

FRAMINGHAM EARL ANNUAL PARISH COUNCIL MEETING



Minutes of the Annual Parish Council meeting
held on Tuesday 9th May 2023 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) and Yvonne Wonnacott – Parish Clerk (YW).

Apologies:

Cllr Mark Johnson (MJ), County Cllr Vic Thomson (VT).

Members of the Public:

None.

Declarations of Acceptance of Office received from all Councillors.

2023/010 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.

2023/011 To receive any apologies for absence for approval

Apologies received and approved from Cllr Johnson and County Cllr Thomson.

2023/012 To elect the Vice-Chairman of the Parish Council

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

2023/013 To receive declarations of interest

None.

2023/014 To consider any declarations of acceptance of office that have not been received and decide whether to grant an extension or declare the seat vacant

Not applicable.

2023/015 To approve a time limit for the meeting

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

2023/016 To agree minutes of the Parish Council meeting held 7th March 2023

Cllr Bishop proposed amended minutes of the Parish Council (PC) meeting held 7th March 2023 as previously circulated, with the proposed amendment to minute reference 2022/079, with title change to read “South Norfolk and Broadland District Council, Director of Place”, to be agreed as correct, seconded by Cllr Cook, unanimously agreed. Minutes signed by Chair.

2023/017 Matters arising from the minutes of the Parish Council meeting held 7th March 2023

Parishioner request, additional signage junction at Oakcroft Drive

Chair referred to minute references 2022/070 and 2022/077, action to take photos of existing signage and forward parishioner request onto Norfolk County Council (NCC) Highways remains outstanding, Chair to action – **DT**.

2023/018 To reconfirm eligibility and to consider re-adopting the General Power of Competence

PC reconfirmed eligibility and unanimously agreed to re-adopt the General Power of Competence.

2023/019 Finance matters

Finance and admin report

Finance and admin report with financial summaries unanimously approved.

Financial statement as at 31st March 2023

Received and noted.

Annual internal audit report

Chair referred to auditors report as previously circulated and two observations. With reference to the last SCP increase (Clerk's agreed rate, determined nationally) that had not been applied, PC unanimously agreed to apply correct hourly rate for SCP25 @ £16.64 with immediate effect and backdated payment of £245.70, taking into consideration Clerk's pension to be paid as part of May payment. PC to consider opening a deposit account, Parish Clerk to investigate options including Lloyds and report back at July meeting – **YW**. Parish Clerk advised that auditor's minimum charge for financial year 2023/24 would be £100, PC agreed to engage auditors services for 2023/24, Parish Clerk to notify auditor of decision – **YW**.

AGAR – Section 1 – Annual Governance Statement 2022/23

Statement agreed and signed by Chairman and Parish Clerk.

AGAR – Section 2 – Accounting Statements 2022/23

Statements approved and signed by Chairman.

Certification of Exemption – AGAR 2022/23 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 2022/23 were formally noted and/or approved;

- Parish Clerk expenses March @ £28.38, includes £2.33 VAT
- HMRC, quarter 4, Parish Clerk @ £166.60
- Community Action Norfolk membership @ £20.00

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

- Norfolk Pension Fund, April @ £125.47
- Poringland Parish Council @ £200, transfer of Coronation grant
- Mrs C Moore @ £75, auditor fees
- Parish Clerk April, net pay @ £355.64 & expenses @ £28.24, includes £0.79 VAT
- Insurance renewal @ £354.79
- Parish Clerk, gross pay, May and June @ £432.64 per month, based on updated agreed rate of £16.64 per hour.

- Parish Clerk pension, Norfolk Pension Fund, May and June @ £125.47 per month, based on updated rate of £16.64 per hour
- Parish Clerk, backdated pay payment for 2022/23 @ £245.70
- Parish Clerk, pension, Norfolk Pension Fund, backdated payment for 2022/23 @ £75.40
- Parish Clerk, additional hours for Coronation event. 6 hours @ £99.84

Insurance renewal

PC unanimously agreed to renew with existing provider, Zurich, based on a 3 year LTA (Long Term Agreement) @ £354.79 – YW. Quote was obtained from BHIB Councils Insurance @ £610.80. PC considered online package available from Zurich @ £300.00, however unanimously agreed to remain with existing policy type.

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.

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 1st April 2023 @ £14,802.

2023/020 Planning

Applications received to date

2023/0845, 16 Hall Road – PC to respond “no comment” - YW

2023/0968, Foxhills, 70 Long Road – PC to respond “no comment” - YW

2023/1109, The Nook, Pigot Lane – PC to respond “supporting the application” – YW

2023/1085, 58 Long Road – PC to respond “no comment” - YW

Application responses submitted

2023/0482, Framingham House, 58 Long Rd. Proposal: Erection of double garage and new entrance gates. PC responded as follows; “Framingham Earl Parish Council has no objection to the planning proposal. We would, however, like to see a condition imposed about any external lighting being limited to downward projection and motion-activated - in keeping with the dark skies' nature of the neighbourhood and existing property.”

Decision notices

2023/0293, Works to TPO trees. Framingham House, 58 Long Rd. Decision: Refusal (Delegated)

2023/0372, Works to TPO trees. 44 Long Rd. Approval with Conditions (Delegated).

2022/2195, Boundary House, Framingham Earl Road, Yelverton. Approval with Conditions (Delegated)

2023/021 Coronation and midsummer fete

Chair/Parish Clerk advised The Big Village Picnic, held jointly by Framingham Earl and Poringland Parish Councils for the Coronation was a successful event, with good attendance, and in the majority positive feedback was received. Midsummer fete, 17th June 2023, plans are progressing well, with several stalls, food outlets and entertainment confirmed.

Volunteers will be required on the day, before, after and during the event. Winkworths are sponsoring advertisement boards, 7 locations agreed at meeting, including 2 situated at The Dell and one further location to be confirmed.

2023/022 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
- Footpath Warden: Cllr Aldis
- Six Strategic Group representative – Cllr Todd
- Earlsmead Estate representative – Cllr Johnson
- 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/Parish Clerk to compose crib sheet, for initial contact – **DT/YW**.

Delegation arrangements to Parish Clerk

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

Website – Consultant correspondence

Chair referred to email as previously circulated and consultant suggestion for PC to consider updating existing site to a more modern template, bringing site back to compliance with website accessibility if it needs it. PC could upgrade existing account from free version of Wix and register the address, at approximate cost of £90 per year to Wix. PC to contact consultant to request meeting to discuss options further and obtain their thoughts with regards to a gov.uk website – **DT/YW**. PC to consider specific email addresses for PC business, which could be diverted to a personal account – **ALL**. Website to be added to October agenda – **YW**.

Six Strategic Group

Chair to provide update at July meeting – **DT**.

2023/023 Environmental matters

Tree Wardens

Chair proposed Tree Wardens are nominated as Community Champions in recognition of their hard work, time and commitment, all agreed, Parish Clerk to submit nomination – **YW**.

The Dell

Chair meeting with property owner of 1 Long Road at end of May, to discuss further the possibility of working with property owner to open up the back of their property and the Dell. Cllr Peet has reported to Anglian Water the current situation of water being present in the middle of the Dell, PC to monitor situation – **ALL**.

Grass area at village green

Chair advised village green privately owned. District Cllr Overton to speak to owner to enquire if in principle if they would be open to having raised bed(s) on village green with wildflowers, similar to raised bed situated outside Budgens – **JO**.

Repairs to Alstons seat

Cllr Aldis advised contacted Poringland and Districts Men's Shed, who advised waiting for weather to improve before commencing repair works.

Roundabout

Chair to liaise with Poringland Parish Council Chair, with view to moving project forward and spending balance of S106. Suggest possibility of additional bulb planting on roundabout, and/or other parts of the Dell within S106 remit, and/or sculpture to be located on roundabout – **DT**. Cllr Bishop and Cllr Cook confirmed happy to represent PC in joint working party/committee. As previously discussed, Chair proposed roundabout to be used to mark Remembrance Day, with schools and local organisations designing and producing poppies to display on roundabout, all agreed to proposal and in principle to PC contributing towards costs of materials.

Proposed acquisition of additional dog bin

As previously agreed, minute ref 2022/066, Parish Clerk to contact District Council to request approval of proposed site for additional dog bin to be located on Gull Lane, near the two footpaths – **YW**.

2023/024 Correspondence and consultations

None.

2023/025 Date of next meeting (4th July 2023) and items to be considered for agenda Councillors to advise Parish Clerk of any items for agenda.

2023/026 Chairman's urgent business

Water leak opposite The Nook

Cllr Peet to report to Anglian Water – **SP**.

Local press article

Chair raised recent article in local press where resident had issues with a Parish Council, one issue raised being the level of discussion outside formal meetings and via email. Chair wanted to ensure that all members were happy that the meetings adequately covered the business. All members confirmed their satisfaction that the meetings adequately covered all items of business.

Meeting closed 9.00pm.

Minutes prepared by Yvonne Wonnacott, Parish Clerk, 11/05/23

Approved:

Date: