

# FRAMINGHAM EARL PARISH COUNCIL MEETING



Minutes of the Parish Council meeting held on  
Tuesday 3<sup>rd</sup> December 2024 at 7.00pm 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), County Cllr Vic Thomson (VT), District Cllr Nicola Fowler (NF), District Cllr John Overton (JO) and Yvonne Wonnacott – Parish Clerk (YW).

**Apologies:**

Cllr Trevor Spruce (TS), Lynn Thomas and Sandra Cornell – Tree Wardens.

**Members of the Public:**

Three.

Prior to commencement of formal meeting, member of the public and resident of Long Road, addressed the Parish Council providing a background of work undertaken in The Dell in the 1990's, this was accompanied with photographs from that time. Resident kindly left her photograph album with the Chair for the Parish Council (PC) to look at in greater detail. Chair thanked resident for their attendance to the meeting, time and insight. Resident left meeting 7.12pm.

**2024/051 Chair's welcome (to include any apologies for absence for approval)**

Chair welcomed all attendees to meeting. Apologies received and approved from Cllr Spruce, L Thomas and S Cornell - Tree Wardens. Chair advised that, at the November Town and Parish Council Summit, which the Chair, Cllr Spruce and Parish Clerk attended, the Monitoring Officer advised of the 6 month rule, where, under s.85 of the Local Government Act 1972, a councillor is automatically disqualified if they don't attend a meeting for 6 calendar months. Chair advised that as long as the PC approves an apology prior to the meeting, then the 6 month rule can be waived.

**2024/052 To receive declarations of interest**

None.

**2024/053 To approve a time limit for the meeting**

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

**2024/054 To agree minutes of the PC meeting held 1<sup>st</sup> October 2024**

Cllr Bishop proposed minutes of the PC meeting held 1<sup>st</sup> October 2024 as previously circulated to be agreed as correct, seconded by Cllr Aldis, and unanimously agreed. Minutes signed by Chair.

**2024/055      Matters arising from the minutes of the PC meeting held 1<sup>st</sup> October 2024**  
**Request for 30mph speed limit on Long Road**

Chair advised that NCC (Norfolk County Council) Safety Officer was more minded to consider possibility of reduction in speed limit to 30mph, in particular when taking into account the speed limits of the roads in close proximity. Agreed that traffic survey to provide data would be undertaken in 2025, which would be funded in full through the Parish Partnership Scheme and a grant from County Cllr Thomson. Chair thanked County Cllr Thomson for his support.

**2024/056      Adjournment for public participation**

Chair advised that Paul and Jennifer Stanley had kindly agreed to undertake the role of Tree Wardens in 2025, there would be a hand-over period from the existing Tree Wardens early 2025.

**2024/057      County/District Councillors report(s)**

District Cllr Overton provided report to meeting. Key points summarised as follows;

- Grant money has been spent, a large percentage going to Framingham Earl High School to assist them in bringing back musical productions. The first production will be Grease in 2025. Remainder of grant went to local Guides, Brownies and Scout groups.
- Developer is looking to submit an application for development on Burgate Lane. Development to include an autistic centre, which will be on a sizeable area of land, which has been donated by the land owner with remaining land being used for houses.
- Upcoming speed restriction off B1332 Bungay Road to facilitate the construction of a new residential care village. Traffic order is for 18 months.

District Cllr Fowler advised that was currently in discussion with Norwich Men's Shed with regards to her Members grant.

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

- County Deal - Still no update except that current government wants a mayoral devolution.
- As it seeks to agree a balanced budget for 2025/26, Norfolk County Council is asking for views on a number of proposals to save money or raise revenue in the next financial year.
- Anyone visiting a Norfolk recycling centre from Monday 18th November 2024 must book in advance.
- Local pharmacist is on hand to provide health advice and medications for a variety of ailments. Visit them today to find out more.
- Norfolk has come first for the second year in a row in the National Highways and Transport survey on roads and transport.
- As we head towards the festive season, Norfolk Public Health is encouraging people to reflect on their drinking habits. Understanding what a unit of alcohol looks like and knowing how to avoid harm can help people make healthier and safer choices.
- Raising awareness of pension credit - people over state pension age and on a low income could be eligible for pension credit to help with living costs. Find out more at [gov.uk/pension-credit](https://gov.uk/pension-credit) or call 0800 99 1234.
- Norfolk County Council is delighted to announce the return of the Giving Tree appeal, a cherished Christmas initiative designed to bring joy to the county's children

in care. The Giving Tree, located at the Castle Street Waterstones in Norwich, is decorated with hundreds of tags, each representing a child and the book they wish to receive for Christmas.

- NCC is planning, along with colleagues at Norfolk Fire and Rescue and our road safety partners, to launch a road safety driving campaign to encourage older drivers to regularly check their eyesight.
- Norfolk's Safety Camera Partnership with the support of NCC are encouraging young cyclists across Norfolk to "be switched on" both day and night by offering a free set of bike lights on completion of their cycle training this year.
- New sand bags are located at Royal Oak.

County Cllr Thomson and District Cllr Overton left meeting 8.00pm.

## **2024/058      New website**

As per previous email correspondence new website is now live; framinghamearlpc.info

Question raised as to whether Google analytics could be added to site. Parish Clerk to check with consultant – YW.

## **2024/059      Finance matters**

### Finance and admin report

Finance and admin report with financial summaries unanimously approved.

### Website fees

Noted that as a result of cost efficiency savings PC had signed up to a 3 year agreement for both the plan and domain name. The 3 year period ends on 19<sup>th</sup> November 2027, at which as advised by the consultant who assisted with this process PC can choose to revert back to the basic plan. At the time of renewal PC will need to check the payment method.

### Laptop

Noted that one of Parish Clerks other PC's had purchased laptop using their Transparency grant. NPTS (Norfolk Parish Training & Support) advised it was not practicable to split purchase between Parish Councils as ideally asset needs to be registered to one PC only. Agreed PC would make allowance in future budgets for the purchase of a laptop should the need arise.

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

Following items of expenditure were formally noted and/or approved;

- Parish Clerk, expenses October @ £41.58, includes £2.45 vat
- Parish Clerk net pay, November @ £555.28, includes £112.84 backdated pay rise
- Parish Clerk, expenses, November @ £35.88, includes £1.85 vat
- Parish Clerk gross pay, December, January & February @ £474.76 per month
- Parish Clerk Pension, Norfolk Pension Fund, November @ £135.15, includes backdated pension re backdated pay rise
- Parish Clerk pension, Norfolk Pension Fund, December, January & February @ £109.19 per month
- Norwich City Council @ £875.00, Fringe Project report, to be reimbursed in full through Pride in Place grant
- Reimbursement to Cllr Aldis @ £91.98, includes £15.33 vat, bulbs (Clean up & bloom grant)
- Reimbursement to Cllr Aldis @ £47.00 includes £7.83 vat, bulbs (Clean up & bloom grant)

- Reimbursement to Clerk @ £208.20, includes £34.70 vat, equipment for The Dell (Pride in Place grant)
- Reimbursement to Clerk @ £131.65, includes £21.97 vat, equipment for The Dell (Clean up & bloom and Pride in Place grants)
- Reimbursement to Clerk @ £24.49, includes £4.08 vat, additional poppy wreath
- Reimbursement to Clerk @ £286.11, includes £47.68 vat, WIX website fees (3 years)
- Steve Jackman @ £175.00, website re-development
- Reimbursement to Chair @ £25.50, storage container (Pride in Place grant)
- The Garden Guardian @ £1,184.00 + vat, verge/grass cutting contract.

#### Local Services Pay Agreement 2024

PC formally agreed The Local Government Services Pay Agreement for 2024, effective from 1st April 2024 Parish Clerk hourly rate on SCP25 increased from £17.64 per hour to £18.26 per hour.

#### Banking changes

PC noted forthcoming Lloyds change effective from 14<sup>th</sup> January 2025 with existing Treasurers account changing to a Community account, resulting in a monthly account maintenance fee of £4.25 per month, with charges for cheques (in or out). PC agreed to remain with Lloyds and change to Community account.

#### Grants update

Clean up and bloom grant - £300 grant spent in full and report submitted to District Council.

Thanked expressed to those who helped plant the bulbs at The Dell and village green.

Pride in Place grant - £1,050 grant spent in full and both q3 quarterly highlight report and funding drawdown report have been submitted to District Council. Equipment purchased through grants has been added to insurance policy and asset register. As agreed equipment to be stored in storage box at Methodist church.

#### Donations, current financial year

PC formally agreed budgeted donations as follows;

- Poringland & Framingham Earl Churches Together @ £100
- Poringland & District Men's Shed @ £100
- EACH @ £100
- Poringland Playing Field @ £100
- High Ash Farm (permissive paths) @ £100
- Church burial ground @ £100

Parish Clerk to raise payments – YW.

#### NALC/NPTS subscription 2025/26

Agreed to defer to March meeting – YW.

#### Budget/precept 2025/26

PC approved draft budget as previously circulated with precept requirement @ £14,332 a 3.28% increase on this years (2024/25) precept. Parish Clerk to submit precept form to District Council – YW.

#### Annual verge/grass cutting contract

Chair advised one tender received from current subcontractor at total price of £1,303 + vat.

Subcontractor advised able to offer a three year contract 2025-2027 with a RPI inflation price increase each year. PC agreed to award contract to current subcontractor and agreed in principle to a 3 year contract, suggested price increase to be CPI indexed linked not RPI. PC to advise subcontractor of award and issue award letter – YW/DT/SP.

### Insurance, public liability

Noted clarification received from insurance provider advising as follows;

“All land the council own and are responsible for is included under the Public Liability section automatically. Your Public Liability also covers volunteers acting under the direction of your council, as well as third parties, like members of the public, whilst on land you are responsible for maintaining.”

### CIL (Community Infrastructure Levy)

CIL payment received @ £366.72, in relation to planning application 2021/0266, Boundary Farm, Framingham Earl Road, Yelverton, erection of new farm buildings. These monies have to be spent within 5 years of receipt. Total CIL balance £2,557.29.

## **2024/060      Planning**

### Applications for consideration

2024/3307, The Nook, Pigot lane. Proposal: Replace area of reinforced grass with tarmac to form a car park. PC to respond “no comment” – YW.

2024/2552, Framingham House, 58 Long Road. Removal/Variation of Condition (S73/S19). Agreed no further comment.

### Decisions

2024/2423, 1 Oakcroft Drive. Proposal: Retention of wood panel fence. Approval with Conditions (Delegated).

2024/2858, 20 Oaklands (as above). Decision: Refusal (Delegated).

2024/2724, Summer Close. Proposal: Erection of rear extension with external cladding in charred timber. Approval with Conditions (Delegated).

Chair to contact Planning Officer(s) to understand why 2024/2423 was approved and 2024/2858 was refused, to help guide PC in future – DT.

### Neighbourhood Plan

Agreed no further action at present time but to keep under review.

## **2024/061      Administrative updates**

### Meeting dates 2025/26

Following meeting dates agreed;

- 6<sup>th</sup> May 2025
- 1<sup>st</sup> July 2025
- 7<sup>th</sup> October 2025
- 2<sup>nd</sup> December 2025
- 3<sup>rd</sup> March 2026

Parish Clerk to book Methodist church – YW.

### Governance

Chair referred to documentation as previously circulated. PC agreed to adopt following policies;

- Co-option policy
- The Dell – Working parties risk assessment
- Guidance to users and risk assessment of The Dell at Framingham Earl

Parish Clerk to add to website – YW.

## **2024/062      Environmental matters**

### The Dell

Agreed to purchase of life buoy/ring as previously identified by Cllr Peet and deep water signage – YW/TS/DT.

### Gull Lane, drainage issues

Noted NCC started work trying to improve drainage. Including;

- Creating new “grips” to allow surface water to run off the road onto the verges
- Rebuilt the gully near the two footpaths. Dug out, and are in the process of improving, the existing drain there with new pipework and a changed verge
- Built a new surface drain on the opposite side

Chair is meeting with the Crown Point Estate farm manager on Thursday to make sure they understand the importance of keeping the ditches clear that straddle the road and to clear out a blocked stream in Primrose Grove.

### Flower bed (village green)

Proposal of replacement shrubs, agreed to be deferred to March meeting – YW.

### Roundabout

Proposed planters are purchased with S106 money to be placed on railings next to Nexus Fostering, who have agreed to this proposal and have agreed to maintain. Cllr Cook to source prices – LC.

### Tree wardens and footpath warden update.

Noted that Parish Clerk had reported to NCC via their online system safety concerns with regards to present condition of the entrance to footpath off Gull Lane, once walked over the bridge. After minor wet conditions the footpath is very muddy and slippery, the uneven surface does not help the situation. After attending a site visit with District Councils Surface Water Drainage Officer / Ditch Walker, they recommended that a swallow and hump could be inserted to alleviate problem. Parish Clerk to hasten, ENQ900279824 refers – YW.

### Future working parties

Agreed to future working parties to continue to undertake work at both The Dell and on roads in the parish where there is a need to clear or dig out “grips” in the road and some leaf drain/culvert clearance, to help to prevent future flooding issues. This is an NCC responsibility but we can take the initiative to help maintain the best drainage possible from our roads.

## **2024/063      Correspondence and consultations**

None.

## **2024/064      Date of next meeting, 4<sup>th</sup> March 2025 and items to be considered for agenda**

Noted. Councillors to notify Parish Clerk of any items for agenda – ALL.

## **2024/065      Chairman’s urgent business**

Cllr Aldis advised had attended webinars in relation to the Green Infrastructure Plan and NCC Local Nature Recovery Strategy. Cllr Aldis to keep PC updated – RA.

Meeting closed 8.39pm.

Minutes prepared by Yvonne Wonnacott, Parish Clerk, 04/12/24

Approved:

Date: