

## FRANSHAM PARISH COUNCIL

Minutes of the Annual Meeting of Fransham Parish Council held at 7.00pm on Tuesday 18th May 2021, following the Annual Parish Meeting, in the Village Hall.

**Present:** Cllr Richard Watts (Chairman)  
Cllr Russell James (Vice Chair)  
Cllr Emma Spratt  
Cllr Gerry Taylor  
Cllr James Sheringham  
Cllr Andrew Lake  
Cllr Brian Drewitt

Sheryl Irving (Clerk)

### **1. Election of Chairman and signing of the declaration of acceptance of office.**

Cllr Sheringham proposed Cllr Richard Watts be elected as Chairman, this was seconded by Cllr Lake and agreed by Council. Cllr Watts duly signed his declaration of acceptance of office.

### **2. Election of Vice-Chairman and signing of the declaration of acceptance of office.**

Cllr Watts proposed Cllr Russell James be elected as Vice Chairman, this was seconded by Cllr Spratt and agreed by Council. Cllr James duly signed his declaration of acceptance of office.

Cllr Sheringham took the opportunity, on behalf of the Council, to thank Cllr James for his time as Chairman, he had done an excellent job, sometimes in quite challenging circumstances.

### **3. Welcome and apologies for absence.**

The Chairman welcomed everyone to the meeting, apologies were received from District & County Cllr Kiddle-Morris.

### **4. To receive any declarations of interest.**

Cllr Spratt declared an interest in item 10b – 3PL/2021/0491/F and Cllr Sheringham declared an interest in item 10b – 3PL/2021/0445/F.

### **5. To approve the minutes of the meeting held on Tuesday 16<sup>th</sup> March 2021.**

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

### **6. To receive County/District Councillor reports.**

The District & County Cllr had reported at the preceding Annual Parish Meeting and there were no additional updates.

### **7. Open Forum for Public Participation.**

There were no members of the public present. A query was raised as to parish council representation in the Neighbourhood Watch Scheme and was informed that the scheme was not run by the parish council and the council was not represented.

## **8. To receive a report in respect of the Proposed Vattenfall Wind Farms.**

No further update was available following the Judicial Review, however, it was noted that the two proposed projects will now be looked at together.

## **9. Highway Matters.**

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

The County Cllr will be attending a site meeting with the new Highways Engineer to consider the following matters:

- Obstructing Hedge at 3 Station Road – Highways to remove.
- Soakaways/grups along Station Road – Cllr Kiddle-Morris taking forward.

Council noted the following updates:

- Dropped manhole covers on A47 – reported to Highways England and it appears the works will be taking place in the near future.
- Dirty pavements along A47 – reported to Breckland and cleared.
- Abandoned vehicle on A47 – the vehicle has been removed.

### **b) To receive an update and consider any further action re the trod.**

This matter will be considered at the site meeting being held by the County Cllr and the Highways Engineer.

### **c) To receive an update regarding HGV use of Station Road and the request for a 'unsuitable for HGVs' sign.**

This matter will be considered at the site meeting being held by the County Cllr and the Highways Engineer.

### **d) To consider an update re the request for a grit bin the Station Road/Drive junction.**

This matter will be considered at the site meeting being held by the County Cllr and the Highways Engineer.

### **e) To consider any new highway issues.**

The following matters were raised and will be reported:

- Damage to grass verge outside 5 and 7 Station Road.
- Potholes on Station Road, heading towards the Old Station.
- Potholes on Dereham Road.

## **10. Planning Issues.**

### **a) New Applications.**

3PL/2021/0594/HOU – 11 Station Road - removal of existing Conservatory and replacing with single storey extension (Retrospective) – Council considered this application and agreed a 'no comment' response.

### **b) Decisions Due.**

Council noted the following decisions:

- 3PL/2020/1361/F – development site, Main Road - proposed Development of 4 Bungalows with associated garages – APPROVED.

- 3PL/2021/0078/F – Agricultural Barn off Station Road - Conversion of agricultural barn to single storey four bedroom residential dwelling with associated landscaping and parking – APPROVED.
- 3PL/2021/0268/VAR – Station Road, Little Fransham - Variation of Condition No 2 on 3PL/2020/1337/F – APPROVED.
- 3PL/2021/0316/F – Crowe Hall, Dereham Lane - Replacement of existing nissan hut style agricultural building with modern insulated agricultural building – APPROVED.
- 3PL/2021/0498/HOU – 9 Station Drive, Great Fransham - proposed Single Storey Extension to rear of bungalow to replace existing Conservatory – APPROVED.

Council noted that decisions were awaited on the following applications:

- 3PL/2021/0445/F – Curds Hall Barn, Spicers Corner - relocation of the pre-approved Curds Hall Barn Carpark. As part of the original planning application (3PL/2018/1297/F)
- 3PL/2021/0457/F – land to the rear of 2 Wood Farm Cottages - erection of a rural worker's dwelling in association with the long standing agricultural (game farm) business.
- 3PL/2021/0491/F – Alma Lodge, Dereham Lane - Conversion of agricultural storage buildings to a Commercial Gym (Personal Training Facility).

**c) To consider a request from Breckland - Invitation to book presentation: Housing for local people.**

Council considered this invitation but agreed to wait until developments were submitted prior to making any decisions.

**11. To receive a report from the Village Hall Committee regarding repairs & Covid-19 situation.**

Cllr Spratt reported that the Committee were now seeking quotes for the damp proofing works. The hall is open again for small groups indoors, with larger numbers outside.

**12. To receive a Crime & Policing report.**

The Chairman reported there had been two domestic offences in the most recent period.

**13. To consider any issues arising from the regular inspections of council assets.**

Cllr James will replace two faulty locks on the notice boards and look at alternative options. Council agreed to consider either repairs or replacement benches at the next meeting when quotes would be available.

**14. To receive a report on the Local Quality Council Award Scheme.**

Cllr James reported there had been a resurgence in councils awarded this scheme which offers the opportunity for Councils to show that they meet the standards set by the sector and put in place the conditions for continued improvement. There are three stages, with the middle Quality Award demonstrating that a council achieves good practice in governance, community engagement and council improvement.

The Award would demonstrate to the community that the Council is working in their best interests whilst confirming and recognising the hard work of the Council. It may also give the Council better influence with higher authorities and grant awarding bodies.

There is a £50 registration fee and a £50 accreditation fee and Cllr James volunteered to lead the application, in conjunction with the Clerk.

Cllr Lake proposed that Council proceeds with an application, this was seconded by Cllr Taylor and agreed by Council.

**15. Finance & Governance Matters.**

**a) To receive a financial report for the years ending 31st March 2021 and 2022.**

The reports were noted (attached).

**b) To receive the internal auditors report and consider any recommendations.**

The report was noted and no issues had been raised.

**c) To approve the annual governance statement in the 2020-21 Annual Return.**

Cllr Taylor proposed approval of the annual governance statement, this was seconded by Cllr Lake and agreed by Council. The Chairman duly signed the statement.

**d) To approve the Accounting Statements in the 2020-21 Annual Return.**

Cllr Taylor proposed approval of the accounting statements, this was seconded by Cllr Lake and agreed by Council. The Chairman duly signed the statement.

**e) To approve the certification of exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulation 2015.**

Cllr Taylor proposed approval of certificate of exemption, this was seconded by Cllr Lake and agreed by Council. The Chairman duly signed the certificate.

**f) To receive a report regarding the annual insurance renewal.**

Council noted there had been an increase in premium due to the claim in respect of the bus shelter. The cover remained relevant and this was the final year of a three year deal.

**g) To consider approval of the following payments.**

Cllr Sheringham proposed approval of the following payments, this was seconded by Cllr Spratt and agreed by Council.

• Clerk Salary & Allowance – Apr/May & Allowance	£209.80
• HMRC	£17.20
• Clerk – Training – The Planning System	£7.33
• Internal Auditor	£13.00
• Norfolk PTS Annual Subscription	£42.50
• BHIB Insurance Renewal (year 3 of 3)	£351.76
• Grass Contractor (1 of 2 payments)	£612.00

**16. Correspondence for circulation.**

There was no correspondence for circulation.

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

There were no new items for the next meeting.

- 18. To confirm the next meeting of Fransham Parish Council will be held at 7.00pm on Tuesday 20<sup>th</sup> July 2021 in the Village Hall.**

The date of the next meeting was noted and the meeting closed at 7.44pm.

**Signed:**

**Date:**

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**FRANSHAM PARISH COUNCIL - YEAR ENDING 31ST MARCH 2021**
**FINANCIAL REPORT - AT YEAR END - 31ST MARCH 2021**

<b>BUDGET UPDATE</b>	<b>Budget 2020/21</b>	<b>To Date</b>	<b>% Spend</b>		<b>Bank Balance at 01.04.2020</b>	<b>5,606.78</b>
					Plus Receipts at 31.03.2021	20,792.71
					Less Expenditure at 31.03.2021	<u>20,669.71</u>
						<b><u>5,729.78</u></b>
<b>PAYMENTS*</b>						
Admin	1,293.00	691.78	54%			
Salary**	1,400.00	1,367.20	98%		<b>Balance at 31.03.2021</b>	
Maintenance	150.00	-			Community Current Account	5,736.84
Grass Cutting	1,500.00	1,000.00	67%		Business Savings Account	<u>27.94</u>
Donations	50.00	50.00	100%			5,764.78
<b>TOTAL</b>	<b>4,393.00</b>	<b>3,108.98</b>			Less any outstanding payments	<u>35.00</u>
						<b><u>5,729.78</u></b>
<b>RECEIPTS</b>			<b>Received</b>		including:	
Precept	4,250.00	4,250.00	100%		Highway Reserves	2,656.61
Bank Interest	-	0.01			<b>GENERAL RESERVE</b>	<b>3,073.17</b>
Recycling	50.00	107.41	215%		A VAT refund of £1,172 is due in respect of the bus shelter.	
<b>TOTAL</b>	<b>4,300.00</b>	<b>4,357.42</b>				
<b>SURPLUS/DEFICIT</b>	<b>- 93.00</b>	<b>1,248.44</b>				

\*includes payments awaiting authorisation

\*\*adjusted to include approved additional website hours

**FRANSHAM PARISH COUNCIL - YEAR ENDING 31ST MARCH 2022**
**FINANCIAL REPORT - May 2021**

<b>BUDGET UPDATE</b>	<b>Budget 2021/22</b>	<b>To Date</b>	<b>% Spend</b>		<b>Bank Balance at 01.04.2021</b>	<b>5,729.78</b>
					Plus Receipts at 30.04.2021	2,148.20
					Less Expenditure at 30.04.2021	<u>-</u>
						<b><u>7,877.98</u></b>
<b>PAYMENTS*</b>						
Admin	1,168.00	434.59	37%		<b>Balance at 30.04.2021</b>	
Salary	1,280.00	207.00	16%		Community Current Account	7,885.04
Maintenance	150.00	-			Business Savings Account	<u>27.94</u>
Grass Cutting	1,120.00	-	0%			7,912.98
Donations	50.00	-	0%		Less any outstanding payments	<u>35.00</u>
<b>TOTAL</b>	<b>3,768.00</b>	<b>641.59</b>				<b><u>7,877.98</u></b>
					including:	
<b>RECEIPTS</b>			<b>Received</b>		Highway Reserves	2,656.61
Precept	4,250.00	2,125.00	50%		<b>GENERAL RESERVE</b>	<b>5,221.37</b>
Bank Interest	-	-				
Recycling	75.00	-	0%			
HMRC	-	23.20				
<b>TOTAL</b>	<b>4,325.00</b>	<b>2,148.20</b>				
<b>SURPLUS/DEFICIT</b>	<b>557.00</b>	<b>1,506.61</b>				

\*includes payments awaiting authorisation at this meeting.