

FRAMINGHAM EARL PARISH COUNCIL MEETING



Minutes of the Parish Council meeting held on
Tuesday 28th November 2023 at 7.30pm at The
Methodist Church

Present:

Cllr Dave Todd – presiding (DT), Cllr Rodney Aldis (RA), Cllr Louise Bishop (LB), Cllr Steven Peet (SP), Cllr Jane Walker (JW), County Cllr Vic Thomson (VT), District Cllr Nicola Fowler (NF) and Yvonne Wonnacott – Parish Clerk (YW).

Apologies:

Cllr Libby Cook (LC), Cllr Mark Johnson (MJ), Sandra Cornell – Tree Warden (SC), Lynn Thomas – Tree Warden (LT) and District Cllr John Overton (JO).

Members of the Public:

None.

2023/056 Chair's welcome (to include any apologies for absence for approval)

Chair welcomed all attendees to meeting. Apologies received and approved from Cllr Cook, Cllr Johnson, Sandra Cornell – Tree Warden, Lynn Thomas – Tree Warden and District Cllr Overton.

2023/057 To receive declarations of interest

None.

2023/058 To approve a time limit for the meeting

All agreed to aim for meeting to finish by 9.15pm.

2023/059 To agree minutes of the Parish Council (PC) meeting held 3rd October 2023

Cllr Bishop proposed minutes of the PC meeting held 3rd October 2023 as previously circulated to be agreed as correct, seconded by Cllr Aldis, and unanimously agreed. Minutes signed by Chair.

**2023/060 Matters arising from the minutes of the PC meeting held 3rd October 2023
2022/1980, 34 Long Road**

Chair has not contacted resident to date, to ask if they would consider natural hedging instead of proposed wall, Chair to make contact with resident – **DT**.

2023/061 Adjournment for public participation

None.

2023/062 County/District Councillors report(s)

Chair thanked County Cllr Thomson for his reports as previously circulated. Key points summarised as follows;

- The Norwich Western Link is a step closer to becoming a reality as now have a crucial funding commitment from central government for the project.
- Electric buses are now driving on key routes into Norwich.
- NCC/Busseys £2,500 grants available for community tree projects.
- Council budget proposals published.
- Winter campaign launches to support residents in Norfolk and Waveney to stay Warm and Well.
- Twenty-seven brand new gritters will be taking to the roads for the first time later this winter in a £3,238,000 boost to the annual push to help keep Norfolk moving safely during the winter months.
- Nutrient Neutrality - While we are still at a standstill nationally, South Norfolk District Council has started the very first mitigation scheme to allow house building in the Yare catchment.
- County deal, decision to be made by 12th December 2023.
- Your Norfolk Magazine has been re-instated, will be published twice yearly.
- 2 Beryl bike stands being put in Trowse.

District Cllr Fowler advised that she was still getting to know procedures and learning how to bring items to scrutiny, ensuring that decisions are scrutinised. Members grant is available for non-profit groups. County Cllr Thomson enquired as to the level of water at The Dell, Chair advised surface water but not vast amount as previously. County Cllr Thomson left meeting.

2023/063 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 were formally noted and/or approved;

- Reimbursement to Parish Clerk @ £28.99, for poppy wreath, includes £4.84 vat. (To note PC was unable to source £50 poppy wreath as agreed at October meeting as item out of stock)
- ICO (Information Commissioners Office) renewal @ £35
- Parish Clerk expenses, October @ £31.59, includes £1.19 vat
- Parish Clerk gross pay November @ £640.64, includes £182.00 backdated pay rise (April to October 2023)
- Parish Clerk pension, Norfolk Pension Fund, October @ £150.55, includes £42.77 backdated pension
- Parish Clerk gross pay, December, January & February @ £458.64 per month
- Parish Clerk pension, Norfolk Pension Fund, December, January & February @ £107.78 per month
- Parish Clerk expenses November, £33.66, includes £2.93 vat

2022/23 Local Government Services Pay Agreement 2023

PC noted Local Government Services pay agreement 2023. PC agreed change to hourly rate of SCP25 from £16.64 per hour to £17.64 per hour, effective from 1st April 2023. Agreed backdated pay for April 2023 to October 2023 @ £182.00 and backdated pension for same period @ £42.77. Parish Clerk gross monthly pay from 1st November 2023 agreed at @ £458.64 per month and monthly pension payment @ £107.78.

Remembrance wreath

PC noted wreath of poppies was ordered @ £25.00 + delivery charge, as previously agreed wreath was out of stock.

Deposit/savings account

PC noted initial transfer of £16,500 made to Lloyds savings account. Unanimously agreed for a further £5,000 to be transferred from Treasurers account to savings account – YW.

Donations 2023/24 for agreement

PC unanimously agreed following donations for this financial 2023/24, as per budget;

- 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. Cllr Walker proposed next year a contribution is made towards the food bank, Parish Clerk to confirm with NPTS (Norfolk Parish Training & Support) if this is allowed if linked to Church – YW. PC to consider for 2025/26 whether to have a charity of the year – ALL.

Budget/precept 2024/25

Chair referred to budget as previously circulated. Unanimously approved budget @ £13,862.00 precept.

Award of verge/grass cutting contract (2024 season)

Chair opened tenders, two tenders received. Unanimously agreed to award tender to current subcontractor The Garden Guardian, who were more competitive on price. Parish Clerk to notify subcontractors accordingly – YW.

2023/064 Planning

Applications for consideration

2023/3374, Approval of Condition Details. 34 Long Road. Proposal: Details of condition 4 & 5 of 2022/1980 - (4) Foundation design of garage (5) Driveway details.

2023/3288, Works to TPO trees, 50 Long Rd. Proposal: T1 Lawson's cypress – fell. T2 Lawson's cypress – fell. G1 group of conifers (mainly Lawson's) – fell. T4 Lawson's cypress – fell. Tree Wardens advised no objections to proposals.

Application responses submitted

2023/2926, 15 Long Road. Proposal: Single storey rear extension. PC responded “no objections”.

Decisions

2023/2746, 14 Walnut Tree Drive. Proposal: Removal of low level pitched roof to form balcony on North West elevation. Decision: Refusal (Delegated)

2022/0504, Land East of Water Tower, Long Rd. Proposal: New detached dwelling & triple cart-shed garaging (Plot 8). Approval with Conditions (Delegated). To note this application was in financial year 2021/22

2023/2926, 15 Long Road. Proposal: Single storey rear extension. Approval with Conditions (Delegated)

2023/065 Administrative updates

Proposed meeting dates 2024/25

In line with current financial year, the following meeting dates for 2024/25 were agreed;

- Tuesday 7th May 2024, Annual Parish Council Meeting

- Tuesday 2nd July 2024
- Tuesday 1st October 2024
- Tuesday 3rd December 2024
- Tuesday 4th March 2025

Parish Clerk to book Methodist Church – YW. Chair proposed due to lack of public attendance and as advised by NPTS that there is no legal requirement to hold an Annual Parish meeting that from 2024/25 no Annual Parish meeting is held but the PC asks for reports from local organisations and has a “reports” agenda item on the Annual Parish Council meeting agenda at which these reports can be noted, unanimously agreed proposal.

New Beat Manager

New Beat Manager, PC Tom Goodrum who has taken over from Andy Sneddon. Contact details;

SNTPoringland@norfolk.police.uk

Thomas.goodrum1@norfolk.police.uk

Poringland fireworks display

Chair thanked all volunteers and people who supported the event. 2,200 people attended event, positive feedback was received.

Governance document review

Chair referred to documentation as previously circulated. Unanimously agreed to adopt the following policies with immediate effect;

- Lone workers policy – To be re-adopted with 1 amendment
- Complaints procedure and form – To be re-adopted with 3 amendments
- Privacy statement – To be re-adopted with amendment to contact details
- Biodiversity policy – New policy to be adopted to include 2 maps as appendices and “comments” column to be added. Cllr Aldis proposed Biodiversity policy is included in next PC newsletter.

Parish Clerk to update website – YW.

2023/066 Environmental matters

Tree Warden Report

Chair referred to Tree Wardens report as previously circulated. PC noted Tree Wardens advised that after further consideration they would advise that a TPO is not required for the Oak situated at The Dell.

Footpath Warden

Footpaths are walkable, muddy in places as a result of recent weather conditions.

The Dell

Chair met representative from The Fringe Project this morning, 28/11/23. Further clearing/coppicing works to be carried out on 31st January, continuation of 2 trenches of work already done, volunteers welcome. The Fringe Project can produce a management plan, detailing options at approximate cost of £900. PC to source 3 quotations for management plan, Chair to produce draft tender document outlining requirements – DT. Cllr Aldis to provide details of alternative subcontractors to Chair/Clerk – RA. Parish Clerk to email District Council, Green Infrastructure Officer, to enquire if she can recommend any other subcontractors who may be interested in works – YW. Chair/Clerk to issue invitation to quote – DT/YW. All agreed to submit application for a Pride in Place Community grant to cover cost of plan – DT/SP/YW, meeting noted closing date for grant applications is 31/01/24.

Roundabout

Cllr Bishop advised proposal re structure on roundabout had been sent to County Cllr Thomson. PC awaiting meeting with NCC Highways to discuss proposal. David Wilson

Homes have agreed to \$106 money being spent on proposed structure. PC to obtain quotations for plinth to be installed on roundabout, Cllr Aldis to contact Spruce Landscapes to ascertain if work would be of interest – RA. Agreed proposed Remembrance display 2024 to be deferred to March meeting – YW.

Tree survey 2024/25

Two quotations received to carry out tree survey/inspections at The Dell. Unanimously agreed to engage Ravencroft Arboricultural Services as cheapest quotation and they previously carried out survey in October 2020. Parish Clerk to engage their services – YW.

Litter bin

PC has written to the One Stop on 2 occasions requesting them to consider reinstating their letter bin, no response has been received to-date. Cllr Bishop to visit One Stop in person to ask for a named contact at Tesco's to which PC's request can be submitted – LB. PC noted considerable increase in litter in PC litter bin located on village green, resulting in bin overflowing at times.

Dog bin, Gull lane

Noted dog bin installed and District Council have added to their collection list.

Repairs to Alstons seat

Meeting noted repairs to seat had been carried out by Poringland and District Men's Shed. PC to write letter of thanks to accompany £100 agreed donation – YW.

Poringland woods

Site meeting at Poringland Woods postponed until the spring due to sickness and weather. Meeting will be with parishioner and District Council Community Asset Management Officer to look at improving accessibility. Parish Clerk to contact the Community Asset Management Officer to ascertain their future plans for the management of the woods – YW.

Proposed open gardens 2024

Meeting noted that EACH are holding an open gardens in the Poringland/neighbouring areas on 1st and 2nd June 2024, agreed no further action to be taken.

2023/067 Correspondence and consultations

NCC/Bussey £2,500 grants available for community tree projects

Noted.

Review of Polling Districts and Polling Places 2023-2024

PC noted designated polling place is Methodist Church.

Greater Norwich Local Plan, consultation on modifications

Noted.

Postal service

Chair referred to email from District Cllr Overton, as previously circulated on 01/11/23, advising that there would be 5 new recruits starting in the area within 3 weeks, alongside further support from Norwich, and that Framingham Earl delivery team would be back to their usual high standard of delivery excellence as soon as possible and in time for the Christmas period.

Proposed mirror, Burgate Lane

NCC Highways Engineer advised no recollection of asking the farm shop to remove a mirror, but if it was installed on Highways land this would have been NCC's course of action as traffic mirrors are not permitted to be installed on the highway. NCC Highways have no jurisdiction over private land, so could not ask for a mirror to be removed if on private land. Cllr Aldis to speak to landowner to establish if they are happy to have mirror installed on their land, if not happy no further action to be taken – RA. Cllr Aldis to submit receipt to Parish Clerk for reimbursement – RA/YW.

Winter Pressures grant

Cllr Walker to speak to Church to make them aware of grant opportunity and that Church can apply for grant direct – JW.

Clean Up & Bloom grant

PC to submit grant application for planting in The Dell – YW/DT.

2023/068 Date of next meeting, 5th March 2024 and items to be considered for agenda

Noted.

2023/069 Chairman's urgent business

Chair proposed an informal PC social gathering in spring/summer all expressed an interest in attending. Cllr Peet advised had spoken to District Council, Flooding Officer with regards to Tulip Tree Drive and The Dell. The Flooding Officer understands the issues and challenges and is going to investigate what mitigation should have been carried out when building The Nook and what mitigation has been carried out, will keep Cllr Peet updated. PC raised question as to whether NCC could offer the services of a ditch clearing team that could be engaged by parishioners at a charge to clear ditches, Parish Clerk to raise suggestion with County Cllr Thomson – YW.

Meeting closed 9.28pm.

Minutes prepared by Yvonne Wonnacott, Parish Clerk, 29/11/23

Approved:

Date: