

FRAMINGHAM EARL ANNUAL PARISH COUNCIL MEETING

Minutes of the Annual Parish Council meeting held on
Tuesday 3rd May 2022 at 7.30pm at Framingham Earl Sports
Centre

Present:

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

Apologies:

Cllr Steven Peet (SP), Sandra Cornell – Tree Warden (SC), Lynn Thomas – Tree Warden (LT) and PC Andy Sneddon.

Members of the Public: Seven.

2022/009 To nominate and elect the Chairman of the Parish Council

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

2022/010 To nominate and elect the Vice-Chairman of the Parish Council

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

2022/011 Chair's welcome (to include any apologies for absence for approval)

Chair welcomed all attendees to meeting. Apologies received and approved from Cllr Peet, Sandra Cornell – Tree Warden, Lynn Thomas – Tree Warden, and PC Andy Sneddon.

2022/012 To receive declarations of interest

None.

2022/013 To approve a time limit for the meeting

All agreed to aim for meeting to finish by 9.30pm.

2022/014 To agree minutes of the Parish Council meeting held 1st March 2022

Cllr Bishop proposed the minutes of the Parish Council (PC) meeting held 1st March 2022 to be agreed as correct, seconded by Cllr Aldis, unanimously agreed. Minutes signed by Chair.

2022/015 Matters arising from the minutes of the Parish Council meeting held 1st March 2022

Inspection manhole cover situated at The Dell

County Cllr Thomson advised further investigation by Norfolk County Council (NCC) to include lifting of cover still outstanding.

Salt/grit bin

Chair advised NCC Highways had informed PC that Tulip Tree Drive does not meet their criteria for a grit bin, as it is not on a steep gradient, it does not have sharp bends, traffic speeds are very low and there does not appear to be anywhere where a bin could be located on the highway. No further action to be taken.

Marking of official bus routes

At March PC meeting County Cllr Thomson had agreed to speak to NCC Passenger Manager with regards to the bus stops on Framingham Earl routes being officially marked. County Cllr Thomson advised item outstanding – VT.

LED lighting

Chair raised item that only LED lights in place were at roundabout, all remaining lighting was sodium. County Cllr Thomson to investigate and report back – VT.

CIL

At March meeting question was raised if there was opportunity for small PC's to apply for CIL. Cllr Overton advised that District Council are now putting a scheme in place where Parish Councils can borrow against CIL money that is owed, but not due to be paid at present time.

Recycling centre visits

County Cllr Thomson advised no planned visits at present time.

2022/016 Adjournment for public participation

Member of public provided presentation to PC in relation to planning application 2022/0650, land adjacent to 58 Long Road. Referred to South Norfolk Local Plan and Development Management (DM) policies. Reasons for their objection summarised as follows;

- DM 3.5, Replacement dwellings & additional dwellings & DM 3.8, Design principles. Proposed layout is contrary to these policies. Four large very similar in design houses on cramped site. Largest houses (plots 1 & 2) on the very smallest of plots with minimal garden space and nearest to Long Road.
- DM 3.8 states that design should ensure that “scale, height massing form and appearance of the development is designed with satisfactory relationship of structures, spaces and routes within the site and successful integration into the surroundings”. Overall site does not meet this requirement as all houses are of virtually identical design.
- DM 3.13, Amenity, noise & quality of life. Directly affects property, plot 1 directly facing property at distance of only 7 metres. Plot 1 house would ensure domination of their light and private amenity space. Suggested more appropriate property for plot 1 would be a bungalow or dormer bungalow, providing proper mixture of houses as required by SNLP Policy.
- Proposal states site will have access road lights and each house dawn to dusk lights. Item 3.9 states “Dark Skies” contribute greatly to the character and amenity. Recent developments at Earlsmead and Summer Close do not have any lights on site.
- DM 1.4, which states developers enhance biodiversity. Proposal notes TPO's in place, but does not mention the many other trees that will be removed affecting the ecology and wildlife of site, including but not limited to bat and Great Crested newts.
- Proposed drainage system does not meet Norfolk County Councils SuDs design guide.

Second member of public addressed meeting in relation to planning application 2022/0650. Objected to application, reasons summarised as follows;

- Overlooks another established property

- Road safety
- Out-of-keeping with local environment
- Volume of inaccuracies in planning application, for example Long Road stated as a 30mph limit
- Geology of land, clay/gravel, flooding implications

Chair thanked members of public for their presentations. Chair proposed that the planning item is moved forward on the agenda whilst members of the public were still in attendance, unanimously agreed.

2022/017 Planning

Applications received to date

2022/0650, Land Adjacent to 58 Long Road. Chair advised that PC had been granted an extension to close of play 21st May 2022. District Cllr Overton advised that parishioner concerns had been raised with Eastern Area Planning Manager at District Council who had taken on board the concerns raised. Chair proposed that PC objects to the proposal on the following basis;

- Policies around building on infill land, impact on street scene and local area
- Concerns with regards to mix of housing, quality of housing, scale and flooding
- Quality of application, errors within application

In addition PC to suggest Conditions if application is approved to include highway splay and lighting. All agreed. Chair/Parish Clerk to draft response and circulate to PC by end of week for comment and refinement, which PC will then submit by planning deadline – **ALL**.

2022/0504, Land East of Water Tower, Long Road. PC responded as follows;

“With reference to planning application 2022/0504, Land East of Water Tower, Long Road, Framingham Earl, Norfolk. Framingham Earl Parish Council notes that the developer has now increased the number of houses from the original application submitted in 2013. This has been achieved by moving two of the houses outside the original development boundary (2019/0837). This was objected to at the time by the Parish Council who, amongst other observations about the demerits of approving that request, pointed out that this was likely to be an attempt by the developer to increase the housing allocation. This has now transpired. We are disappointed that the planning process has been manipulated in this way and believe it sets a worrying precedent. We would appreciate a response from the planning officers responsible as we believe it undermines our confidence as a consultee in the integrity of the process.

We have no specific planning objections to Plot 8. We would ask that all the conditions which were applied to the plots in the original application in 2013 are similarly applied and enforced.”

2022/0583, The Railway Tavern. Proposal: Repair or replace damaged timber on 3 sash windows and 1 bay window on front façade. PC responded “no objections”.

2022/0402, Nettlebed, 52 Long Road. Proposal: Replace previous wooden balcony with a wrought iron balcony. PC responded “no comment”.

Decision notices

2022/0139, Threeways, Yelverton Road. Proposal: Hip to gable on east and west elevations with dormer on north elevation and replacement dormer on south elevation. Approval with Conditions (Delegated), 18th March 2022.

2022/0541, Peel House, 56 Long Road. Certificate of lawful use for proposed single storey rear extension. Approval with no Conditions (Delegated), 14th April 2022.

2022/0121, Framingham Earl High School, Norwich Road. Proposal: Change of use from agricultural land to school playing field. Approval with Conditions (Delegated), 20th April 2022.

2022/0319, 19 The Street, Framingham Earl. Works to TPO trees. Approval with Conditions (Delegated), 26th April 2022.

2022/018 County/District Councillors report(s)

County Cllr Thomson provided brief report to meeting, will email Parish Clerk report for circulation - **VT**. Key points summarised below;

- Difficult year at NCC as result of pandemic which is still with us. Good news is that NCC hopes to work smarter and more collaboratively
- Broadband procurement for Framingham Earl exchange finished
- Warnings issued with regards to wild fires
- Recycling centre at Harford Bridge now open
- NCC looking to triple number of road side nature reserves in Norfolk
- Will be introducing some electric buses on routes in Norwich
- Green city centres, half a million to develop in centre of Norwich
- £1 million trees scheme, will be commencing next planting season
- Parish Partnership Scheme will be commencing again

Parish Clerk advised that payment had been received from NCC with regards to reimbursement for the bulb planting costs for the roundabout. However, NCC had included VAT in their payment figure in error. Parish Clerk to email County Cllr Thomson details so he can advise as to any corrective action to be taken by PC – **YW/VT**.

District Cllr Spruce and District Cllr Overton provided brief report to meeting, key points summarised below;

- Amalgamation of Councils, joint working is saving £1.2 million per year
- South Norfolk Council and Broadland District Council employees are moving to the Horizon building situated at Broadland Business Park. Hope to move in September this year. This will see the closure of the current two buildings. Move will result in an additional £700,000 per annum saving, alongside a reduction of environment footprint. The new location is closer for 2/3 of the residents compared to the current Long Stratton premises. In addition South Norfolk will open up office space in Diss.
- CAF (Community Action Fund) available, award up to £15,000, majority of awards are £5,000
- Members grants available
- Nutrient Neutrality advice from Natural England. District Council is working closely with its neighbouring authorities and Natural England to better understand the implications and identifying possible options for mitigation to ensure sustainable development can proceed. At present time not possible to state how long this may take. Framingham Earl does not fall into catchment area.

2022/019 Code of conduct

Chair referred to Code of Conduct Policy on website. All agreed to formally adopt and adhere to policy.

2022/020 The General Power of Competence

Noted that the PC adopted The General Power of Competence at the Annual Parish Council meeting, May 2019. Chair advised next year at the time of the elections PC will need to have a resolution to re-adopt The General Power of Competence.

2022/021 Representatives and responsibilities

Tree Wardens – Chair advised existing two Tree Wardens had kindly agreed to continue in this role.

Footpath Warden – Cllr Aldis volunteered to take up this position, all agreed.

2022/022 Finance matters

Finance and admin report

Finance and admin report with financial summaries unanimously approved.

Financial statement as at 31st March 2022

Received and noted.

Annual internal audit report

Annual Governance and Accountability Return (AGAR), Annual Internal Audit Report 2021/22 received and noted.

AGAR – Section 1 – Annual Governance Statement 2021/22

Statement agreed and signed by Chairman and Parish Clerk.

AGAR – Section 2 – Accounting Statements 2021/22

Statements approved and signed by Chairman.

Certification of Exemption – AGAR 2021/22 Form 2

Approved and signed by Parish Clerk and Chairman.

Reserves policy

Chair proposed resolution for PC to have a reserves policy to keep between 3 months and 12 months of net revenue expenditure as general reserves, with PC looking at higher end of this spectrum, seconded by Cllr Bishop, unanimously agreed.

Standing Orders

Chair referred to proposed amended Standing Orders as previously circulated via email.

Unanimously agreed to adopt with immediate effect.

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

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

Expenditure for financial year 2021/22:

- Roberts & Son – Chet Valley roundel @ £32.50 + VAT
- South Norfolk Council, dog bin –annual charge @ £442.40 + VAT
- Norwich City Council, Fringe Project @ £475 + VAT, as previously approved
- Parish Clerk March, net pay @ £370.44, expenses @ £69.40
- Norfolk Pension Fund, Parish Clerk pension, March @ £116.94
- HMRC, quarter 4 @ £10.60

Expenditure for financial year 2022/23:

- Mrs A E Barnes, internal audit @ £77
- Norfolk Pension Fund, April, May and June @ £99.97 per month
- Parish Clerk, April, net pay @ £264.63, expenses @ £17.63
- Parish Clerk gross pay for May and June @ £338.87 per month
- Insurance renewal @ £339.35, (Long Term Agreement)

Internal auditor

Parish Clerk advised that existing internal auditor was retiring with effect from 1st July 2022. PC will need to source a new auditor for next April.

Dual signing authority

Chair advised met with Cllr Peet and forms re-submitted but no response from bank at present.

2022/023 Delegation arrangements to Parish Clerk

Chair referred to Finance and admin report. Unanimously agreed for Scheme of Delegation adopted on 25th March 2020 in response to the Covid outbreak to become obsolete with immediate effect. Unanimously agreed adopted Standing Orders and Financial Regulations adequately cover delegation arrangements.

2022/024 Administrative updates

Queen's Platinum Jubilee

Chair provided summary to meeting and referred to minutes as previously circulated. Highlighted requirement for volunteers on day of the event and the volunteers meeting on 26th May at the Pavilion.

Councillor vacancy and proposed PC logo

Chair advised looking to have PC logo on advert. As PC does not currently have a logo Chair proposed asking Framingham Earl High School art or history department if they would be interested in designing a logo, all agreed. Chair to contact Head Teacher – **DT**. Chair to organise a leaflet re vacancy – **DT**.

Parking on Pigot Lane, before the Nook entrance

Parishioner correspondence received via District Cllr Overton with regards to parking on Pigot Lane, untidy, potholed and problematic for owners of the houses along Pine cottages. Chair attended meeting with District Cllr Overton and Chair of Framingham Pigot Meeting to discuss further. Suggested use of area of land off Pigot lane currently not in use for parking, subject to approval from NCC Highways. Proposed land in question is unregistered. Chair asked if in principle PC would agree to this proposal, on the understanding that clearance works would need to be undertaken by residents and that there would be no cost implications for the PC, all agreed in principle. Chair to advise Tree Wardens – **DT**.

Roundabout

Chair advised that Poringland PC had been provided with the recommended mowing schedule provided by Natural Gardens in relation to the recent bulb planting and Poringland PC had acknowledged receipt of schedule. Cllr Cook raised question as to remaining balance of S106 contribution and further works, all agreed to defer to July meeting – **YW**.

SAM2

Chair advised working with a representative from Stoke Holy Cross to build a traffic flow map, part of the Six Strategic Group initiative.

2022/025 Environmental matters

Tree Warden Report

Tree Warden(s) advised no matters to report.

Footpath Warden

No report, in light of position being vacant prior to meeting.

The Dell

Chair advised The Fringe Project has been provisionally booked 20th October 2022 to carry out the coppicing and wood chipping of trees around The Dell, as discussed at on-site meeting. Volunteers from parish would be invited to assist.

Alstons seat (opposite Church)

Chair advised had spoken to District Cllr Overton and proposes engaging Poringland and District Men's shed services to carry out the necessary repair work, unanimously agreed to proposal.

2022/026 Correspondence and consultations

Public meeting, 12th May 2022 to discuss development proposals, Land North of Caistor Lane

Cllr Cook and Cllr Aldis agreed to attend and report back to PC – LB/RA.

2022/027 Date of next meeting (5th July 2022) and items to be considered for agenda

Chair requested Cllrs to notify Parish Clerk of any items for agenda.

2022/028 Chairman's urgent business

None.

Meeting closed 9.19pm.

Minutes prepared by Yvonne Wonnacott, Parish Clerk, 07/05/22

Approved:

Date: