

# REEDHAM PARISH COUNCIL

Minutes of the Parish Council meeting held on Monday 5<sup>th</sup> July 2021 in the Village Hall.

**Present** - Councillors D Rushbrook (Chair), T Davey, R Holt, R Jenkins P Bagshaw, M Barnes, L Bassett, S Pittam, C Mutton, and the Parish Clerk C Dickson. DCllr G Nurden, and 3 members of the public were in attendance. The Council meeting commenced at 7.30 pm.

## **1-07) Apologies for Absence**

Cllr D Hale (prior engagement), CCllr L Hemsall (unwell).

## **2-07) Declarations of Interest on the Agenda**

None received.

## **3-07) Minutes of Previous Meetings**

The minutes of the Parish Council meeting held on the 7<sup>th</sup> June 2021 were unanimously **approved**. The minutes were signed by Cllr Rushbrook as Chair of the meeting.

## **4-07) Matters Arising**

None received.

## **Public Participation**

District Councillor Grant Nurden gave an update: BDC's place shaping policy panel met and recommended that the GNLP be sent to the Secretary of State for independent examination.

Chairman of the Village Hall Committee Chris Bradbury gave the following report: There were no issues with the play equipment safety inspection for July.

Due to the government's 4 weeks extended lockdown, our first cash bingo on the 12<sup>th</sup> July, has been pushed back a week to the 19<sup>th</sup> July.

With the restrictions slowly lifting, we hope to start showing box office film again in August or September. We look forward to welcoming you back to cinema in Reedham Village Hall.

Reedham Stage School are performing Aladdin on Friday 23<sup>rd</sup> and Saturday 24<sup>th</sup> July at 7:30pm and Sunday 25<sup>th</sup> at 2:30pm

### **Public**

A member of the public thanked Cllr Pittam for siting the speed sensor on New Road.

The same member of the public requested an update on the road sweeping of New Road, and reported that the Freethorpe Road railway bridge is developing an uneven surface. It is inspected every few years but no actions were undertaken from the last inspection 2 years ago.

A member of the public has now received the new signs for the Riverside bins, and will install them this week. The new owners of The Nelson have checked and they do not pay for the bottle bank located opposite. The **Clerk** will check with the recycling company.

Cllr Rushbrook reported that the drains near the War Memorials, down to no. 8 Station Road, are blocked. The **Clerk** will report.

## **5-07) Policy Review**

The following new policy was considered:

- Grievance and Disciplinary Procedure.

Clarification of what constitutes the Grievance, Disciplinary and Appeals panels will be added and the revised policy will be considered at the next meeting.

The following existing policies were reviewed:

- Equal Opportunities Statement
- Equality and Diversity Policy

Chairman .....

- FOI Publication Scheme
- Review of Audit
- Balloon and Sky Lantern Release

All policies were unanimously **approved**.

#### **6-07) Planning Applications**

- a) 20211189 - Proposed first floor extension, ground floor bay window extension, 3 bay cartshed and a hobbies workshop at 29 Station Road, NR13 3TB. The Council had **no objections**.
- b) BA/2021/0238/HOUSEH - replacement quay heading and introduction of new quay heading to shorten length of existing cut at Brit House, 19 Station Road. The Council had **no objections**.

#### **7-07) To Receive an update from the PCC**

Cllr Rushbrook gave the following report: the PCC are considering whether to continue with the free monthly Outlook to the whole of the village each month. Options being considered include having free issues for June and December, or issues available by subscription for paper copies and free email or internet copies. Free copies professionally printed would be more expensive and may require an increased donation from the Parish Council. The options will go to the Benefice Council for consideration.

The new church service pattern is in the Outlook. We would like to open daily but current cleaning requirements and lack of volunteers to unlock and lock up make this difficult.

#### **8-07) To Discuss Updates on the Following**

##### **a) Speed Sensor**

The speed sensor was located on Station Drive measuring vehicles driving away from the bridge. The 85% centile was 31.6mph in the 30mph limit; in September 2020 it was 30mph. 13,000 vehicles were recorded. 3% of speeders were travelling between 35 and 40mph, but only a few were travelling above 40mph.

It is now located on New Road bend, facing The Hills.

##### **b) Allotments**

No issues were reported.

##### **c) Neighbourhood Plan**

The next meeting is on Monday 12<sup>th</sup> July at 7.30pm in the hall.

The grant for funding has been successfully submitted, this will cover all the costs of the consultants.

The Committee are hoping to have a questionnaire printed and delivered to the whole village. The Outlook team have been asked if they will help. There is also an online survey but not everyone has access.

##### **d) Book exchange cupboard**

Details of the book cupboard had been circulated to all Councillors. The quote for painting did not give details of what would be included. Cllr Barnes suggested asking the school if they could paint it for us as a project. **Clerk** will inquire.

Several locations were discussed. The preferred location would be away from Riverside in a more central location for village not tourist use. The **Clerk** will inquire about locating it on the surgery fence.

##### **e) War Memorial and American Memorial**

The Council agreed that a letter of thanks should also be sent to Mary Blanche for looking after the flower planters on Riverside. **Clerk** will action.

The **Clerk** will request the grass cuttings are cleared from the American Memorial after each mow.

Chairman .....

### **9-07) Correspondence Received**

- a) Norfolk County Community Safety Partnership consultation to develop a Community Safety Plan runs until the 16<sup>th</sup> July 2021.

### **10-07) Additional Village Sign**

The Council agreed that at least one more village sign would be a good idea. Several locations were discussed including next to the Gospel Hall, adjacent to the slipway on Riverside, or on the War Memorial land. The **Clerk** will source quotes for 1 or more signs.

### **11-07) Dog waste bin at the Ferry**

The dog waste bin at the Ferry had to be emptied again by Cllr Bagshaw and her husband. In January 2021 BDC stated the cost of emptying was £3.60 per week, but this may have risen slightly for the new financial year. Costs for the remainder of the year will be about £140 and for next year about £200. The Council **agreed** to requesting it is emptied every week by BDC.

### **12-07) Financial Matters**

- i. The Council discussed a revised quote for upgraded CCTV at the Village Hall following the recent arson incident. The Council **approved** spending all of the CIL funding on the CCTV.
- ii. The Council considered some requests from the village hall and activity groups that use the hall for additional equipment, to be funded from the S106 money: 1 badminton net @ £6.99, 6 packs of shuttlecocks @ £14.28 each, 8 rolls of floor tape @ £5.70 each, 12 sets of curling stones @ £15 each. The Broadland S106 officer has confirmed the items fit the criteria. The Council **approved** the purchases.  
The Village Hall are also investigating some outdoor exercise equipment for children.
- iii. The Council noted the Income and Expenditure report to 21<sup>st</sup> June 2021 and the Actuals vs Budget for the quarter to 30<sup>th</sup> June 2021.
- iv. Payments presented for approval, circulated to Councillors in advance:

C Dickson - salary June 2021	£ 391.06
HMRC - PAYE June 2021	£ 25.40
Norfolk Pension Fund - Clerk pension	£ 127.80
C Dickson - expenses	£ 62.27
Mr C Mutten - rent of the land for the permissive path	£ 349.00
Peter Smith - key for notice board	£ 8.40
Abbey Memorials - American Memorial repainting	£ 994.80
C Dickson - salary July 2021 ( <i>to be paid 2<sup>nd</sup> August</i> )	£ 391.06
HMRC - PAYE July 2021 ( <i>to be paid 2<sup>nd</sup> August</i> )	£ 25.40
Norfolk Pension Fund - Clerk pension ( <i>to be paid 2<sup>nd</sup> August</i> )	£ 127.80
<b>Total =</b>	<b>£ 2,502.99</b>

Cllr Rushbrook proposed the invoices be approved for payment, Cllr Davey seconded and all **agreed**. The Clerk and Chairman now have access to online banking therefore payments will be paid by BACS going forward.

### **13-07) Items for the Next Agenda**

Online banking additional Councillor

Public

No additional public participation.

### **14-07) Time and Date of Next Meeting.**

The next scheduled meeting is Monday 6<sup>th</sup> September 2021 at 7.30pm, at the Village Hall, subject to Coronavirus restrictions.

The meeting closed at 20.23.

Chairman .....

Signed.....

Date.....

# INCOME AND EXPENDITURE REPORT BARCLAYS BANK AS AT 21.6.21

	MONTH	YEAR TO DATE		MONTH	YEAR TO DATE
<b>INCOME</b>			<b>EXPENDITURE</b>		
PRECEPT		8,250.00	GROUND MAINTENANCE		
GRANT			STATY/POST/PHONE ETC	40.50	59.10
TRAINING			VILLAGE WORK & RSID	290.17	290.17
BANK INTEREST			PROF/SUBS/TRAINING		347.49
NCC			CLERKS SALARY/TAX/PENSION	544.26	1,620.03
GLASS & MISC		52.97	AUDIT & INSURANCE	379.30	379.30
ADVERTISING			RECYCLING		10.50
ALLOTMENT A/C			SECTION 137		
PERMISSIVE PATH			ROOM HIRE/GRANTS/EXPS		
GRASS CUTTING		161.74	MISCELLANEOUS		
<b>TOTAL</b>	0.00	8,464.71	<b>TOTAL</b>	1,254.23	2,706.59
NCF Community Grant			NEIGHBOURHOOD PLAN		
HMRC VAT		8,282.72	VAT	58.00	60.70
CIL Receipts			CIL Expenditure		
S106			S106		
TRANSFER			TRANSFER		
<b>CASH BOOK</b>	AT 21.6.21		<b>BANK ACCOUNT</b>	AT 21.6.21	
BALANCE CD/FWD	19,805.78		CURRENT ACCOUNT	19,034.82	
INCOME	0.00				
EXPENDITURE	(1,254.23)				
	<b>18,551.55</b>		Less unrepresented chqs		
				390	(49.00)
TRANSFER	0.00			391	(304.30)
Community Grant	0.00			393	(60.17)
Net VAT	(58.00)			396	(127.80)

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		Add: unrepresented receipt	
BALANCE	<u>18,493.55</u>	BALANCE	<u>18,493.55</u>

### ALLOTMENT ACCOUNT

AS AT 21.6.21

	MONTH	YEAR TO DATE		MONTH	YEAR TO DATE
<b>INCOME</b>			<b>EXPENDITURE</b>		
RENT			MAINTENANCE		
DEPOSIT			RENT/DEPOSIT		274.37
<b>TOTAL</b>	<u>0.00</u>	<u>0.00</u>	<b>TOTAL</b>	<u>0.00</u>	<u>274.37</u>
<b>CASH BOOK</b>	AT		<b>BANK ACCOUNT</b>	AT	
BLANCE	21.6.21			21.6.21	
CD/FWD	1,003.78		CURRENT ACCOUNT	1,028.28	
INCOME	0.00		less: unrepresented cheques	(24.50)	
EXPENDITURE	<u>0.00</u>				
<b>BALANCE</b>	<u>1,003.78</u>			<u>1,003.78</u>	

Total Cash  
Assets: 49,775.14

### BDC PARISH DEPOSIT ACCOUNT

AS AT 1.4.2021

<b>INCOME</b>			<b>EXPENDITURE</b>		
TRANSFERS			TRANSFERS		
INTEREST			BANK CHARGES		
<b>TOTAL</b>	<u>0.00</u>	<u>0.00</u>	<b>TOTAL</b>	<u>0.00</u>	<u>0.00</u>
<b>CASH BOOK</b>	AT		<b>ACCOUNT</b>	AT	
BLANCE B/FWD	21.6.21		BDC ACCOUNT	21.6.21	
INCOME	30,277.81			30,277.81	
EXPENDITURE	0.00				
	<u>0.00</u>				
<b>BALANCE</b>	<u>30,277.81</u>			<u>30,277.81</u>	

Chairman .....

# Actuals vs Budget to 30.6.2021

Actual		Actual as at 30.6.2021	Budget 2022	
31.3.2021	<b>Income</b>	£	£	%
15,000	Precept	8,250.00	16,500	50%
50	Miscellaneous		100	0%
160	Grass Cutting	161.74	160	
1,022	Recycling	52.97	600	9%
76	Interest			
<u>16,308</u>		<u>8,464.71</u>	<u>17,360</u>	<u>49%</u>
	<b>Expenditure</b>			
6,166	Clerk's salary	1,620.03	7,000	23%
200	External Audit		300	0%
90	Internal Audit	75.00	80	94%
304	Insurance	304.30	350	87%
6,915	Grass Cutting		7,200	0%
100	Training/Travel exps	60.00	100	60%
283	Subscriptions	222.49	300	74%
429	Office expenses	59.10	550	11%
148	Village Hall rent		300	0%
280	S137	30.00	200	15%
1,535	Village work	290.17	500	58%
130	Glass recycling	10.50	150	7%
2,453	Village Hall grant		500	0%
35	Website	35.00	50	70%
1,541	Sundry			
	Maintenance accrual		1,550	
<u>20,609</u>		<u>2,706.59</u>	<u>19,130</u>	<u>14%</u>
(4,301)	Surplus / (Deficit)	5,758.12	(1,770)	
57,846	balance b/f	34,791.22		
6,935	VAT (income)	8,282.72		
(6,826)	VAT (expenditure)	(60.70)		
(1,500)	Love the Broads Grant	0.00		
(2,000)	Brian Iles Highways Grant	0.00		
0	CIL receipts	0.00		
(15,362)	CIL expenditure	0.00		
1,047	S106 receipts	0.00		
(1,047)	S106 payments	0.00		
<u>34,791</u>		<u>48,771.36</u>		
	Current Account		18,493.55	

Chairman .....

	BDC Parish Deposit	30,277.81
6,463	General Reserves	13,142.71
8,083	CIL	8,082.50
<u>20,246</u>	Earmarked Reserves	<u>27,546.15</u>
<u>34,791.22</u>	balance c/f	<u>48,771.36</u>