

## FRANSHAM PARISH COUNCIL

Minutes of a meeting of Fransham Parish Council held on Tuesday 19<sup>th</sup> September 2023, at 7.00pm in the Village Hall.

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

Ms Crittenden – Breckland Community Enabler Officer  
One Member of the Public  
Sheryl Irving (Clerk)

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

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

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

There were none received.

### **3. To approve the minutes of the meeting held on Tuesday 18<sup>th</sup> July 2023.**

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

### **4. To receive an input from the Breckland Community Enabler regarding Mental Health training.**

Ms Crittenden outlined the Breckland 'Inspiring Communities' initiative which focused on health and well-being, with wrap-around support to provide early intervention. She detailed the roles of the team and the free training available to parish councils and community groups in respect of both mental health and bereavement.

Council agreed the information needed to be widely available so as to reach those who needed support and agreed to include it on the parish council website, notice boards and the local magazine.

Cllr Robinson volunteered to become the Franshams' Mental Health Champion, this was supported by Council.

The Chairman thanked Ms Crittenden for her informative input.

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

In his absence, the County & District Cllr had sent written reports; Council had no comments.

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

A member of the public raised the issue of the new gate on Footpath 6 (Station Road) and a recent issue whereby an ambulance had been unable to reach a member of the public who had injured themselves whilst out walking, because the gate had been locked. Council said they thought access would be a challenge from that direction, even without the gate, but assured the member of the public that access was available via the Curds Hall route.

## **7. 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.
- FP4 – junction with Dereham Lane – broken stile – now repaired.
- Overgrown grass to front of bungalows on Station Road – the grass has now been cut.
- Misleading signage on Love Lane – C/Cllr to investigate and will be asked to chase up.
- A47 Streetlight – fitted incorrectly or insecure – reported to National Highways.
- New Gate on Footpath 6 (Station Road) – Norfolk County Council has been requested to confirm permission has been obtained to erect this gate across a public right of way.

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

Council noted that, once again, no repairs have been made to the trod and the County Cllr will be asked to chase this up as a matter of urgency.

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

Council noted that there was no update from National Highways.

### **d) To consider an application to the Parish Partnership Scheme.**

Council will consider the location of possible SLOW's at the November meeting.

### **e) To receive an update regarding the request to Highways for a 30mph speed limit north of the A47.**

Council noted that a 'no' response had been received from Highways as the route did not meet the criteria set out in the Norfolk Speed Management Strategy.

Council will continue to push for a 30mph speed limit on Crown Lane once the new development has been completed.

## **8. Planning Issues.**

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

- 3PL/2023/0727/F – Canary & Linnet, Main Road - proposed change of use and conversion from a public house (Sui Generis) to a self-contained residential dwelling (C3) – Cllr James proposed objections be submitted on the grounds of the loss of a community asset, this was seconded by Cllr Watts and unanimously agreed by Council.
- 3PL/2023/0819/F – Home Farm, Beeston Road – change of use of farm buildings to storage use (Use Class B8) – Council raised no issues and a ‘no comment’ response will be submitted.
- 3PL/2023/0634/VAR - Development Site 590516 312080, Crown Lane - variation of Conditions 2, 3, 4 & 5 on 3PL/2021/0055/D – Council raised no issues and a ‘no comment’ response will be submitted.

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

Council noted the following application has been approved.

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

Council noted that no decision had been made on the following application.

- 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 the Breckland Local Validation List consultation.**

Council had no comments in respect of this consultation.

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

Council noted the ongoing road works/closures on the A47 and that there was no update regarding the Community Fund.

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

Cllr Taylor will obtain quotes for a steel frame to go over the damaged plinth on the Village Sign. Once repaired, the new dedication plate will be installed.

Cllr Taylor reported he had repaired the bench on Station Road.

Cllr Lake reported he had identified a new locking mechanism for the notice boards at a cost of £35 each. Cllr Watts proposed the purchase of four locks, this was seconded by Cllr James and unanimously agreed by Council.

**11. To consider any maintenance issues for the bus shelters and to consider taking responsibility for the land/hedge on the westbound side.**

The Chairman thanked Cllr Robinson for cleaning the bus shelters and it was agreed to obtain a quote for regular cleaning.

There was no proposal put forward to take responsibility for the land/hedge on the westbound side.

**12. To review the adequacy of the current grass cutting contract.**

Council agreed the current frequency should be adequate but needed to be better timed. Cllr James will liaise with the contractor.

**13. 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 appoint an internal auditor for the year ending 31<sup>st</sup> March 2024.**

Cllr Watts proposed that Mrs Dann be appointed as internal auditor for the year ending 31<sup>st</sup> March 2024 for a fee of £35, this was seconded by Cllr James and unanimously agreed by Council.

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

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

P11 Clerk Salary & All (Aug)	£131.52 (SO)
P11 HMRC – PAYE	£30.40
P13 Clerk Salary & All (Sept)	£131.52 (SO)
P13 HMRC – PAYE	£30.40
P12 SLCC Membership	£20.57

**14. Correspondence for circulation.**

There was no correspondence to note.

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

Cllr James said he had received a request for a litter bin on the A47 layby and this will be added to the next agenda.

**16. To confirm the next meeting of Fransham Parish Council will be held on Tuesday 21<sup>st</sup> November 2023 at 7.00pm in the Village Hall.**

Council noted the date of the next meeting and the Chairman then closed the meeting at 8.23pm.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

FRANSHAM PARISH COUNCIL - YEAR ENDING 31ST MARCH 2024					
FINANCIAL REPORT - SEPTEMBER 2023					
<b>BUDGET UPDATE</b>	<b>Budget</b>	<b>To</b>	<b>%</b>	<b>Bank Balance at 01.04.2022</b>	<b>8149.94</b>
	<b>2023/24</b>	<b>Date</b>	<b>Spend</b>	Plus Receipts at 31.08.2023	3139.16
				Less Expenditure at 31.08.2023	<u>2385.11</u>
					<b>8903.99</b>
<b>PAYMENTS*</b>					
Admin	2,517	754.97	30%	Balance at 31.08.2023	
Salary	2,019	911.72	45%	Community Current Account	7049.42
Maintenance	100	-		Business Savings Account	<u>1884.97</u>
Grass Cutting	2,118	875.00	41%		8934.39
Donations	50	-		Plus any outstanding receipts	0.00
<b>TOTAL</b>	<b>6,804</b>	<b>2,541.69</b>		Less any outstanding payments	<u>30.40</u>
					<b>8903.99</b>
<b>RECEIPTS</b>			<b>Received</b>	including:	
Admin	-	-		Highway Reserves	2656.61
Precept	5,750	2,875.00	50%	<b>GENERAL RESERVE</b>	<b>6247.38</b>
Bank Interest	-	10.51			
Recycling	20	31.76	159%		
HMRC	-	117.40			
<b>TOTAL</b>	<b>5,770</b>	<b>3,034.67</b>			
<b>SURPLUS/DEFICIT</b>	<b>- 1,034.00</b>	<b>492.98</b>			

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