DT/YW**.

County Cllr Thomson and District Cllr Spruce left meeting, 8.05pm.

2022/052 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;

- Kaarin Wall (W!Z graphics), PC logo @ £150.00
- Parish Clerk expenses, July @ £26.25 (includes £2.02 VAT) & August @ £19.22 (includes £1.95 VAT)
- Reimbursement to NCC @ £489.00, as previously agreed for overpayment in relation to bulb planting at roundabout as NCC paid VAT amount in error
- HMRC, quarter 2 (Parish Clerk) @ £167.20
- Geosphere Ltd, Parish Online Mapping @ £37.50 + VAT
- Norfolk Pension Fund, October @ £99.97
- Parish Clerk gross pay for October @ £338.87
- Glasdon, litter bin @ £210.79 + £42.16 VAT
- Parish Clerk, reimbursement for quarter of first BT bill @ £23.40, to be included in September expenses. Total September expenses @ £35.99 excluding VAT
- S.W.Contractors @ £30.00 + VAT, reinstate bollard on village green
- Parish Clerk training, 2 x NPTS (Norfolk Parish Training & Support) courses, Understanding Planning @ £11 and Preparing for Elections @ £9

SAAA central external auditor appointment arrangements

As per emails previously circulated, formally noted that PC had agreed to opt-in to the SAAA central external auditor appointment arrangements for the next 5 year appointing period running from 2022-23 until 2026-27.

Engagement of internal auditor for financial year ending 31st March 2023

As per emails previously circulated, formally noted the PC had engaged C Moore to carry out the internal audit for year ending 31st March 2023 at basic cost of £75.

Remembrance wreath

Chair referred to email previously circulated. Unanimously agreed to purchase wreath type G, at suggested donation of £50 from the British Legion, delivery to Chair – YW. Chair advised awaiting confirmation from Poringland Parish Council that wreath can be laid at the Poringland war memorial, if this is not possible the wreath can be laid at St Andrew's Church, Framingham Earl.

Acquisition of litter bin

Chair advised that the litter bin had been installed, as authorised, positioned on the corner of Long Road and St Annes Road between the existing dog bin and 40mph sign.

Donation to Poringland and District's Men's Shed

Cllr Aldis proposed a £100 donation this financial year, unanimously agreed. Parish Clerk to make payment – YW. Cllr Cook raised poor condition of the bench located on the green near The One Stop, all agreed to review the possibility of The Men's Shed carrying out repair works upon completion of the repairs to the Alstons seat.

Parish Clerk contact number

Parish Clerk's landline number now operational, 01508 493134.

Change in recording of entry in accounts

Parish Clerk advised that after seeking clarification from NPTS and last year's internal auditor, as a result of the new guidance issued "New 'Proper Practices' for the financial year 2022-23", the reimbursement payment from NCC for the Natural Gardens invoice was now shown as income instead of a negative expenditure as previously advised by internal auditor. With the reimbursement to NCC of the VAT paid in error shown as positive expenditure.

2022/053 Planning
Applications received to date

2022/1739, 16 Oaklands – Chair advised no documents on District Council website, believes application may have been withdrawn. Parish Clerk to check with District Council – YW
2022/0650, Land adjacent to 58 Long Road, amendments to original application. Chair advised PC originally objected to this application. Chair summarised main changes to meeting. All unanimously agreed PC to respond recognising improvements that had been made, however still have concerns with regards to overlooking issues of nearby properties, no updated street scene was provided and that original errors had not been corrected. Chair to write draft by end of week and will circulate to PC for comments/approval – DT.

Decision notices

2022/1095, Works to TPO trees. 46 Long Road. Proposal; A – Silver birch – fell. Approval with Conditions (Delegated).

2022/1542 - Works to TPO trees. 50 Long Road. 4 x Birches on East boundary - reduce height by 5m (currently 15m), Grand Fir - reduce height by 8m (currently 22m). Oak - fell and Grand Fir - reduce height by 8m (currently 22m). Approval with Conditions (Delegated)

2022/0092, 1 Oakcroft Drive. Proposal: Erection of log cabin for holiday accommodation. Approval with Conditions (Delegated).

2022/054 Administrative updates

Parish Clerk's appraisal

Chair advised appraisal was carried out on 23rd September, with the Chair, Vice-Chair and Parish Clerk in attendance. All parties happy with the Parish Clerks performance over the last 12 months. The main decision point from the appraisal was the need to build a provision in the budget for next financial year 2023-24 for the Clerks hours to be increased to 6 hours per week as standard, unanimously agreed.

Operation London Bridge

Parish Clerk to contact Rector Robert Parsonage to see if a decision had been made as to the archiving of the condolence book – YW.

Parish Councils policy re open spaces

Cllr Walker referred to current condition of recreational space on Summer Close, repairs required, area managed by District Council. Parish Clerk to contact District Council to advise repairs required and to check what routine is in place with regards to inspections of their recreational areas – YW.

2022/055 Environmental matters

Tree Warden Report

Tree Wardens advised had visited Poringland woods on 3 recent occasions to assess situation with regards to health of trees as a result of weather conditions experienced over the summer, pleased to advise on 3rd occasion noticed a significant recovery in conditions, the trees that appeared to have suffered the most were the Scots Pine. A dead tree on the playground on the Earlsmead estate had been reported to RMG's subcontractor, further 2 dead trees on estate that require attention, however not dangerous. Tree Warden advised that playground area on Earlsmead was frequented by drunks and addicts, Tree Warden to report to Police – SC. Chair advised that both the Poringland Police contact and Head of Framingham Earl High School were aware of issue. Tree Wardens advised had positive meeting with EACH with regards to the plating of a tree and matter was progressing. Chair suggested future planting of a tree to mark the King's coronation. Consideration to be given to possible locations which would need to be on accessible land if in private ownership.

Footpath Warden

Cllr Aldis advised nothing to report.

The Dell

Chair advised work being undertaken by The Fringe Project on 20th October 2022, phase 1 involves coppicing of trees on perimeter of The Dell and clearing area, re-instating path at bottom. Chair advised Councillors are not required to be present but are welcome to attend. Cllr Aldis to be in attendance. Chair advised of future meeting with Ben Du Brow, Framingham Pigot Parish Meeting, to discuss further the issue of parking for the cottages on Pigot Lane. Chair made PC aware that in the future there may be the possibility of acquiring extra land next to The Dell. Chair proposed that the parish council could purchase some basic grounds maintenance equipment, all agreed in principle – **DT**.

Roundabout, use of S106 balance

Chair advised balance of £9,555 remaining, the Developer Services Obligations Officer at District Council has been advised that the £2,445 is not the full or final expenses and that the work undertaken was a phased approach. Chair requested PC to consider further works which must fall in required criteria “to improve roundabout or immediate environment”, currently no cut-off date. Cllr Cook suggested works to the 2 dips of land owned by NCC.

2022/056 Correspondence and consultations

RMG, Earlsmead maintenance, parishioner complaint

Previously covered under minute ref 2022/051.

Parishioner email, litter around entrances to Oaklands/One Stop and uneven pathway

Chair referred to parishioner email as previously circulated. Chair advised would litter pick area in question this week. Other Councillors advised that they had undertaken litter picking. With regards to uneven pathway, Parish Clerk to contact parishioner advising that they would need to report issue direct to South Norfolk District Council – **YW**.

Parish Partnership Scheme 2023/24

All agreed no further action to be taken.

Potential new cycle link from Poringland/Framingham Earl to Norwich

Chair referred to briefing notes as previously circulated with regards to the proposed alternative cycle and walking route. Crown Point Estates are prepared to donate land. Main issues will be financing, including the costs involved in changing the phases of traffic lights. Crown Point have appointed a planning consultant to look at in further detail. Crown Point are seeking the PC’s support of this proposed scheme. Agreed to support in principle – chair to inform Crown Point Estate - **DT**

2022/057 Date of next meeting (29th November 2022) and items to be considered for agenda

Items to be included on agenda;

- Charitable giving, (Charitable and grant awarding policy)with view to setting budget
- Donations, current financial year – for approval
- The Dell – update
- Budget/precept 2023/24 – for approval
- Award of verge/grass cutting contract, 2023 season – for agreement
- Proposed meeting dates 2023/24 – for agreement
- Civility and Respect Pledge – for discussion

2022/058 Chairman’s urgent business

Draft Invitation to Tender, Annual Verge/Grass Cutting Contract (2023 season)

Chair referred to draft tender as previously circulated. Cllr Aldis recommended cutting intervals to be changed to every 4 weeks, unanimously agreed. Parish Clerk to update and issue tender – **YW**.

Poringland Parish Council fireworks display

Chair advised that Poringland Parish Council had declined PC's offer of a contribution towards the costs, however they requested for volunteers instead to help on the day and/or evening. Volunteers to advise availability and then chair to provide list of names to Chair of Poringland Parish Council – DT.

Meeting closed 9.16pm.

Minutes prepared by Yvonne Wonnacott, Parish Clerk, 05/10/22

Approved:

Date: