MORNINGTHORPE & FRITTON PARISH COUNCIL

DRAFT MINUTES OF THE PARISH COUNCIL MEETING

Held at St Catherine's Church, Fritton at 7.00 pm on Thursday 8th October 2026

Present:	Cllr V Chandler (Chair), Cllr C Humphrey (Vice Chair), Cllr L Quinn
In attendance:	R Bowler (Clerk), County Cllr Karl Catchpole, District Cllr Martyn Hooton and 2 members of the public.

1. Section 91 appointment of Councillor

As a result of the resignation of Glenn Floyd after the Parish Council meeting on 8th October 2026, the Council was left with only two serving members and was unable to form a quorum. This resulted in South Norfolk Council issuing an Order under the Local Government Act 1972, appointing Lisa Quinn as a Parish Councillor.

Cllr Quinn completed the documentation and provided her signature which was witnessed by the Clerk.

2.Election of Chair and Vice Chair

Cllr Chandler was nominated by Cllr Humphrey and seconded by Cllr Quinn for the position of Chair of Morningthorpe and Fritton Parish Council. Cllr Chandler having accepted the nomination and there being no further nominations, she was duly elected Chair.

Cllr Chandler completed the documentation and provided her signature which was witnessed by the Clerk.

Cllr Humphrey was nominated by Cllr Chandler and seconded by Cllr Quinn for the position of Vice Chair of Morningthorpe and Fritton Parish Council. Cllr Humphrey having accepted the nomination and there being no further nominations, he was duly elected Vice Chair.

Cllr Humphrey completed the documentation and provided his signature which was witnessed by the Clerk.

NOTED: The Chair thanked Mr Floyd for their contribution to the Parish Council and the Community during their time in Office, especially at this difficult time.

3. Apologies for absence

None

4. Declaration of interest

No declarations of interest were received.

5. Approve minutes of the previous meeting

Minutes of the last meeting held on 10th September were approved and signed and dated by the Chair.

6. Matters arising

a. Clerk Vacancy

This has not been completed due to the change of previous chair and ongoing challenges. It was suggested that this should be revisited at the next meeting on 12th November 2026, when the role of the clerk and the hours required can be discussed.

RESOLVED: The current Clerk will continue in post and record tasks and time spent to inform the review against recommended national pay scales.

ACTION: Chair to draft advert and circulate

b. Councillor vacancies

There remains a vacancy from May/June.

The September vacancy is currently being advertised, so the Parish Council is awaiting the expiry of the 14 days' notice period (16th October 2026). A decision on the way forward to be made when it is known whether an election is or is not required.

RESOLVED: to advertise again for co-option to the councillor vacancy arising in May/June and await confirmation from South Norfolk Council of whether an election has been requested for the September vacancy before taking further action on that vacancy.

c. Facebook

A dedicated Facebook page has now been set up and Cllr Humphrey has used this to post the draft minutes from the previous meeting in September and the agenda for this meeting. There was a discussion as to whether the the comments should be switched off, in order that it becomes a one-way communication function, in effect a notice board.

RESOLVED: to continue using the Council's Facebook page to share agendas, minutes and parish notices, alongside the Council website and noticeboards. Cllr Humphrey will manage the page in liaison with the Clerk, using approved Council information.

d. Flooding in Fritton

This has not been completed due to the resignation of the previous Chair.

RESOLVED: to defer discussion of the outstanding Fritton flooding matter until the next Council meeting, to allow time at this meeting for the administrative and governance work arising from recent changes in Council membership.

e. Parish Council E-Mail addresses

.gov e-mail addresses have now been obtained, however, there remains no access to the previous official Parish Council E-Mail. Previous Clerk had been contacted and they provided log in details

however, the 2 step verification details on the previous parish E-Mail have been changed to the previous Chairs' details and we have not been able to alter these. Therefore, the account is unable to be accessed by the parish council

RESOLVED: the Clerk will notify relevant contacts of the Council's new .gov.uk email address and request that important correspondence sent before May 2026, particularly anything requiring Council action, be resent to that address.

f. Meeting venue

Future meeting venues were discussed and it was agreed that Hempnall village hall appears to be the most appropriate venue to hold future Parish Council meetings

RESOLVED: Due to the outside commitments of the Parish Councillors, County Cllr Catchpole and District Cllr Hooton it was agreed that Thursday evenings were the most suitable time to hold Parish Council meetings in order to facilitate everyone's attendance.

ACTION: Clerk to make enquiries with Hempnall Village Hall to establish availability of the Nelson Suite on Thursday evenings

g. Parish Plan

There has been no further work undertaken regarding the Parish Plan as a result of the resignation of the previous Chair.

RESOLVED: to defer discussion of the Parish Plan to a future Council meeting to allow the Council to focus on the administrative and governance work arising from recent changes in Council membership.

7 Public participation

No public discussion was requested.

8. Reports from County and District Councillors

County Cllr Catchpole

Cllr Catchpole reported that enquiries with Highways Department at Norfolk County Council revealed that they were not responsible for deploying the strips along the B1527 between the Recycling Centre and the A140.

Cllr Catchpole also reported that there is a current drive to increase Foster Carers in Norfolk by 50 every year. This is due to the lack of carers in the County and there is going to be a 15% increase in payments to support carers and to encourage more local residents to apply to perform this vital role.

District Cllr Hooton

Cllr Hooton reported that from the 1st October 2026 there has been a change in the planning policy framework. This has resulted in the Planning Teams at Local Authorities being responsible for the decision making process and there are no objections permitted. As a result, more applications are likely to be approved.

DRAFT

Cllr Hooton confirmed that there is to be an appeal process included.

Cllr Hooton also explained that the current Government's target remains at 1.5 million new homes in England during the course of this Parliament, which equates to 300,000 new homes a year.

Cllr Hooton also reported that the second tranche of delivery of the new food waste bins is due to take place in November. Effected residents will be notified of the date, 3 weeks prior to their delivery

9. Finance

9.1 To Note the following payments made since the last meeting:

Barclays – Community ****8878

a) Clerk wages 618.33
b) Clerk Expenses 41.06
c) Internal Audit fee 75.00
d) Postage cost 1.80
e) Meeting refreshments 10.65

9.2 To note following receipts:

None

9.3 Bank reconciliation as of 1/10/2026

	Barclays Community****8878	Barclays Business Pre ME ****3383	Barclays Business Pre ME Savings ****6838
Balance as of 10/9/2026	5728.80	1112.43	2130.40
Total payments for period	(746.84)	0	0
Total receipts for period	0	0	0
Balance as of 1/10/2026	4981.96	1112.43	2130.40

9.4 Payments

a. NALC membership - £127.90

b. Website Hosting - £86.88

Both these payments were proposed by Cllr Humphrey and seconded by Cllr Quinn.

Income received

Interest from accounts - £8.47

9.5 Other financial matters

a. Bank Mandate including signatures

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Discussion as to who and how many Parish Councillors would be signatories to the Parish Council bank account.

RESOLVED: to authorise the Chair to contact the bank and arrange for Cllr Humphrey and Cllr Quinn to be added to the Council's bank mandate as authorised signatories, and the Clerk to have administrative access only, without payment authorisation rights.

ACTION: Increase authorised signature pool and give access to clerk for admin rights

b. PAYE setup

There was a discussion relating to whether the Parish Council was in fact PAYE registered.

RESOLVED: the Clerk and Cllr Chandler to work together to restore the Council's PAYE arrangements or establish them if required, including HMRC access and payroll setup.

ACTION: The Clerk to be paid via PAYE and to report back if any information relating to PAYE and HMRC is available within the documentation to be supplied by the previous Chair.

c. VAT reclaim

There was a point raised that there may be an opportunity to reclaim any VAT for payments made over the last 4 years.

RESOLVED: the Clerk and Cllr Chandler to check whether the Council has reclaimed VAT and identify any eligible VAT from the previous four years that remains unclaimed, then arrange recovery through the appropriate HMRC process.

d. Budget

A discussion was held relating to budgetary requirements for the next financial year.

RESOLVED: the Clerk, with Cllr Chandler will prepare a draft budget for the November meeting. Councillors are to send any proposed budget items to the Clerk by [date] for consideration.

ACTION: Councillors to make anything known they wish to be taken into consideration for the budget by Friday 6th November 2026.

ACTION: budget to be discussed and agreed at Parish Council meeting on 12th November in readiness to set Precept.

10. Planning matters

10.1 Planning applications

a. 2026/2821

Location: Agricultural Building North of Steppings Lane, Fritton, Norfolk

6 x rooflights to main section of barn, 1 rooflight to en-suite and reduction of glazing to courtyard area.

No objections to application

DRAFT

Proposed by Cllr Chandler, seconded by Cllr Quinn

b. 2026/2539

Location: Greenwood The Common Fritton Norfolk NR15 2QS

T1 Sycamore in hedge line 12m tall - remove to ground level. T2 Ash reduce by 30% 18m tall reduce by around 3.5-4.5m. T3 Sycamore crown lift 5m over garden nd reduce height from 15m to 10m. T4 Cherry Tree current spread 8m reduce by 3mand current height from 7.5m to 6m in height and pull in sides all round. T5 3 x Conifers making up a hedge remove and replant to be in keeping with other driveway hedge.

No objections to application

Proposed by Cllr Chandler, seconded by Cllr Quinn

ACTION: The Clerk is to notify South Norfolk District Council of the Council's responses.

10.2 Planning decisions since last Parish Council meeting

2026/2068

Location Jack in the Box Hempnall Road Morningthorpe Norfolk NR15 2LL – Approved with conditions

10.3 Other planning matter

East Pye Solar – see Agenda item 13

11. Policies and governance

There was a discussion relating to the missing and out of date Policies and governance documentation and it was agreed that these will be reviewed before the next meeting in November.

There was also discussion on the up-to-date guidance for parish Councillors

RESOLVED: Resolved that councillors review the draft MFPC Parish Councillor and Clerk Guides, based on NALC guidance, and bring any comments to the next meeting for discussion.

RESOLVED: Cllrs to review the drafted documentation sent by Cllr Chandler on 3rd October 2026, before the meeting on Thursday 12th November 2026, in order that they can be discussed then.

12. Highways, footpaths and public rights of way

a. NCC Parish Grant – SAM2 Dec deadline

RESOLVED: not to pursue a grant application for a SAM2 device at this time. The Council's current administrative workload following recent changes has prevented an application being prepared, and the device is not suitable under NCC guidance because the speed limit must be 30 mph or lower.

b. B1527 Speed limit reduction

It was explained that draft cases have been started to be prepared and that there was a need for photos of speed limits and to receive any commentary from residents.

RESOLVED: although work has begun on a case to Norfolk County Council for speed limit reductions on the B1527 and by Fritton Common, further work is needed. Councillors will work together to develop the case for submission.

13. Councillors reports and matters for information.

To receive brief reports from Councillors on meetings attended or matters relevant to the Parish Council

a. East Pye Solar

RESOLVED: Cllr Chandler, represent MFPC at East Pye Solar hearings. Under section 101(1)(a) of the Local Government Act 1972, the Clerk is authorised to prepare and submit responses by the required deadlines, in line with the Council's agreed stance and resolutions. Any response requiring a new Council position must be referred to the Council.

ACTION: If possible, Parish Council to make contact with residents that will be directly affected by the planning inspectorate site visits, proposed for week beginning 16th November 2026.

14. Correspondence

Due to the log in details not being handed over, as previously detailed, there has been no access to correspondence since June 2026.

RESOLVED: the Clerk will notify relevant contacts of the Council's new .gov E-Mail address and request that important correspondence sent before June 2026, particularly anything requiring Council action, be resent to that address, as the Council remains unable to access its former Gmail account.

15. Items for agenda

Councillors would discuss proposed items before publication of the next meeting agenda.

18. Date of next meeting

RESOLVED: The next meeting of the Parish Council will be held on Thursday 12th November 2026 at 7.00pm, at the Nelson Suite, Hempnall Village Hall

Prepared by: R Bowler, Parish Clerk

Status: Draft minutes for approval by the Parish Council at the next meeting.

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