

FRANSHAM PARISH COUNCIL

Minutes of a meeting of Fransham Parish Council held on Tuesday 27th September 2022, at 7.00pm in the Village Hall.

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

Sheryl Irving (Clerk)

A minute's silence was held to honour the late Queen Elizabeth II.

1. Welcome and apologies for absence

The Chairman welcomed everyone to the meeting. Apologies from Cllr James were approved and apologies from County & District Cllr Mark Kiddle-Morris were also received.

2. To receive any declarations of interest.

Cllr Taylor declared an interest in item 8 – 3PL/2022/0957/F and will leave the meeting when the item is discussed.

3. To consider the co-option of a new member to fill the current vacancy.

The vacant position had been advertised on the notice boards and website and one applicant had come forward. Cllr Watts proposed that Katharine Robinson be co-opted onto the Council to fill the current vacancy, this was seconded by Cllr Spratt and unanimously agreed by Council. The Chairman welcomed Cllr Robinson to the Council and thanked her for her interest.

4. To approve the minutes of the meeting held on Tuesday 19th July 2022 and the extraordinary meeting held on Tuesday 6th September 2022.

Cllr Taylor proposed that the minutes of the meetings held on 19th July 2022 and 6th September 2022 be accepted as a true record of the meetings. This was seconded by Cllr Lake and unanimously agreed by Council. The Chairman duly signed the minutes.

5. To receive County/District Councillor reports.

In the absence of the Cllr there was no report.

6. Open Forum for Public Participation.

No members of the public were present.

7. Highway Matters.

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

Council noted the following updates:

- Dropped manhole covers on A47 – reported to National Highways and no action to be taken – road inspected fortnightly and two repairs made. This will be reported once again as they are a hazard to motorcyclists.
- FP4 – junction with Dereham Lane – broken stile – reported to Highways who will contact the landowner.
- Street Lights – A47 – eastbound on left side – reported to National Highways.
- Missing signage on Bridleway 4 – reported to Highways and a new sign will be installed.
- Bus Shelter Bins overflowing – reported to Breckland who will deal.
- Overgrown grass to front of bungalows on Station Road – this has been reported to Norfolk County Council who cut this grass twice a year, only one cut has taken place this year to date.
- Pothole at junction of Dereham Lane and Station Road – reported to Highways.
- Unsuitable for HGVs sign on Beeston Lane down – reported to Highways.

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

Council was disappointed that the improvement works to the trod promised for this summer had not yet taken place and the C/Clr will be asked to chase this up.

c) To further consider any action regarding HGV use of Station Road.

Council agreed that, although concerns remain regarding this matter, no further action is possible and this item will be removed from the agenda but the issue will continue to be monitored.

d) To consider requesting a pedestrian crossing for the A47.

Council agreed to try to take this matter forward and agreed a pelican crossing near to the junction with Station Road would be most suitable. National Highways will be contacted.

8. Planning Issues.

a) New Applications.

- 3PL/2022/0957/F – land at Grovewood House, Station Road - conversion of existing barn to holiday let – Council agreed a ‘no comment’ response to this application.
- 3PL/2022/1007/F – Mill Farm, Beeston Lane - formation of new all weather horse exercise surface - Council agreed a ‘no comment’ response to this application.
- 3PL/2022/1009/F – Mill Farm, Beeston Lane - formation of new stock yard to Mill Farm, for the keeping of livestock - Council agreed a ‘no comment’ response to this application.

b) Decisions Due.

Council noted the following applications had been approved:

- 3PL/2022/0270/Var -Top Farm, Main Road – variation of condition 2 on pp 3PL/2021/1371/D - Design changes to plots 1,2,5,6,7 and 8.
- 3PL/2022/0630/HOU & 0631/LB - Mill Farm, Beeston Lane -two storey extension to provide kitchen family room and storage space over.
- 3PL/2022/0870/F – Doodlebug Barn, Station Road - proposed Amalgamation of Doodlebug Barn and The Old Cart Shed into a Single Dwelling.

Council noted the following application had been withdrawn:

- 3PL/2022/0816/O – land off Station Road, opposite Brookfields - erection of 4 Dwellings.

Council noted no decisions had been made on the following applications:

- 3PL/2022/0833/F – Beeston & Fransham – New Farm, Fransham Road - construction of rural workers dwelling and double cart port.
- 3PL/2022/0825/F – Proposed Barn at Station Road, Great Fransham - full planning application for reconstruction of barn following collapse during construction of approved 3PL/2021/0860/VAR to form one self-build residential dwelling - retrospective in part.

9. To receive an update in respect of the Vattenfall Wind Farms Community Fund, including the suggestions raised in the survey, and the Offshore Transmission Network.

Council agreed that there were many worthwhile suggestions raised in the survey but it would be a challenge for the Council to take them forward alone, however, it was noted that assistance was available from Vattenfall who can assist in appointing an agent to take matters forward. It was agreed to send the list of suggestions to the Vattenfall Representative to ensure they would all meet the criteria of the scheme.

In respect of a recent letter sent to Mr Freeman, M.P, it was agreed to request that he forward Council's comments regarding the Offshore Transmission Network onto the Business and Energy Secretaries.

10. To receive a report from the Village Hall Committee regarding building works.

Council agreed that now the works were complete to remove this item from the agenda.

11. To consider any issues arising from the regular inspections of council assets including an update regarding the dedication plate on the Village Sign.

Cllr Lake proposed approval of up to £100 to replace the dedication plate, subject to approval of the design. This was seconded by Cllr Taylor and unanimously agreed by Council. Cllr Watts will take progress this matter.

12. To receive an update from the working party regarding improvements to internet connectivity in the village.

Council agreed that as there did not appear to be any no-cost options to improve the internet to remove this item from the agenda, noting that it was included in the list of suggestions being forwarded to Vattenfall. In the meantime, Cllr Robinson will investigate options and bring anything suitable back to Council.

13. To consider a request for a waste bin, pedestrian sign and 30mph speed limit in Crown Lane.

Council noted that the bin which had been at this location some time ago had been removed because it had become a dumping ground for rubbish/broken glass etc and agreed not to replace it. In respect of traffic issues on Crown Lane, they agreed there was a problem but it was difficult to resolve. There was no space for a trod and Highways will not currently reduce the speed limit or install a pedestrian sign. However, it was hoped that the new development on Crown Lane would provide further evidence that a speed limit is required and this continues to be pursued.

14. To receive an update on the Local Quality Council Award Scheme application.

Council noted that the initial feedback from the application submission had indicated that improvement in the following areas was required. Once the documents are approved then the application will be re-submitted.

a) To consider approval of the 2021/22 Parish Council Annual Report.

Cllr Taylor proposed that the report be approved, this was seconded by Cllr Watts and unanimously agreed by Council.

b) To consider approval of an updated Financial Regulations Policy.

Cllr Taylor proposed that the policy be approved, this was seconded by Cllr Watts and unanimously agreed by Council.

c) To consider approval of an updated Action Plan for 2022/23.

Cllr Taylor proposed that the action plan be approved, this was seconded by Cllr Watts and unanimously agreed by Council.

d) To consider approval of an updated Training & Development Policy.

Cllr Taylor proposed that the policy be approved, this was seconded by Cllr Watts and unanimously agreed by Council.

15. Finance & Governance Matters.

a) To receive a financial report for the year ending 31st March 2023.

The financial report (attached) was noted. Council noted that the excess paid in respect of the insurance claim for the bus shelter destroyed in an accident was to be refunded to Council.

b) To appoint an internal auditor for the year ending 31st March 2023.

Cllr Taylor proposed that Mrs Dann be appointed at a cost of £35, this was seconded by Cllr Watts and unanimously agreed by Council.

c) To consider the option to opt out of the SAAA central external auditor appointment arrangements.

Council agreed not to opt out of the current arrangements.

d) To consider a monthly standing order for salary/office allowance payments.

Cllr Taylor proposed that a monthly standing order be approved, this was seconded by Cllr Watts and unanimously agreed by Council.

a) To consider approval of the following payments.

Cllr Sheringham proposed that the following payments be approved, this was seconded by Cllr Lake and unanimously agreed by Council.

- Clerk Salary & All & Expenses – Aug/Sept (+ arrears) £301.09
- HMRC £30.40
- Grass Contractor (June) £275.00 (paid)

16. Correspondence for circulation.

Council noted the following correspondence and no action was required.

- Breckland Local Plan (Partial Review) Regulation 19 Consultation
- Norfolk Minerals and Waste Local Plan – Pre-Submission.

17. To receive any new items for the next meeting.

There were no new items received for the next meeting.

18. To confirm the next meeting of Fransham Parish Council will be held at 7.00pm on Tuesday 15th November 2022 in the Village Hall.

The date of the next meeting was noted and the Chairman then closed the meeting at 8.05pm.

Signed: _____

Date: _____

FRANSHAM PARISH COUNCIL - YEAR ENDING 31ST MARCH 2023

FINANCIAL REPORT - SEPTEMBER 2022

BUDGET UPDATE	Budget	To	%		
	2022/23	Date	Spend		
				Bank Balance at 01.04.2022	7,914.03
				Plus Receipts at 31.08.2022	2,454.65
				Less Expenditure at 31.08.2022	<u>1,789.88</u>
					<u>8,578.80</u>
PAYMENTS*					
Admin	1,243	737.52	59%		
Salary	1,441	724.77	50%	Balance at 31.08.2022	
Maintenance	100	-		Community Current Account	3,550.49
Grass Cutting	1,140	572.26	50%	Business Savings Account	<u>5,028.31</u>
Donations	50	-	0%		8,578.80
TOTAL	3,974	2,034.55		Less any outstanding payments	<u>-</u>
					<u>8,578.80</u>
RECEIPTS			Received	including:	
Precept	4,250	2,125.00	50%	Highway Reserves	2,656.61
Bank Interest	-	0.37		GENERAL RESERVE	5,922.19
Recycling	20	30.58	153%		
HMRC	-	17.20			
TOTAL	4,270	2,173.15			
SURPLUS/DEFICIT	296.00	138.60			

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