

FRAMINGHAM EARL PARISH COUNCIL MEETING



Minutes of the Parish Council meeting held on
Tuesday 7th October 2025 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), Paul Stanley (PS) – Tree Warden, District Cllr Nicola Fowler (NF), District Cllr Lisa Neal (LN), District Cllr John Overton (JO) and Yvonne Wonnacott – Parish Clerk (YW).

Apologies:

Jennifer Parker (JP) – Tree Warden.

Members of the Public:

Two.

2025/033 Chair's welcome (to include any apologies for absence for approval)

Chair welcomed all attendees to meeting. Apologies received and approved from Jennifer Parker, Tree Warden.

2025/034 To receive declarations of interest

None.

2025/035 To approve a time limit for the meeting

All agreed to aim for meeting to finish by 8.30pm.

2025/036 To agree minutes of the Parish Council (PC) meeting held 1st July 2025

Cllr Spruce proposed minutes of the PC meeting held 1st July 2025 as previously circulated to be agreed as correct, seconded by Cllr Bishop, and unanimously agreed. Minutes signed by Chair.

2025/037 Matters arising from the minutes of the PC meeting held 1st July 2025

Contact details for arboretum

Chair to provide Crown Point Estate contact details to Tree Wardens, to enable them to enquire if they would be able to visit the arboretum situated on Crown Point Estate – **DT**.

Summer Fair

Noted Chair had provided feedback as per minute reference 2025/029, July meeting, to the clerk and events manager of Poringland Parish Council.

2025/038 Adjournment for public participation

Member of public provided Parish Clerk with details of hedge trimming required within Framingham Earl. Parish Clerk to contact the appropriate parties – **YW**.

2025/039 County/District Councillors report(s)

No report received from County Cllr Thomson.

Noted report from District Cllr Fowler as previously circulated. District Cllr Fowler provided overview to meeting, key points summarised as follows.

- Local Government Reform update – Report with South Norfolk District Council's (SNDC) proposal for two unitary authorities was agreed at full Council meeting on 24th September.
- Norfolk Warm Homes – The Team has been awarded £3.9m of funding. SNDC working in partnership with the Team, will be inviting eligible householders to apply. Letters will be forwarded to households that are expected to fit the criteria to apply for grants.
- Rural roads survey – MP Ben Goldsborough, is currently running a Road Safety Campaign across the constituency of South Norfolk. Part of this is to gather the views of as many of his constituents as possible, to help him do this he has generated a survey.

District Cllr Neal provided brief report to meeting, key points summarised as follows

- Further details provided in relation to Norfolk Warm Homes.
- Work is still being undertaken on the Local Plan, which is to be completed by November 2029.
- Mayor elections May 2026.

District Cllr Overton provided brief report to meeting, key points summarised as follows.

- Royal Mail service levels – Poor levels of service continue. MP Ben Goldsborough is meeting with Royal Mail 08/10/25, Cllr Overton has provided list of ongoing issues for discussion at meeting.
- Assets of Community Value – Noted several assets within Poringland had recently been successfully nominated as Assets of Community Value, including Poringland Library, Royal Oak Public House, and Zaks American Diner.

2025/040 Finance matters

Finance and admin report

Finance and admin report with financial summaries unanimously approved.

Expenditure for approval/to be noted, as per Finance and admin report

Following items of expenditure were formally noted and/or approved.

- Parish Clerk backdated pay rise (April to September) @ £92.04
- Parish Clerk backdated pension (April to September) @ £20.70
- Parish Clerk gross pay, October & November @ £490.10 per month
- Parish Clerk pension, Norfolk Pension Fund, October & November @ £110.27 per month
- Ravencroft Tree Services Ltd @ £325.00 + vat, tree survey
- Parish Clerk expenses, July @ £25.65, includes £1.15 vat
- South Norfolk District Council @ £695.00 + vat, annual dog bin charge
- Poringland & District Men's Shed @ £100.00, bird/bat/owl boxes
- Parish Clerk expenses, August @ £13.97
- Reimbursement to Parish Clerk @ £41.98 includes £7.00 vat, 2 x Remembrance wreaths

- Geosphere Ltd @ £37.50 + vat, annual subscription
- HMRC quarter 2, Parish Clerk @ £46.39
- Parish Clerk expenses, September @ £30.87, includes £1.20 vat & £6.00 training
- ICO annual subscription @ £47.00
- C K Professional Tree Services @ £490

The Local Government Pay Services Agreement 2025

Noted and agreed Local Government Pay Services Agreement 2025 at a 3.2% increase applied to all pay scales/spinal column points from 1st April 2025.

Internal auditor

Noted that internal auditor had been engaged for financial year 2025/26 as previously agreed at July meeting.

CIL (Community Infrastructure Levy)

As agreed in principle at July meeting, formally agreed to £1,000 donation to Framingham Earl High School (FEHS) for the outdoor classroom. Donation will be funded through CIL. Parish Clerk to contact FEHS to arrange payment – YW. Chair advised that FEHS had obtained full amount of funding required through Community Action Fund grant and other sources of funding.

Donations

PC agreed in principle to donation to Poringland and District Community First Responders for this financial year 2025/26 and next financial year 2026/27. District Councillors expressed an interest in supporting this worthwhile cause through their Members grants.

Parish Clerk to email Team Leaders contact details to District Councillors – YW.

Bus shelter grant scheme

PC awaiting information from County Cllr who is checking if site on Hall Road would meet criteria and be feasible for bus shelter. Closing date for applications to grant is 31st October 2025. Agreed due to timescale, application would not be submitted on this occasion.

However, once feasibility has been ascertained if practicable this could be considered in future.

Remembrance wreaths

Noted as per agreed budget two Remembrance wreaths have been purchased. To be placed on village green and at St Andrews Church.

SAM2 replacement battery

PC agreed to purchase of replacement battery at cost of £84.00, £7.50 delivery charge and vat. Battery would have one year warranty. Parish Clerk to place order – YW.

Litter pick

Noted PC was successful in the prize draw and secured £220.00, to be spent in local community.

2025/041 Planning

Applications for consideration

2025/2664, 23 Bligh Close. PC to respond “no comment” – YW.

Application responses submitted

2025/1974, 23 Long Rd. Response submitted: “Framingham Earl Parish Council notes that the plans amount to a considerable extension to the current size of the property. We would ask for any external lighting to be motion-activated downward facing lighting.”

Decisions

2025/1918, Householder, PD Prior Notification, 9 Long Road. Prior Approval not Required (Delegated).

2025/1687, Framingham Earl High School Norwich Road. Approval with Conditions (Delegated).

2024/3307, The Nook Pigot Lane. Approval with Conditions (Delegated).

2025/1974, 23 Long Road. Approval with Conditions (Delegated).

2025/042 Administrative updates

Parish Clerks appraisal

Annual appraisal was undertaken by Chair & Vice-Chair on 10th September; all parties were happy with Parish Clerk's performance.

Future newsletters

PC previously published a newsletter in the 5+ magazine twice yearly. The 5+ magazine has ceased publication. Going forward PC agreed in principle to publishing an A4 two-sided newsletter twice a year. To be circulated by-hand by members of the PC to houses within the parish. First publication Spring 2026.

Governance documents

Charitable and grant awarding policy: Agreed to re-adopt with no amendments – YW.

Freedom of Information Publication Scheme: Agreed to adopt draft scheme as circulated with immediate effect, to replace existing documents – YW.

Amendment of documents to update email and website address: Noted that some existing policies/documents which contained the email and/or website address had been amended with new details.

Four-year plan

Noted four-year plan as circulated, working document to be used by full PC. Chair to amend with further narrative – DT.

2025/043 Environmental matters

Biodiversity

Noted Norfolk Wildlife Trust, Wilder Claylands invitation.

The Dell

Tree survey: The survey was undertaken on 8th July 2025, report previously circulated.

Contractor engaged to conduct some of identified works on 6th November 2025. Agreed remainder works to be added to March agenda for further discussion – YW. Bird/owl and bat boxes to be erected on 6th November.

Working party: The working party took place on 27th September. Bike track has been created in The Dell and a large amount of litter present. Bike track and litter were removed, PC to monitor. Proposed CIL (Community Infrastructure Levy) could be used to reinstate steps to The Dell, improving accessibility and protecting tree roots. Agreed PC to request quotation for proposed works from The Fringe Project – YW. Tree Warden to check if tree with exposed roots has a TPO (Tree Protection Order) – PS.

Tree planting: Woodland Trust awarded grant of thirty saplings. Working party may be required at end of November to plant trees.

Gull Lane

Chair contacted representative at Crown Point Estate with regards to previously agreed remedial works to footpath entrance off Gull Lane. If Highways Rangers do not clear drains and grips, future working party may be required to undertake these works. To re-evaluate at December meeting, item to be added to agenda – YW. Suggested future acquisition of cordless pressure washer, for cleaning of signs and drains within parish.

Roundabout

Planter to be placed on railings by The Dell, for testing - **DT**. Chair to provide future planting scheme for consideration – **DT**. Chair met with Poringland Chair who agreed to a joint scheme with PC for future planters, to be funded through S106. Poringland PC to nominate representative to work with PC.

Village green maintenance

Local gardener has kindly volunteered to take over the maintenance of the village green, to include watering of the flower bed free of charge.

Tree warden

Noted that previously identified marked trees on Gull Lane had been felled.

2025/044 Correspondence and consultations

Letter issued to Anglian Water (AW), repairs in Long Road

Noted PC wrote to AW in relation to the disruption caused by frequent repairs to the water mains pipe in Long Road. AW responded advising that unfortunately, at this stage Long Road does not meet the criteria for a mains replacement. However, this is constantly being monitored.

Letter to Ben Goldsborough MP

Noted PC wrote to Ben Goldsborough MP, with regards to continuous unsatisfactory service levels from Royal Mail.

PFR (Property Flood Resilience) engagement pack and questionnaire

Noted, Cllr Peet had responded on PC's behalf. No further action.

2025/045 Date of next meeting, 2nd December 2025, and items to be considered for agenda

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

2025/046 Chair's announcements / administrative updates

PC agreed for Perspex cover for sign located at The Dell to be purchased, Cllr Cook to provide details to Parish Clerk for order to be placed – **LC/YW**. Volunteer has agreed to fix Perspex to sign at no charge. Cllr Aldis to contact Poringland and District Men's Shed to request quotation for two boards for the display/mounting of biodiversity posters – **RA**.

Meeting closed 8.24pm.

Minutes prepared by Yvonne Wonnacott, Parish Clerk, 08/10/25

Approved:

Date: