

FRAMINGHAM EARL VIRTUAL PARISH COUNCIL MEETING

Minutes of the Virtual Parish Council meeting held on
Tuesday 1st December 2020 at 7.30pm

Present:

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

Apologies:

Cllr David Crawford (DC), Cllr Paul Venn (PV), Sandra Cornell (SC) and Lynn Thomas (LT) – Tree Wardens.

Members of the Public:

None.

2020/059 Chairs welcome (to include any apologies for absence)

Cllr Todd (acting chair) welcomed all attendees to meeting. Chair advised of Cllr Venn's resignation from the Parish Council (PC), reason for resignation is Cllr Venn has moved out of village and therefore no longer meets the qualifying criteria. Cllr Todd expressed the PC's thanks for Cllr Venn's contributions as both a Councillor and Chair and wished him every future success. Apologies received from Cllr Crawford, Cllr Venn and Tree Wardens, Sandra Cornell and Lynn Thomas.

2020/060 To receive declarations of interest

Cllr Cook declared an interest as a member of The Churches Together Committee.

2020/061 To approve a time limit for the meeting

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

2020/062 To agree minutes of virtual Parish Council meeting held 6th October 2020

Cllr Bishop proposed the minutes of the virtual PC meeting held 6th October 2020 to be agreed as correct with no factual inaccuracies, seconded by Cllr Walker, unanimously agreed by PC. Minutes to be signed by Chairman at the next available meeting of the PC in person.

2020/063 Matters arising from the minutes of the virtual Parish Council meeting held 6th October 2020

Gates installed on Long Rd

As per minute ref 2020/049. Parish Clerk contacted planning department at South Norfolk Council (SNC) and matter currently being investigated. Parish Clerk to email SNC to obtain update – YW.

Framingham Earl sign (B1332)

Chair advised sign now in position.

Allotments

Parish Clerk advised that no further expressions of interest had been received.

2020/064 Adjournment for public participation

None.

2020/065 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;

- Census to take place on 21st March 2021
- Boundary review, no changes for PC
- Now in Tier 2 Lockdown
- £200,000 fund to ease Christmas hardship has been announced by County Council
- Covid Support Officers being appointed to help people understand and social distance
- Iron work causing problems outside Bennett Homes
- Fiveways roundabout, has asked for 2 white lines between island and roundabout to be reinstated
- Right turn onto B1332 from A146, agreed for this to be extended
- Damaged railings/fencing at top of Long Road, near roundabout in hand
- Norwich Market – New online platform allows you to browse through an incredible selection of stalls and traders and order from one easy and simple to use system
- Extended shopping hours over Christmas and New Year period
- Norfolk recycles: Reduce, Reuse, Recycle, Recover
- Norfolk libraries will be reopening their doors from Wednesday 2nd December
- Gritting has started, please check grit bins, these will be refilled in January 2021. NCC has 7 new gritters.
- NCC Fostering service, looking for new foster parents
- A new £1.9 million Norwich South Site Recycling Centre next to Harford Park & Ride has been granted planning permission
- Flu vaccinations for 50-64 age group will be undertaken in December

Parish Clerk raised item of Norfolk County Council (NCC) investigation into recent accident at the zebra crossing, near One Stop. County Cllr Thomson advised ongoing and he will report back findings once complete – VT. County Cllr Thomson advised Head Teacher at Framingham Earl High is currently looking into activities of school children during busy periods i.e. lunchtimes.

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

- South Norfolk Council (SNC) have Covid delegates to provide assistance to Parish Councils and businesses, contactable via the Help Hub
- SNC in receipt of further grants
- Father Christmas will be visiting Poringland on Sunday 13th December, further details will be available on Poringland Parish Council website
- Ongoing situation with Flagship and Victory Housing, parishioner complaint with regards to staff services and non-communication
- Members grants available for local groups/charities
- Well chemist – District Cllr Neal been in direct communication with Director of Operations at Well. The Director visited the chemist last week and witnessed the issues herself. District Cllr Neal has been assured that they have employed a new Pharmacist who will be based permanently in Poringland, he will start at the end of this year, they have employed two full time and one part time Dispensers who will also be based at Poringland. Director of Operations requested weekly report from District Cllr's advising of any comments positive and/or negative, in addition Director

of Operations will be visiting site on a monthly basis. Chair requested that PC's thanks be passed onto District Cllr Neal for her hard work and efforts on this item.

2020/066 Interim Chair and Vice-Chair positions

Parish Clerk to notify SNC of councillor vacancy and advertise vacancy - YW. Cllr Todd advised happy to remain in position of Vice-Chair at present moment, to be reviewed at later date. Cllr Cook to contact potential candidate and report back to PC – LC.

2020/067 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 2 x payments, October @ £105.72 and November @ £92.01
- Parish Clerk, October @ £337.15 net pay and £13.60 expenses
- Parish Clerk, November @ £301.07 net pay and £29.82 expenses
- Information Commissioners Office (ICO) @ £35 (data protection renewal fee)
- Ravencroft Tree Services Ltd @ £275 + vat (tree assessment of The Dell)
- SNC annual dog bin charge @ £437.60

Donations for current financial year 2020/21

Following donations as per budget were approved;

- Citizens Advice @ £40
- Accident & Rescue @ £30
- Poringland & Framingham Earl Churches Together @ £450 (youth element)
- East Anglian Air Ambulance @ £40
- EACH @ £50
- Poringland Playing Field @ £100
- High Ash Farm @ £50
- Church maintenance @ £230

Parish Clerk advised that with regards to the budgeted £102 donation towards 6+ Admin, currently awaiting clarification from the Clerk of the group as to proposed charge for this and next financial year, confirmation sought if amount will be reduced as reduced number of meetings. All agreed for payment to be put on hold pending clarification – YW.

Award of verge/grass cutting contract (2021 season)

Unanimously agreed to award contract to existing subcontractor The Garden Guardian as per quotation dated 5th November 2020. Parish Clerk to notify subcontractor of award – YW.

Draft budget / precept 2021/22

Chair referred to draft budget as previously circulated. All agreed for proposed donation figures to remain in budget, with the provision that these figures are to be reviewed and are subject to amendment, item to be carried forward to March meeting – YW Parish Clerk to contact NPTS to obtain guidelines and/or sample policy in relation to donations that PC can review – YW. All agreed for litter picking to remain in budget, however this figure is subject to review/agreement at later date. Cllr Walker proposed approve precept of £10,766.34, seconded Cllr Cook, and unanimously agreed.

Governance documents

Chair proposed, seconded by Cllr Bishop and unanimously agreed for the following governance documents as previously circulated via email, to be approved and adopted with immediate effect;

- Health and Safety Policy – remains as existing, format amended to meet accessibility regulations

- Complaints Procedure - remains as existing, format amended to meet accessibility regulations
- Equality and Diversity Policy - to replace former Equality Policy
- A guide to public speaking attending and speaking at meeting – updated to include a paragraph on Covid-19
- Code of Conduct Policy – to replace former Code of Conduct and Dispensations Policy

2020/068 Planning

Applications received to date

Parish Clerk advised of application 2020/1883, as previously circulated via email. Works to TPO trees, 3 All Saints Road.

Decision notices received to date

None.

2020/069 Local pharmacy in Poringland

Item previously covered under minute reference 2020/065.

2020/070 Fiveways roundabout

Chair advised received details of members of working group from Poringland Parish Council and PC produced proposed Terms of Reference. Cllr Bishop to contact members of Poringland Parish Council with view of setting date for first working group meeting – **LB**.

2020/071 Environmental matters

Tree Warden update

Chair advised meeting that PC had commissioned tree survey, report received with no pressing matters, one suspect tree to be monitored and ivy to cut back. Tree Wardens have agreed to cut back ivy as per report – **SC/LT**. Brief report received from Tree Wardens advising over past months had been to see several properties are requested by PC, accompanied the subcontractor on the tree survey which was very enjoyable and informative. Chair advised unofficial swing in The Dell posed difficulty with insurance and safety implications, therefore swing had been removed.

Footpath Warden report

No report received.

2020/072 Traffic working group update

Parish Clerk advised One Stop had agreed to install One Stop branded signage, approximately A4 size. PC had written with proposed wording, Parish Clerk to hasten – **YW**. Parish Clerk advised no further response received from Richard Bacon MP, with regards to PC request for support. Last response dated 16th October 2020 advised that subject of speed limits around the Nook was on the agenda for discussion at meeting scheduled early April, unfortunately meeting was cancelled and not re-arranged to date. Parish Clerk to contact Senior Parliamentary Assistant to Richard Bacon to ask for update and if/when meeting will take place – **YW**. Cllr Cook raised item of volume of litter near where Post Office vehicles are parked. District Cllr Overton to provide details of Post Office Area Manager to Parish Clerk, so that letter can be written requesting situation to be addressed – **JO/YW**.

2020/073 Proposed meeting dates 2021/22

Following meeting dates were agreed;

- 4th May 2021 (Annual Parish meeting followed by Annual Parish Council meeting), earlier start of 7pm
- 6th July 2021
- 5th October 2021
- 30th November 2021
- 1st March 2022

Parish Clerk to contact FECSC to book meeting room – YW.

2020/074 Dog bins

Chair advised SNC had approved proposed two re-locations. T.Spruce visited current sites and confirmed existing bins in suitable condition for re-location, quoted cost of £36 including vat per bin to relocate. All agreed for T.Spruce to be engaged to relocate bins. Parish Clerk to provide T.Spruce with location details and T.Spruce to notify Parish Clerk once relocated so Parish Clerk can advise SNC accordingly – TS/YW.

2020/075 Correspondence and consultations

Consultation for Public Space Protection Order – dog fouling / exclusion from enclosed play areas

All agreed Parish Clerk to respond Parish Council approves Order with exception to the typing error item 4a ii, which states “death” instead of “deaf” - YW

NCC Annual Budget Consultation

All agreed Parish Clerk to respond expressing concerns with regards to the proposed reduction in summer opening hours of NCC’s recycling centres, reduced hours could result in increased levels of fly tipping – YW.

2020/076 Parish Council meeting

Date of next Parish Council meeting 2nd March 2021. Items to be considered for agenda as follows;

- Donations 2021/22 – for review
- Donation policy/guidelines
- Bank signatories

2020/077 Chairman’s urgent business

None.

Meeting closed 8.56pm.

Minutes prepared by Yvonne Wonnacott, Parish Clerk, 02/12/20.

Approved:

Date: