

FRAMINGHAM EARL PARISH COUNCIL MEETING



Minutes of the Parish Council meeting held on
Tuesday 5th March 2024 at 7.30pm 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 Jane Walker (JW), District Cllr Nicola Fowler (NF), District Cllr John Overton (JO) and Yvonne Wonnacott – Parish Clerk (YW).

Apologies:

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

Members of the Public:

None.

2023/070 Chair's welcome (to include any apologies for absence for approval)

Chair welcomed all attendees to meeting. Apologies received and approved from S Cornell – Tree Warden, L Thomas – Tree Warden and County Cllr Thomson.

2023/071 To receive declarations of interest

None.

2023/072 To approve a time limit for the meeting

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

2023/073 To agree minutes of the Parish Council (PC) meeting held 28th November 2023

Cllr Bishop proposed minutes of the PC meeting held 28th November 2023 as previously circulated to be agreed as correct, seconded by Cllr Cook, and unanimously agreed. Minutes signed by Chair.

2023/074 Matters arising from the minutes of the PC meeting held 28th November 2023

None.

2023/075 Adjournment for public participation

None.

2023/076 County/District Councillors report(s)

Chair referred to report received from County Cllr Thomson as previously circulated. District Cllr Fowler advised District Council had completed the budget process with agreement of budget. The scrutiny committee were meeting on a regular basis, with a lot more subjects being scrutinised. The committee is to review the recent move to the Horizon

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

- District Council have invested heavily, Big Sky making a massive contribution to South Norfolk.
- The CAF fund has increased to £150,000 with a maximum grant of £20,000.
- Three full time members of staff now working on the District Direct service, which monitors patients in the South Norfolk area that can be discharged early from hospital, providing their homes are safe and suitable and they have access to the help they need at the time they need it.
- Nutrient neutrality: South Norfolk have a non-profit making company where developers can buy credits, these credits are approx. £2,000 per property
- Levels of homelessness have significantly increased within the district.

2023/077 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, March & April @ £458.64 per month
- Parish Clerk pension, Norfolk Pension Fund, March & April @ £107.78 per month
- Ravencroft Tree Services Ltd @ £295.00 + vat, tree survey, as previously agreed
- NALC membership 2024/25 @ £127.78
- CPRE membership @ £36.00 (£38.00 allowed in 2023/24 budget)
- Community Action Norfolk membership @ £20.00 (£22.00 allowed in 2023/24 budget)
- The Garden Guardian @ £1,096.00+ vat, as per agreed contract for grass cutting 2023
- South Norfolk Council, dog bin pro-rata @ £47.64 + vat, additional bin on Gull Lane
- Reimbursement to Cllr Aldis @ £59.53, includes £9.92 vat, roadside mirror as agreed as November 2023 meeting
- HMRC, quarter 3, Parish Clerk @ £265.60
- Parish Clerk expenses, December @ £12.49
- Parish Clerk expenses, January @ £17.93, includes £1.11 vat
- Parish Clerk expenses, February @ £20.30, includes £0.68 vat
- Norfolk Association of Local Councils @ £45.00 + vat, Biodiversity course attended by Cllr Aldis
- Poringland Parish Council @ £87.00, to cover half of loss, total loss £174.00 incurred on the joint Coronation event. Subject to a formal written request being received from Poringland Parish Council, with a breakdown of costs, Parish Clerk to request – YW.

Clean up and bloom grant

Meeting noted that District Council had advised grant can be spent up until December 2024. All agreed PC to look at planting bulbs around village green and The Dell, item to be added to May agenda – YW.

Pride in place grant

Meeting noted grant application had been submitted for £1,050.00 to cover the cost of engaging a subcontractor to undertake a feasibility and options appraisal, relating to the

potential maintenance, usage and development of The Dell. Applicants to be informed of the outcome by mid-March.

SLCC (Society of Local Council Clerks) membership renewal

Unanimously agreed to renewal of SLCC membership at cost of £57.25 per Parish Council – YW.

NALC (Norfolk Association of Local Councils) membership 2024/25

Unanimously agreed for PC not to renew its NPTS (Norfolk Parish Training & Support) subscription for next financial year, 2024/25, but instead to subscribe to NALC (Norfolk Association of Local Councils) at cost of £127.78. Noted the subscription for 2024/25 if PC had remained with NPTS would have been £138.62. Agreed to review membership provider/subscription when setting budget for 2025/26, taking into consideration that NALC membership for future years would include a National ALC fee, this is not charged in the first year of membership.

NPTS (Norfolk Parish Training and Support) update on funding church projects

Meeting noted update on funding church projects, as advised by NPTS, the new section '19A' inserted in the Local Government Act 1894, makes it clear that parish and town councils can use specific powers, along with general powers such as s137 and the General Power of Competence to satisfy funding requests from churches or ecclesiastical charities should they wish.

Insurance, key person cover

Agreed at time of insurance renewal, PC to request quotation to include key person cover, which would cover the cost of employing a locum should the Parish Clerk be unable to work, mitigating any risk.

Risks/earmarked reserves

PC agreed to Risk Management Scheme being amended adding under item 5, point 6, an additional sentence "Chairman or member of Parish Council to telephone internal auditor upon receipt of internal audit report to receive telephone confirmation that they undertook internal audit" – YW. PC noted risk of costs if parishioner(s) raised queries with external auditor, and considered additional earmarked reserve to cover such an eventuality. No further action to be taken at present time.

Asset register

Unanimously agreed to adopt amended asset register as previously circulated with immediate effect. Cllr raised item that there was a need for a dog bin to be located on Romany Walk, as litter bin situated there is frequently overflowing with dog poo bags. Chair to raise with Poringland Parish Council, as Romany Walk falls in their parish boundary – DT.

2023/078 Planning

Applications for consideration

None.

Decisions

2023/2746, 14 Walnut Tree Drive, appeal against refusal.

2023/079 Administrative updates

Review of internal controls

PC reviewed internal controls, including measures to prevent and detect fraud and corruptions, reviewing its effectiveness. In line with requirement on AGAR Annual Governance Statement. PC unanimously agreed internal controls in place fully met requirements, no further action required.

Councillors Register of Interests

PC formally noted that it is the Councillors responsibility to review and update their Register of Interests, notifying District Council of any changes.

Governance document review

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

- Financial regulations – Amended document adopted
- Equality & diversity policy – Readopted with no amendments
- A guide for the public attending & speaking at meetings – Amended document adopted
- Health & safety policy – Readopted with no amendments
- Data protection information audit – Amended document adopted.

Biodiversity training

Cllr Aldis provided brief update on recently attended NALC biodiversity training. 8 key points identified as follows;

- 1) Biodiversity management plan
- 2) Policy should be managing for wildlife
- 3) Planning: Developers to consider biodiversity
- 4) Engage beforehand, engagement of the community
- 5) Innovate
- 6) Establish links with local environment groups and other parishes
- 7) Celebrate your wild places
- 8) Funding opportunities

Recommended to carry out a biodiversity audit prior to any management as part of the future reviewing process. All agreed key focus would be The Dell. PC to consider the mowing areas of the grass/verge cutting contract specification for the 2025 season, with a view of changing the mowing areas where feasible – **ALL**. Suggested PC could talk to land owners and residents, encouraging delay of mowing to help wildlife, possibility of signage. Chair to contact Estate Manager at Crown Point to establish if they have any biodiversity plans in place – **DT**. Chair to liaise with Framingham Earl High School with regards to biodiversity – **DT**.

Proposed Remembrance display 2024

Chair to raise item at next Poringland Parish Council meeting – **DT**. Local schools and the Poringland and District Men's and Women's Shed have expressed an interest.

2023/080 Environmental matters

Tree Warden Report

Tree Wardens had advised nothing to report. Noted recent tree survey carried out by Ravencroft Tree Services Ltd on 14th December 2023, no specific items were raised for immediate attention. Tree Wardens had raised question as to whether a warning sign was required to warn users of the potential of standing water. Agreed signage not required but PC to find out cost of the acquisition of a lifebuoy – **YW**. Noted that if lifebuoy purchased, would require regular/weekly inspections of The Dell.

Footpath Warden

PC formally noted the application to stop up the highway at Framingham Earl FP3 and Yelverton FP1 and as agreed PC gave their consent to this application.

Bench (located on village green)

Agreed for Parish Clerk to contact Poringland and District Men's Shed with a view of engaging their services to carry out repairs to the bench situated on the village green – **YW**.

Roundabout

Cllr Bishop advised still waiting for County Cllr Thompson to set up a meeting with Highways as previously agreed. Chair to contact County Cllr Thompson – DT.

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

Litter bin situated on village green remains full and overflowing at times, removal of litter bin outside One Stop Shop resulting in increased use of bin on the green. Chairman to write to Tesco's, owners of One Stop – DT.

Fly tipping/littering

Noted increase in littering/fly tipping within the parish. Church volunteers/groups now have designated individual litter picking areas. Cllr Cook to liaise with church volunteers and Parish Clerk for proposed date to undertake litter pick as part of The Big South Norfolk Litter Pick 2024, to focus on area at The Dell – LC/YW.

2023/081 Correspondence and consultations

CPRE standard light pollution clause

PC unanimously agreed to adopt the CPRE Norfolk standard light pollution clause to every planning application response that the PC makes with immediate effect. Adopted clause as follows;

“National Planning Policy Framework (NPPF) Clause 191c and Norfolk County Council's Environmental Lighting Zones Policy both recognise the importance of preserving dark landscapes and dark skies. In order to minimise light pollution, we recommend that, if this application is permitted, any outdoor lights associated with the proposed development should be:

- 1) Fully shielded (enclosed in full cut-off flat glass fitments)
- 2) Directed downwards (mounted horizontally to the ground and not tilted upwards)
- 3) Switched on only when needed (no dusk to dawn lamps)
- 4) White light low-energy lamps (preferably LED's*) and not orange or pink sodium sources.”

Portrait of King Charles

Agreed for Parish Clerk to submit request for portrait – YW.

D-Day 80, 6th June 2024

Noted, no further action to be taken.

Stop The Wensum Link Campaign Group

Noted, as not in proximity of parish agreed no further action to be taken.

Consultation, Norwich City Councils draft BNG Planning Guidance Note 2024

Noted, no further action to be taken.

2023/082 Date of next meeting, Annual Parish Council meeting, 7th May 2024 and items to be considered for agenda

Noted. Parish Clerk to contact local bodies, advising can submit reports to PC and welcome to attend – YW.

2023/083 Chairman's urgent business

Cllr Walker advised had spoken to the local rector with regards to funding/grants for those in need, local rector had advised they were happy with support received from District Council, Help Hub. Cllr Cook raised issue of large number of vehicles currently parked daytime on the pavement of Long Road, Chair to speak to local police contact – DT. District Cllr Overton advised of a full premises licence application for Land South of Twins Farm, Old Stoke Road, Arminghall. Application for a drum and bass festival.

Meeting closed 8.59pm.

Minutes prepared by Yvonne Wonnacott, Parish Clerk, 06/03/24

Approved:

Date: