

FRANSHAM PARISH COUNCIL

Minutes of the Annual Meeting of Fransham Parish Council held on Tuesday 16th May 2023, at 7.00pm in the Village Hall, following the Annual Parish Meeting.

Present: Cllr Richard Watts (Chairman)
Cllr James Sheringham
Cllr Gerry Taylor
Cllr Katharine Robinson

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

1. Election of Chairman and signing of the declaration of office acceptance form.

Cllr Taylor proposed that Cllr Watts be re-elected as Chairman, this was seconded by Cllr Sheringham and unanimously agreed by Council. Cllr Watts duly signed his declaration of acceptance of office form. Members thanked the Chairman for all that he did on behalf of Council.

2. Election of Vice Chairman and signing of the declaration of office acceptance form.

Cllr James had previously indicated he would be willing to carry on for a further year and, that being the case, Cllr Watts proposed that Cllr James be re-elected as Vice-Chairman, this was seconded by Cllr Robinson and unanimously agreed by Council. Cllr James will sign his declaration of acceptance of office form in due course.

3. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting. Apologies received from Cllrs James, Lake and Spratt were approved.

4. To receive any declarations of interest.

There were none received.

5. To approve the minutes of the meeting held on Tuesday 21st March 2023.

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

6. To consider adopting the General Power of Competence.

Cllr Taylor proposed that 'the Parish Council hereby confirms we meet the eligibility criteria for adoption of a General Power of Competence as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. We further resolve to adopt a General Power of Competence', this was seconded by Cllr Watts and unanimously agreed by Council.

The General Power of Competence gives a local authority the power to do anything which individuals generally may do. It is a power of first resort, rather than an older power.

7. To receive County/District Councillor reports.

In addition to the reports given at the preceding Annual Parish Meeting, C/Cllr Kiddle-Morris reported that the Andrew Proctor, Leader of the Council, had stepped down due to health issues and a new Leader, Cllr Kay Mason-Billig, has been elected.

Breckland Council has purchased some houses for homeless people and also refurbished a unit at Thetford for the same purpose.

In respect of planning application 3PL/2023/0320/F, the D/Cllr anticipated this would be decided by Committee because of the site's history.

8. Open Forum for Public Participation.

There were no members of the public present.

9. Highway Matters.

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

Council noted the following updates:

- Dropped manhole covers on A47 – one has been repaired but the others will be reported to National Highways again.
- FP4 – junction with Dereham Lane – broken stile – reported to Highways who have written to the landowner.
- Overgrown grass to front of bungalows on Station Road – Norfolk County Council should cut this grass four times a year but have not done so in recent years. C/Cllr to ensure grass is picked up following first cut this year.
- Crown Lane, near to farm entrance - road surface breaking up – reported to Highways and now repaired.
- Misleading signage on Love Lane – C/Cllr to investigate.
- A47 Streetlight – fitted incorrectly or insecure – reported to National Highways.

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

As reported at the Annual Parish Meeting, improvements will be carried out this summer and the funding to do so has been set aside by C/Cllr Kiddle-Morris.

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.

10. Planning Issues.

a) New Applications.

3PL/2023/0320/F – Proposed Barn at Station Road - Erection of 1 no. rural workers dwelling. Cllr Watts proposed that objections be made on grounds as set out in policy HOU13, that there are no livestock and therefore no functional need to be on site; the business is mainly based in Beeston so no need for accommodation in Fransham; alternative suitable accommodation can be found in both Beeston and Fransham. If a need for accommodation cannot be proven but Breckland are mindful to approve the application, Council request that permission be granted for a caravan or similar that can be dismantled and removed from the site if need cannot be proven over time. Finally, if the application were to be considered for approval, the Parish Council are of the opinion that the proposed dwelling is larger than that required to meet the functional needs of the enterprise and the application be refused on those grounds. Because of the sensitive nature of the site and public opinion in the village, we also request that this application be decided by Committee This was seconded by Cllr Robinson and unanimously agreed by Council.

b) Decisions Due.

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

- 3PL/2022/0833/F – Beeston & Fransham – New Farm, Fransham Road - construction of rural workers dwelling and double cart port.
- 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.

c) To consider a response in respect of the Breckland Local Plan consultation and opposition to the 'New Town'.

Council agreed no response to the consultation or opposition to the 'new town'.

d) To consider any response to the Necton Parish Council Pre-Submission Consultation on their Draft Neighbourhood Plan.

Council had no comments in respect of the Necton neighbourhood plan.

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

There was no update in respect of these matters.

12. To consider any issues arising from the regular inspections of council assets including the dedication plate on the Village Sign.

The Chairman reported that the new dedication plate will be fixed to the Village Sign, with the assistance of Cllr Taylor. In addition, the notice boards have been cleaned.

13. Finance & Governance Matters.

a) To receive a financial report for the years ending 31st March 2023 and 31st March 2024.

The financial reports (attached) were noted.

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

The internal auditors report was noted and the recommendations will be followed.

c) To approve the annual governance statement in the 2022-23 Annual Return.

Cllr Robinson proposed that the annual governance statement be accepted, this was seconded by Cllr Taylor and unanimously agreed by Council. The Chairman duly signed the statement.

d) To approve the Statement of Accounts in the 2022-23 Annual Return.

Cllr Robinson proposed that the statement of accounts be accepted, this was seconded by Cllr Taylor and unanimously 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) Regulations 2015.

Cllr Robinson proposed that the certificate of exemption be accepted, this was seconded by Cllr Taylor and unanimously agreed by Council. The Chairman duly signed the certificate.

f) To approve the 2023/24 action plan and the 2022/23 annual report.

Cllr Watts proposed approval of both the action plan and annual report and that the report be printed and distributed to every household at a cost of £129.54, this was seconded by Cllr Robinson and unanimously agreed by Council.

g) To receive an update regarding the Council Insurance renewal.

Council noted renewal of the insurance, the second year of a three year deal and with a £25 increase.

h) Pursuant to s 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of a staffing matter.

In the absence of members of the public and press, Cllr Watts proposed approval of the contracted, annual, incremental salary increase, this was seconded by Cllr Taylor and unanimously agreed by Council.

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

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

Ref	Payee	Amount
PAYMENTS		
P1	Clerk Salary & All (Apr)	£160.12 (SO)
P1	HMRC – PAYE	£1.80*
P2	Clerk Salary & All (May)	£131.72 (SO)
P2	HMRC – PAYE	£30.20
P3	Norfolk Parish Training & Support Subscription	£57.50 or
P4	Norfolk ALC Subscription	£126.88
P5	Brisley PC (Clerk Training – FOI)	£6.86
P6	BHIB Insurance (Year 2 of 3)	£376.12

P7	Internal Auditor	£35.00
P8	Grass Contractor (1 of 2)	£875.00
RECEIPTS		
R1	Precept (1 of 2)	£2,875.00
R2	HMRC PAYE (2022-23 Refund)	£117.40

14. Correspondence for circulation.

Council noted the thank you letters from NIDAS (Leeway) and Brave Futures.

Council agreed there were no suitable volunteering opportunities within Fransham for the Big Help Out, which had taken place the previous week.

Council members will consider a nomination to the Royal Norfolk Show Community Champions Tribute.

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

There were no new items received for the next meeting.

16. To confirm the next meeting of Fransham Parish Council will be held on Tuesday 18th July 2023 at 7.00pm in the Village Hall.

The date of the next meeting was noted and the Chairman then closed the meeting at 7.55pm.

Signed: _____

Date: _____

FRANSHAM PARISH COUNCIL - YEAR ENDING 31ST MARCH 2023

FINANCIAL REPORT AT YEAR END

BUDGET UPDATE	Budget	To	%		
	2022/23	Date	Spend		
				Bank Balance at 01.04.2022	7449.06
				Plus Receipts at 31.03.2023	4716.05
				Less Expenditure at 31.03.2023	4015.17
					8149.94
PAYMENTS*					
Admin	1,243	989.03	80%		
Salary	1,441	1,781.67	124%	Balance at 31.03.2023	
Maintenance	100	-		Community Current Account	3111.03
Grass Cutting	1,140	572.26	50%	Business Savings Account	5038.91
Donations	50	567.72			8149.94
TOTAL	3,974	3,910.68		Plus any outstanding receipts	0.00
				Less any outstanding payments	0.00
					8149.94
RECEIPTS			Received		
Admin	-	125.00		including:	
Precept	4,250	4,250.00	100%	Highway Reserves	2656.61
Bank Interest	-	4.72		GENERAL RESERVE	5493.33
Recycling	20	30.58	153%		
HMRC	-	24.25			
TOTAL	4,270	4,434.55			
SURPLUS/DEFICIT	296.00	523.87			

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

FRANSHAM PARISH COUNCIL - YEAR ENDING 31ST MARCH 2023

FINANCIAL REPORT - MAY 2023

BUDGET UPDATE	Budget	To	%		
	2023/24	Date	Spend		
				Bank Balance at 01.04.2022	8149.94
				Plus Receipts at 30.04.2023	2992.40
				Less Expenditure at 30.04.2023	161.92
					10980.42
PAYMENTS*					
Admin	2,517	564.86	22%	Balance at 30.04.2023	
Salary	2,019	303.84	15%	Community Current Account	5941.51
Maintenance	100	-		Business Savings Account	5038.91
Grass Cutting	2,118	-	0%		10980.42
Donations	50	-		Plus any outstanding receipts	0.00
TOTAL	6,804	868.70		Less any outstanding payments	0.00
					10980.42
RECEIPTS			Received		
Admin	-	-		including:	
Precept	5,750	2,875.00	50%	Highway Reserves	2656.61
Bank Interest	-	-		GENERAL RESERVE	8323.81
Recycling	20	-	0%		
HMRC	-	117.40			
TOTAL	5,770	2,992.40			
SURPLUS/DEFICIT	-1,034.00	2,123.70			

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