

# FRAMINGHAM EARL PARISH COUNCIL MEETING



Minutes of the Annual Parish Council meeting  
held on Tuesday 7<sup>th</sup> May 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 John Overton (JO), County Cllr Vic Thomson (VT) and Yvonne Wonnacott – Parish Clerk (YW).

**Apologies:**

District Cllr Nicola Fowler (NF), Sandra Cornell – Tree Warden (SC), Lynn Thomas – Tree Warden (LT), Representative from The Nook and Hon Treasurer of PCC of St Andrew's Church.

**Members of the Public:**

One.

**2024/001 To elect the Chairman of the Parish Council**

Cllr Todd was proposed for the position of Chairman by Cllr Walker, and this was seconded by Cllr Cook. All other Councillors supported the proposal. Cllr Todd accepted position of Chairman, Declaration of Acceptance of Office completed by Chair.

**2024/002 To elect the Vice-Chairman of the Parish Council**

Cllr Bishop was proposed for the position of Vice-Chairman by Chairman, and this was seconded by Cllr Aldis. All of the other Councillors supported the proposal. Cllr Bishop accepted position of Vice-Chairman.

**2024/003 To receive any apologies for absence for approval**

Apologies received and approved from District Cllr Nicola Fowler, Sandra Cornell – Tree Warden, Lynn Thomas – Tree Warden, Representative from The Nook and Hon Treasurer of PCC of St Andrew's Church.

**2024/004 To receive declarations of interest**

Cllr Walker and Cllr Aldis declared an interest with regards to Burgate Lane. Cllr Cook and Cllr Bishop declared an interest with regards to planning application 2022/0650, Land adjacent to 58 Long Road.

**2024/005 To approve a time limit for the meeting**

Chair proposed aim for meeting to finish by 9.00pm, all agreed.

**2024/006 To agree minutes of the Parish Council (PC) meeting held 5<sup>th</sup> March 2024 and to note minutes of the Annual Parish meeting held 9<sup>th</sup> May 2023**

Chair referred to previously circulated minutes of PC meeting held 5<sup>th</sup> March 2024, proposing one amendment, minute reference 2023/077 expenditure for approval, Ravencroft

Tree Services Ltd @ £295.00 + vat, listed twice in error, all agreed to removal of duplicate listing. Cllr Bishop proposed amended minutes of the PC meeting held 5<sup>th</sup> March 2024 to be agreed as correct, seconded by Cllr Cook, and unanimously agreed. Minutes signed by Chair. All agreed that draft minutes of Annual Parish meeting held 9<sup>th</sup> May 2023 were an accurate and correct record.

**2024/007      Matters arising from the minutes of the PC meeting held 5<sup>th</sup> March 2024**

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

Chairman to write to Tesco's, owners of One Stop this week – **DT**.

Litter pick

Parish Clerk to hasten District Council if £20 entry reward is not received after completion of scheme, (1<sup>st</sup> March to 31<sup>st</sup> May 2024) – **YW**.

**2024/008      Adjournment for public participation**

Member of public attending meeting but not present as attended incorrect venue. All agreed for public participation to remain open until member of public is in attendance.

**2024/009      Annual reports**

Chair summarised annual reports/overviews received from following local organisations;

- Framingham Earl Fuel Allotment Trust
- Framingham Earl High School
- PCC of St Andrew's Church
- The Nook - East Anglia's Children's Hospices (EACH)

All reports/overviews available to view on PC website.

Member of public joined meeting at 7.36pm. Meeting adjourned for public participation

**2024/010      Adjournment for public participation**

Member of public raised request for 30mph speed limit on Long Road. Chair advised PC had previously campaigned on several occasions for change to speed limit, with recent campaign being taken to Richard Bacon, MP. Previous campaigns were not successful. County Cllr Thomson requested Chair to write direct to him with request for reduced speed limit, to include changes to area since 40mph limit was introduced, including new houses, The Nook with pedestrian access and new access roads – **DT**. Cllr Thomson to arrange for count of traffic to be undertaken and to access accident data for last 5 years – **VT**. Cllr Thomson advised had previously spoken to a representative from Westcotec who provide the speed awareness machines (SAM's) and they were open to a SAM being positioned on a 40mph road for data collection. Member of public praised spring flower display on roundabout.

**2024/011      County/District Cllr report(s)**

County Cllr Thomson provided brief overview to meeting, key points summarised as follows;

- New Chairman, Cllr Stuart Dark.
- County experienced 6 storms since October 2023, creating flooding, Highways issues and subsequent cost implications.
- Pothole problems, due to weather conditions had to patch potholes as can't carry out full repair unless pothole is absolutely dry.
- Weather has been biggest problem this year.
- County Deal;
  - o Ready to sign up to deal
  - o Series of seminars for Members

- All of Norfolk will vote for Leader of Council
- Brownfield sites will receive funds to prepare sites ready for developers
- Norfolk Investment Fund £600 million over 30 years
- Adult education – currently NCC is responsible but money goes straight to providers, this will change with NCC setting the curriculum

Cllr Peet raised question as to whether there was any further developments with regards to the proposed new primary school. County Cllr Thomson advised no further developments.

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

- New leader, first time in 17 years
- Conservatives no longer have majority
- Care Home, Poringland, works on hold due to current financial implications
- Extended contract of position of Ditch Walker. To date have brought 15 cases forward re non-maintenance of ditches, pro-active role.
- New Leader to look at planning Conditions in relation to surface water, to ensure Conditions are being met.

Parish Clerk raised issue that there appeared to be no movement/resolution on registered planning enforcement cases. County Cllr Thomson and District Cllr Overton left meeting.

## **2024/012 Finance matters**

### Finance and admin report

Finance and admin report with financial summaries unanimously approved.

### Financial statement as at 31<sup>st</sup> March 2024

Received and noted.

### Annual internal audit report

Noted internal audit report as previously circulated, no recommendations or observations. Chair advised as per Risk Management Scheme, Chair contacted internal auditor who confirmed that they had undertaken audit. All agreed for Parish Clerk to contact internal auditor to request to engage their services for 2024/25 internal audit – YW.

### AGAR – Section 1 – Annual Governance Statement 2023/24

Statement agreed and signed by Chairman and Parish Clerk.

### AGAR – Section 2 – Accounting Statements 2023/24

Statements approved and signed by Chairman.

### Certification of Exemption – AGAR 2023/24 Form 2

Approved and signed by Parish Clerk and Chairman.

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

Following items of expenditure for financial year 2023/24 were formally noted and/or approved;

- Parish Clerk expenses March @ £76.07, includes £0.75 vat
- HMRC, Parish Clerk, quarter 4 @ £236.00

Following items of expenditure for financial year 2024/25 were formally noted and/or approved;

- NALC @ £127.78, annual subscription as previously agreed
- Mrs C Moore @ £100.00, internal auditor as previously agreed
- Parish Clerk pension, Norfolk Pension Fund, April, May & June @ £105.49 per month. To note £107.78 previously agreed at March meeting for April payment, however employer contribution rate has decreased from 23.5% to 23% from 1<sup>st</sup> April 2024.
- Parish Clerk gross pay, April, May & June @ £458.64 per month

- Zurich Municipal @ £352.69, insurance renewal

#### Insurance renewal

PC agreed to renewal @ £352.69, PC on a 3 year LTA (Long Term Agreement) which expires end of May 2026. PC noted policy amended to include key person cover at no extra charge.

#### Reserve's policy

PC agreed to continue with adopted reserves policy to keep between 3 months and 12 months of net revenue expenditure as general reserves, with PC looking at the higher end of this spectrum. PC agreed to proposed changes as per Finance and admin report re earmarked reserves, bringing revised earmarked reserves as at 1<sup>st</sup> April 2024 @ £16,608.07.

#### Savings account

All agreed to increase amount in savings account to £25,000, with aim of having 80% of funds in savings account and 20% of funds in Treasurers account – YW.

#### Bank signatories

Existing full power signatories Cllr Todd and Cllr Bishop. Cllr Peet remains not set-up after several requests to Lloyds. Chair to hasten to resolution – DT.

### **2024/013 Planning**

#### Applications for consideration

None.

#### Decision notices received to date

2024/0826, 19A The Street, Works to TPO trees. Proposal: T4 – Sweet Chestnut – reduce crown height. Decision: Refusal.

2024/0928, 19 The Street, Works to TPO trees. Proposal: G1 – Oak – Reduce crown height & width & reduction of branch. Decision: Refusal.

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

#### 2022/0650, Land Adjacent to 58 Long Road

Chair advised of current position, District Cllr Overton was originally going to request for application to go to Planning Management Committee for decision to be made, however in light of developers amendments to plans, District Cllr Overton has advised satisfied with changes made so no longer reason(s) to submit request for Committee to decide application.

PC can request for application to be considered by Committee, would need to provide adequate planning reasons to support request. All unanimously agreed not to request for application to go to Committee due to the low prospects of success that South Norfolk District Council will agree with our objection.

### **2024/014 Summer Fair**

Date of Fair, Saturday 15<sup>th</sup> June 2024, on Mulberry Green behind Poringland Community Centre, aiming for event to break-even. Volunteers required for event, day before, day of event and to assist with packing down after event finishes. Parish Clerk to provide Poringland PC with list of volunteers – YW.

### **2024/015 Administrative updates**

#### Local Governments Association (LGA) Code of Conduct

PC formally noted and agreed the adoption of the LGA Code of Conduct.

#### Representatives and responsibilities

Representatives/responsibilities agreed as follows;

- Tree Wardens: Sandra Cornell & Lynn Thomas – Current Tree Wardens expressed that they would like to step down from role at end of financial year, therefore replacement(s) to be considered
- Footpath Warden: Cllr Aldis
- Six Strategic Group representative – Cllr Todd
- Nominated person(s) as point of contact for local entities;
  - Cllr Todd – Framingham Earl High School and Poringland primary
  - Cllr Aldis - Aldis Farm, Poringland & District Men's Shed, Groundhog and local environmental groups
  - Cllr Bishop – Post Office, One Stop
  - Cllr Cook – Churches and Police
  - Cllr Peet – Railway Tavern/Royal Oak, Nexus
  - Cllr Walker - EACH

Chair to re-circulate contact crib sheet – **DT**.

Member of public left meeting 8.45pm.

#### Delegation arrangements to Parish Clerk

PC unanimously agreed that the adopted Standing Orders and Financial Regulations adequately cover delegation arrangements.

#### General Power of Competence

Noted that resolution was passed at Annual PC meeting on 9<sup>th</sup> May 2023 to re-adopt The General Power of Competence.

#### Proposed Remembrance display

Chair advised meeting with school next week, Chair to circulate update after meeting – **DT**.

#### Portrait of King Charles

Portrait received at no cost to PC. Agreed portrait to be kept at Methodist Church, Cllr Cook to raise item with Church – **LC**.

#### Councillor vacancy

Chair advised had written to potential candidate, no response received to-date will hasten – **DT**. Chair to contact former District Cllr to see if position would be of interest – **DT**. Noted that PC now in a position to co-opt vacancy.

### **2024/016      Environmental matters**

#### Tree Warden Report

Update as previously circulated, Tree Wardens encouraged at the continuing work in The Dell. Hope to plant some native bluebell bulbs in August, ready for the following spring.

#### Footpath Warden

Footpath(s) all okay.

#### The Dell

PC was successful in securing £1,050 Pride in Place Community grant, to help fund feasibility study of The Dell. Chair thanked Cllr Peet for his contributions with the application process. Chair has contacted The Fringe Project who will be undertaking the feasibility study. Cllr Peet to carry out further research re acquisition of lifebuoy and mount, circulating recommendations to full PC for approval – **SP**. All agreed and as approved by CIL and S106 Officer at District Council, CIL funds to be used for acquisition of lifebuoy.

#### Bench (located on village green)

Chair referred to email as previously circulated from Poringland & District Men's Shed. All agreed to engage the Men's Shed to refurbish the bench, Parish Clerk to engage their services – **YW**.

#### Clean up and bloom grant

As previously agreed grant to be used for purchase of bulbs, Cllr Cook to carry out initial research – LC. Suggestion made that possibly in future could work with local entities to have flower troughs at agreed locations within the Parish.

Roundabout

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

**2024/017 Correspondence and consultations**

Play Streets grant

Noted, no further action.

Rural Housing Enabler (Community Action Norfolk)

Noted, no further action.

**2024/018 Date of next PC meeting, 2<sup>nd</sup> July 2024 and items to be considered for agenda**

Noted. Chair proposed future meetings commence at 7.00pm instead of 7.30pm, all agreed. Parish Clerk to update website and noticeboards – YW.

**2024/019 Chairman's urgent business**

Chair to circulate dates for informal PC social gathering – DT.

Meeting closed 9.07pm.

Minutes prepared by Yvonne Wonnacott, Parish Clerk, 08/05/24

Approved:

Date: