

FRAMINGHAM EARL PARISH COUNCIL MEETING



Minutes of the Annual Parish Council meeting
held on Tuesday 5th May 2026 at 7.00pm at The
Methodist Church

Present:

Cllr Dave Todd – presiding (DT), Cllr Rodney Aldis (RA), Cllr Louise Bishop (LB), Cllr Libby Cook (LC), Cllr Steven Peet (SP), Cllr Trevor Spruce (TS), Cllr Jane Walker (JW), District Cllr Nicola Fowler (NF), District Councillor Lisa Overton-Neal (LO), District Cllr John Overton (JO), County Cllr Vic Thomson (VT), Jennifer Parker (JP), and Paul Stanley (PS) – Tree Wardens and Yvonne Wonnacott – Parish Clerk (YW).

Apologies:

None.

Members of the Public:

None.

2026/001 To elect the Chair of the Parish Council

Cllr Todd was proposed for the position of Chair by Cllr Walker, and this was seconded by Cllr Spruce. All other Councillors supported the proposal. Cllr Todd accepted position of Chair. Declaration of Acceptance of Office completed by Chair.

2026/002 To elect the Vice-Chair of the Parish Council

Cllr Bishop was proposed for the position of Vice-Chair by Cllr Walker, and this was seconded by Cllr Cook. All other Councillors supported the proposal. Cllr Bishop accepted position of Vice-Chair.

2026/003 To receive any apologies for absence for approval

None.

2026/004 To receive declarations of interest

None.

2026/005 To approve a time limit for the meeting

Chair proposed aim for meeting to finish by 8.30pm, all agreed.

2026/006 To agree minutes of the Parish Council (PC) meeting held 3rd March 2026

The proposed minutes of the PC meeting held on 3rd March 2026 as previously circulated were unanimously approved as correct. Chair signed minutes.

2026/007 Matters arising from the minutes of the PC meeting held 3rd March 2026
Overgrown hedges

Minute Reference 2025/072: It was noted that a letter should be sent to the owner(s) of properties on Oakcroft Drive whose hedges encroach onto the footpath, requesting that the

hedges be cut back as they currently cause an obstruction. The letters are to be sent after the nesting season - **DT.**

2026/008 Adjournment for public participation

None.

2026/009 Annual reports

Noted reports received from the following local organisations.

- Framingham Earl Fuel Allotment Trust
- Framingham Earl High School
- PCC of St Andrew's Church

All reports/overviews available to view on PC website.

Noted report previously provided by District Cllr Overton-Neal. Key items summarised as follows.

- The Government has chosen the three new Unitary Councils Option which means Framingham Earl will become part of Greater Norwich. Services continue as normal; in this transition period all Norfolk Councils will work together preparing information for the new Shadow Councillors who are elected in May 2027.
- New Surface Water Drainage Officers, supporting ongoing work on surface water management and community resilience.
- South Norfolk and Broadland District Councils' Handyperson Service was named Handyperson Service of the Year at the prestigious National Healthy Housing Awards.
- Local Nature Recovery Strategy (LNRS) and the Greater Norwich Green Infrastructure Strategy (GNGIS). These strategies are a collaborative approach to restoring and protecting biodiversity in Norfolk and Suffolk, and they are working with residents, experts, communities, and local authorities to design a better future for nature.
- Business Builder - 472 businesses supported through the programme, £2.3 million paid out in grants, 277 jobs created.
- Let's Go: This is a new visitor economy initiative which will be launching in the summer 2026. It will connect people with their beautiful outdoors and local businesses.
- CAF Grant: The two £500,000 pots, one for community projects and one for facilities, are now open for applications with the deadline for submission of applications the 16th of August 2026
- Business Awards - Another successful Business Awards event on the 18th of March.
- Received several consultations on planning reforms.
- Received notification of the notice of acceptance and an application for a Development Consent Order for the East Pye Solar project. This will now go before an Inspector for a hearing where they will make the decision.

Noted report previously provided by District Cllr Fowler. Key items summarised as follows.

- Members grant fund of £2,000 per Councillor.
- South Norfolk Community Awards nominations close 15th May 2026.

District Cllr Overton advised The Locks Inn Community Pub in Geldeston has been named the South Norfolk Pub of the Year 2026.

County Cllr Thomson provided report to meeting. Key items summarised as follows.

- Last year main issues devolution and reorganisation.
 - Balanced budget.
 - Nearly up to the one million trees.
 - Very cold and wet winter, still catching up on works.
 - Birth rate dropping, will affect schools.
- May 6th, 2026: Election for Norfolk County Council (NCC). Not National. This will be the last ever election to the County Council. The term will only last 2 years and will operate within some restraints.
- May 6th, 2027: There will be a Shadow Council election. The term will last 5 years. 1 year to the vesting date for Unitary and then a 4-year term.
 - May 6th, 2028, is vesting date and the Shadow member will become Unitary members.

Chair thanked County Cllr Thomson for all his support. County Cllr Thomson, District Cllr Overton-Neal, and District Cllr Overton left meeting at 7.36pm.

2026/010 Finance matters

Financial statement as of 31st March 2026

Received and noted.

Annual internal audit report

Noted internal audit report as previously circulated. Noted one observation/recommendation to adopt a separate Bullying and harassment policy to be covered later in agenda. All agreed PC to engage internal auditors services for next financial year 2026/27 – YW.

AGAR – Section 1 – Annual Governance Statement 2025/26

Statement agreed and signed by Chair and Parish Clerk.

AGAR – Section 2 – Accounting Statements 2025/26

Statements approved and signed by Chair.

Certification of Exemption – AGAR 2025/26 Form 2

Approved and signed by Parish Clerk and Chair.

Expenditure for approval/to be noted

Following items of expenditure for financial year 2025/26 were formally noted and/or approved.

- Norfolk Parish Training & Support @ £151.26 + VAT, 2026/27 membership subscription, as previously agreed
- Community Action Norfolk @ £20.00, membership renewal, as previously agreed
- HMRC, quarter 4, Parish Clerk @ £30.88
- Parish Clerk expenses, March @ £24.44

Following items of expenditure for financial year 2026/27 were formally noted and/or approved.

- Parish Clerk gross pay, May & June @ £490.10 per month
- Parish Clerk pension, Norfolk Pension Fund, May & June @ £95.57 per month
- Parish Clerk expenses, April, @ £102.88, includes £63.25 SLCC membership renewal
- C A & K J Bailey, internal auditor @ £90, as previously agreed
- Zurich, insurance renewal @ £404.10, (further information below)
- C K Professional Tree Services @ £195.00, tree work, village green

Insurance renewal

Agreed to proceed with a 3-year LTA (Long Term Agreement) with Zurich, premium £404.10. Parish Clerk to renew – YW.

Reserve's policy

PC agreed to re-adopt existing policy to keep between 9-12 months of net revenue as general reserves. PC approved following earmarked reserves as of 1st April 2026.

- Community Infrastructure Levy (CIL) @ £6,922.93
- Contingency by-election fund @ £2,600
- Contingency external auditor fund @ £300
- Roundabout @ £1,030
- Archive and storage of Council documents @ £87.50
- Information Technology @ £950
- Contingency The Dell / tree works @ £9,000
- Legal fees @ £3,500
- Litter pick award @ £45.03
- Village events @ £1,000
- SLCC membership renewal @ £63.25

Charitable donations

Agreed that the existing policy be amended to increase the maximum donation amount from £100 to £250. It was further noted that, in exceptional circumstances, the PC may consider and agree a higher donation amount, provided there is prior approval and the recipient submits the appropriate supporting paperwork. Existing policy to be reviewed and suggested amendments presented to full PC at next PC meeting – **SP**.

2026/011 Planning

Applications for consideration

None.

Applications submitted

TPO Consultation Reply SN08002025, T1 & T2 Oaks in rear of garden 32 Long Road. PC responded supporting TPO's.

Decisions

2025/3986, 16 Long Road. Single Storey Rear Extension and Loft Conversion. Approval with Conditions (Delegated) 31 March 2026

2025/3918, Framingham Earl High School. Single storey extension to the south elevation, internal refurbishment, and new parking provision. Approval with Conditions (Development Management Committee) 8 April 2026

2026/0959 TPO - Dead / Dangerous Tree Notification, 44 Long Road. 1 No. Aspen and 1 No. Sycamore - Fell under an exception of the TPO Restrictions for Dead Trees. Exempt Tree Works (Delegated) 7 April 2026

2025/3835, Framingham Earl High School. Proposal: Additional STEM Classroom Block with four classrooms, office, toilets, stores, and plant room. Approval with Conditions (Delegated).

2026/012 MidSummer Fair

Noted decision made by Poringland Parish Council not to hold event this year. Chair advised meeting that Poringland primary school might hold their school fete on Mulberry Green this summer, and if this is the case PC's may provide some support.

2026/013 Time Childcare premises meeting

Chair and Clerk attended an exploratory meeting with Poringland Parish Council to discuss the provision of nursery and child-care facilities within the villages and to consider viable alternatives to the current premises at Poringland Village Hall. Norfolk County Council

(NCC) would provide a substantial amount of funding for new premises. Various options are currently being considered, including adapting the pavilion on Poringland Playing Field. It was also noted that the PC could allocate CIL (Community Infrastructure Levy) monies to developments outside the parish boundary, provided it can demonstrate that the development benefits local parishioners and falls within CIL regulations.

2026/014 Administrative updates

Local Governments Association (LGA) Code of Conduct

PC formally noted and agreed the adoption of the LGA Code of Conduct.

Representatives and responsibilities

Agreed for representatives/responsibilities to remain as previously agreed.

- Tree Wardens: Paul Stanley and Jennifer Parker
- Footpath Warden: Cllr Aldis
- Six Strategic Group representative – Cllr Todd
- Nominated person(s) as point of contact for local entities.
 - Cllr Todd – Framingham Earl High School and Poringland primary
 - Cllr Aldis - Aldis Farm, Poringland & District Men's Shed, Groundhog and local environmental groups
 - Cllr Bishop – Post Office, One Stop
 - Cllr Cook – Churches and Police
 - Cllr Peet – Railway Tavern/Royal Oak, Nexus
 - Cllr Walker - EACH

Delegation arrangements to Parish Clerk

PC unanimously agreed that the adopted Standing Orders and Financial Regulations adequately cover delegation arrangements.

General Power of Competence

Noted that resolution was passed at Annual PC meeting on 9th May 2023 to re-adopt The General Power of Competence.

PC newsletter

The production and distribution of the newsletter has been moved to June 2026, with a possible second edition around December. A list of proposed topics for inclusion will be circulated to the full Parish Council for review- **DT**, with any additional suggestions to be submitted by members. Current proposed suggestions as follows.

- Litter pick – recent event and request for volunteers
- Increased amount of dog fouling within village, location of dog bins
- EACH – Overview
- Biodiversity

Governance documents

Financial regulations – Noted review undertaken, agreed to re-adopt existing policy with no amendment – **YW**.

Risk management scheme – Noted review undertaken, agreed to re-adopt existing policy with no amendment – **YW**.

Bullying and harassment policy – Agreed to adopt policy with immediate effect – **YW**.

2026/015 Environmental matters

Tree wardens

Noted works to Horse Chestnut on village green, written permission was received from landowners before undertaking works. Black walnut tree situated on Pigot Lane has leaves.

Footpath warden

As agreed at March meeting, The Dell has been added onto the map within the Great Collaboration. Noted email received from Norfolk Ramblers, PC has Footpath warden in place and all footpaths within parish are documented.

The Dell

The removal of Perspex from the information board continued to be problematic, and it was suggested that the PC contact Poringland and District Men's Shed to see if they could assist. Due to the age of the board, a replacement was also suggested. PC will raise the matter at the next meeting with Framingham Earl High School to determine if the school would be interested in working on a new design/illustration for a replacement board – **DT**.

Gull Lane

Noted surface water continues to remain on Gull Lane, heading towards the junction of Yelverton Road, PC to report to Surface Water Drainage Officer alongside the surface water on Long Road before the junction with Hall Road – **YW**.

Roundabout – planters

Written approval has been received from NCC Highways. PC was successful in its South Norfolk in Bloom grant application, securing a £775 grant, which will be match-funded with S106 funds. Poringland Parish Council also submitted a grant application for £775. PC will liaise with Poringland Parish Council to draw down the S106 funds – **DT/YW**.

Litter pick

Successful litter pick was undertaken, thanks expressed to all participants. Noted a higher volume of litter within The Dell.

2026/016 Correspondence and consultations

East Pye

Noted East Pye Solar: Notice of acceptance and an application for a Development Consent Order. Agreed PC would not register as an interested party, no further action.

Mindful village training, 23rd June

Noted Mental Health Awareness in the Community Training, 23rd June 2026, Dunston Hall Hotel.

2026/017 Date of next meeting, 30th June 2026, and items to be considered for agenda

Noted. Councillors to notify Parish Clerk of any items for agenda – **ALL**.

2026/018 Chair's announcements / administrative updates

EACH (east Anglia's Children's Hospice)

Noted several events around Norfolk to raise funds, further information at www.each.org.uk/events Meeting advised that each hospice needs £6million per year to run.

Meeting closed 8.32pm.

Minutes prepared by Yvonne Wonnacott, Parish Clerk, 06/05/26

Approved:

Date: