

## FRANSHAM PARISH COUNCIL

Minutes of a meeting of Fransham Parish Council held on Tuesday 19<sup>th</sup> March 2024, at 7.00pm in the Village Hall.

Present: Cllr Richard Watts (Chairman)  
Cllr Russell James (Vice Chair)  
Cllr Emma Spratt  
Cllr Katharine Robinson  
Cllr Andrew Lake  
Cllr James Sheringham  
Cllr Gerry Taylor

County & District Cllr Mark Kiddle-Morris  
Sheryl Irving (Clerk)

### 1. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting.

### 2. To receive any declarations of interest.

Cllr James declared an interest in item 12e.

### 3. To approve the minutes of the meeting held on Tuesday 16<sup>th</sup> January 2024.

Cllr James proposed that the minutes be accepted as a true record of the meeting, this was seconded by Cllr Spratt and unanimously agreed by Council. The Chairman duly signed the minutes.

### 4. To receive County/District Councillor reports.

County & District Cllr Kiddle-Morris reported that council tax had been set for the next year with an increase of 5%, mainly due to an overspend in Adult Social Care, Children's Services and school transport.

In respect of District matters, council tax will increase by £4.95 for a Band D property, however and for the time being, this remains the lowest in the country.

The next consultation in respect of the Local Plan is due April/May and will seek views on the preferred options for development sites. Nutrient neutrality continues to delay development, with over 1,200 homes waiting for the issue to be resolved. There are two organisations set up to try to resolve the issue, replacing septic tanks with sewage treatment plants and selling the credits to developers being one of the options currently being looked at.

### 5. Open Forum for Public Participation.

There were no members of the public present.

## 6. Highway Matters.

### a) To receive updates in respect of issues previously reported.

Council noted the following updates:

- Four dropped manhole covers on A47 – reported to National Highways but no action taken.
- Misleading signage on Love Lane – the C/Cllr reported that the current signs will not be replaced until such time as they need to be.
- A47 Streetlight – fitted incorrectly or insecure – reported to National Highways but no action taken. Cllr Taylor will produce a map detailing all the current faults in the lights.
- New Gate on Footpath 6 (Station Road) – to ensure permission has been obtained from Norfolk County Council – C/Cllr Kiddle-Morris will chase this up.
- Dirty Pavements on A47 – reported to National Highways again.
- Stile on FP4 – broken step reported to Highways.
- Flooding on Station Road – between no's 3 and 7 – blocked drains reported to Highways and will be resolved.

### b) To receive an update regarding repair works to the trod.

Council thanked C/Cllr Kiddle-Morris for his efforts in ensuring the remedial work was carried out and the trod surface is much improved thanks to the recent improvements. However, there remains an issue with the dropped kerb at the A47 end where water collects and vehicles are now pulling off into the dip and onto the trod, damaging the surface. The C/Cllr will inspect and liaise with Highways to see if anything more can be done.

### c) To receive an update on requests to National Highways for a pedestrian crossing and an extension of the pavement from Spicer's Corner.

There was no update in respect of this matter.

### d) To consider the installation of a litter bin in the A47 layby.

There was no update in respect of this matter.

### e) To receive an update regarding the request for highway SLOW's.

Council identified five possible locations for SLOW's and these will be forwarded to the C/Cllr to take forward.

## 7. Planning Issues.

### a) New Applications.

- Town and Country Planning Act 1990 - Appeal under Section 78 - Proposed Barn at Station Road - Erection of 1no. rural workers dwelling - Application reference: 3PL/2023/0320/F – Council noted the date of the hearing and had nothing further to add to their previous comments, which will be taken into consideration at the hearing.

- 3PL/2024/0148/HOU – 27 Glebe Close - proposed Single Storey Extension to Rear – Council raised no concerns and a ‘no comment’ response will be submitted.

**b) Decisions Due.**

Council noted the following applications have been approved:

- 3PL/2023/1140/HOU – Crowe Hall, Dereham Lane - construction of a gable roofed Pool house which includes a gym and sauna incidental to the host dwelling.
- 3PL/2023/1007/VAR – 2 Wood Farm Cottages, Goggles Lane - variation of Conditions 5, 7, 8 and 9 on 3PL/2021/0457/F - conditions that were pre-commencement/occupation that were not discharged.

Council noted that no decision has been made on the following applications:

- 3PL/2022/0957/F – land at Grovewood House, Station Road - conversion of existing barn to holiday let - Amendment: Red line amended to incorporate new access point.
- 3PL/2023/0819/F – Home Farm, Beeston Road – change of use of farm buildings to storage use (Use Class B8).

**c) To receive an update re the Breckland Local Plan and consider any action.**

The C/Cllr had updated Council at item 4 above.

**d) To consider a Standard Light Clause to include in responses to planning applications.**

Cllr Watts proposed approval of a light clause to be included in every planning application response, this was seconded by Cllr Robinson and unanimously agreed. This policy will help to control obtrusive light and the reduction of sky glow to enhance conditions for nocturnal wildlife and prevent more light pollution in the Franshams. Standing Orders will be updated to include the policy.

**8. To receive an update in respect of the Vattenfall Community Fund, the Offshore Transmission Network and other matters relating to the infrastructure at Necton.**

There was no update in respect of this matter.

**9. To receive an update regarding the Village Sign and to consider other issues arising from the regular inspections of council assets.**

Cllr Lake will be making the repairs to the plinth now access is available at the layby and the weather improves. Cllr Watts has been unable to progress the new dedication plate and will look to other providers for a quote.

The Chairman reported that all other assets had been inspected and were in good order.

**10. To consider any maintenance for the War Memorial.**

The Chairman had inspected the War Memorial which appeared to be structurally good but the coverage of lichen could be removed. A quote to clean the memorial had been requested but Council were aware of the advice from the War Memorials Trust regarding cleaning. Enquiries will be made to confirm ownership of the memorial.

**11. To receive an update regarding new trees for the orchard on the Village Hall Field.**

Cllr James reported that 16 new orchard trees had been obtained by a Breckland grant and these had been planted in the Jubilee Orchard.

**12. Finance & Governance Matters.**

**a) To receive a financial report for the year ending 31<sup>st</sup> March 2024.**

The financial report (attached) was noted.

**b) To consider the draft Annual Report for the year ending 31<sup>st</sup> March 2024.**

The draft report was noted and the report will be finalised at the next meeting.

**c) To consider the draft Action Plan for the year ending 31<sup>st</sup> March 2025.**

The draft plan was noted and will be finalised at the next meeting.

**d) To consider approval of the following policy documents.**

Cllr James proposed approval of the following policy documents, this was seconded by Cllr Watts and unanimously agreed by Council.

- Financial Regulations
- Asset Register
- Risk Assessment & Management Policy
- Code of Conduct (new Breckland document)
- Retention & Disposal Policy
- Publication Scheme

**e) To consider any charitable donations (budget £50).**

Cllr Watts proposed a £25 donation to Norfolk Citizens Advice and a £25 donation to Dereham Cancer Care, this was seconded by Cllr Robinson and unanimously agreed by Council (with the exception of Cllr James who did not participate).

**f) To consider approval of the following payments and note any receipts.**

Cllr Robinson proposed that the following payments be approved, this was seconded by Cllr Watts and unanimously agreed by Council. The receipts were noted.

P23 Clerk Salary & All (Feb)	£148.82 (SO)
P23 HMRC – PAYE	£34.60
P24 Clerk Salary & All (Mar)	£124.62 (SO)
P23 HMRC – PAYE	£28.80
P21 ICO Data Protection	£35.00 (DD)
P25 Donation – tbc	£50.00
Receipts:	
Bank Interest	£26.52
Breckland Tree Grant	£463.00
Salary Overpayment	£0.20

**13. To note the meeting dates for 2024/25**

Council noted the meeting dates for 2024/25, however, with Cllrs Watts and James likely to be away for the Annual Meetings, it was agreed to change the May meeting date; to be confirmed asap.

- 21<sup>st</sup> May 2024 (Annual Meetings – commencing at 6.30pm) – to be amended.
- 16<sup>th</sup> July 2024
- 17<sup>th</sup> September 2024
- 19<sup>th</sup> November 2024
- 21<sup>st</sup> January 2025
- 18<sup>th</sup> March 2025

**14. Correspondence for circulation.**

Norfolk Minerals and Waste Local Plan - Notification of Submission and availability of documents for inspection – no action was required.

**15. To receive any new items for the next meeting.**

There were no new items received for the next meeting.

**16. To note the Annual meeting of Fransham Parish Council will be held on Tuesday 21<sup>st</sup> May 2024, following the Annual Parish Meeting which will commence at 6.30pm.**

Council noted the date of the next meeting will be confirmed asap (see item 13) and the Chairman then closed the meeting at 8.07pm.

Signed:

Date:

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**Clerk's Note: the Annual meeting of Fransham Parish Council will be held on Thursday 2<sup>nd</sup> May 2024, following the Annual Parish Meeting which will commence at 6.30pm, in Gt Fransham Church, next to the Village Hall.**

**FRANSHAM PARISH COUNCIL - YEAR ENDING 31ST MARCH 2024**

**FINANCIAL REPORT - MARCH 2024**

<b>BUDGET UPDATE</b>	<b>Budget 2023/24</b>	<b>To Date</b>	<b>% Spend</b>		
				<b>Bank Balance at 01.04.2022</b>	<b>8,149.94</b>
				Plus Receipts at 29.02.2024	6,055.96
				Less Expenditure at 29.02.2024	4,862.83
<b>PAYMENTS*</b>					<b>9,343.07</b>
Admin	2,517	938.36	37%		
Salary	2,019	1,961.24	97%	Balance at 29.02.2024	
Maintenance	100	308.06		Community Current Account	2,286.45
Grass Cutting	2,118	1,750.00	83%	Business Savings Account	7,091.22
Donations	50	50.00			9,377.67
<b>TOTAL</b>	<b>6,804</b>	<b>5,007.66</b>		Plus any outstanding receipts	-
				Less any outstanding payments	34.60
<b>RECEIPTS</b>			<b>Received</b>		<b>9,343.07</b>
Admin	-	-		including:	
Precept	5,750	5,750.00	100%	Highway Reserves	2,656.61
Bank Interest	-	52.31		<b>GENERAL RESERVE</b>	<b>6,686.46</b>
Recycling	20	31.76	159%		
HMRC	-	117.40			
<b>TOTAL</b>	<b>5,770</b>	<b>5,951.47</b>			
<b>SURPLUS/DEFICIT</b>	<b>- 1,034.00</b>	<b>943.81</b>			

\*includes payments awaiting authorisation at this meeting as listed on the agenda.