# REEDHAM PARISH COUNCIL

Minutes of the Parish Council meeting held on Thursday 5th May 2022 in the Village Hall.

**Present -** Councillors D Hale (Chair), D Rushbrook, M Barnes, C Mutten, L Bassett, L George, P Bagshaw, and the Parish Clerk C Dickson., DCllr G Nurden CCllr L Hempsall, and 3 members of the public were in attendance. The Council meeting commenced at 7.30 pm.

**1-05) Election of a Chairman**

Cllr Rushbrook proposed David Hale for Chairman, Cllr Barnes seconded and, there being no other proposals, Cllr Hale was unanimously elected Chairman of Reedham Parish Council.

**2-05) Election of a Vice-Chairman**

Cllr Barnes proposed Liz Bassett for Vice-Chairman, Cllr Bagshaw seconded and, there being no other proposals, Cllr Bassett was unanimously elected Vice-Chairman of Reedham Parish Council.

**3-05) Declarations of Acceptance of Office**

Cllrs Hale and Bassett signed the Acceptance of Office of Chairman and Vice-Chairman respectively.

**4-05) Apologies for Absence**

Cllrs S Pittam, T Davey.

**5-05) Declarations of Interest on the Agenda**

None received.

**6-05) Minutes of Previous Meetings**

The minutes of the Parish Council meeting held on the 11th April 2022 were **approved**, with 1 abstention, and were signed by Cllr Hale as Chair of the meeting.

**7-05) Matters Arising**

None received.

**Public Participation**

District Councillor Grant Nurden reported that Broadland District Council is looking at making a decision to go ahead with the acquisition of the Horizon Building, or not. The decision will be taken on the 12th May at a special Cabinet meeting followed by an extra ordinary Council meeting.

Town and Parish Council Forums will be held online in May, June and July. This is an opportunity to raise and discuss issues affecting Reedham.

A paper went to Cabinet detailing the 2 main roles that Broadland has for Ukrainian refugees in the area: ensuring people living in our district are living in safe and secure accommodation, and; reduce the risk of housing placement failure to prevent demand on our already overloaded housing supply.

Chairman of the Village Hall Committee Chris Bradbury gave the following report:

There were no issues with the play equipment safety inspections for May.

Two loads of ash have been donated and transported for free by the Cantley Factory for the car park and driveway.

A Highways road surfacing lorry has been parked outside the hall for over a week. We had no notification it would be parked there.

The April Cash Bingo jackpot wasn’t won. The jackpot for May stands at £280 in 53 numbers or less.

We have a film showing of “Belfast” on the 13th May. The June film, on the 17th, will be Death on the Nile.

The Queen’s Platinum Jubilee Celebration on the 2nd June will be an outdoor celebration with the lighting of a beacon at 9:45pm. There will be music, a Punch and Judy, and Magic show. On the 5th June in the evening we will be showing the village celebration DVD of the Queen’s Coronation in 1953. We will also be having music and dancing.

A brand new play “Only You” will be performed by our adult drama group the RCA Theatre company on the 10th and 11th June at 7.30pm. Veronica Hamilton seems like the typical lady of the manor, but dark secrets lurk within…

Yoga classes will be starting again on Mondays from 10:30 to 11:15 with Caroline, directly after Zumba.

 Public

Cllr Hale commented that the lorry clearing out the grips on Church Dam had to drive very close to the ditch due to the overhanging Pettitts hedge. Highways asked Pettitts to cut it back a couple of years ago, and it was done. It needs cutting back hard.

A member of the public reported that the Broads Society gave a robust reply to the Landscape Review, and pointed out that the Broads Authority Calendar does not include any Parish Forum dates.

**8-05) Planning Applications**

1. 20220681 – erection of summer house at 11 Witton Close, NR13 3HJ. The Council had no comments or objections.
2. BA/2022/0155/HOUSEH – removal of existing shed and greenhouse and erection of workshop and garage at Wherrymans Mill, Ferry Road. The Council had no comments or objections, although they did wonder why a planning application was necessary for the changes.

**9-05) To Receive an update from the PCC**

None received.

**10-05) To Discuss Updates on the Following**

1. **Speed Sensor**

No report received.

1. **Allotments**

Generally busy. The Council discussed the Heras fencing on one of the plots.

1. **Public Toilets**

Peter Smith updated the Council. Work is progressing. The old pipes were corroded up. The replacement portacabin lock is not good and it ran out of loo roll.

1. **Neighbourhood Plan**

Nothing to update.

1. **Village Jubilee celebrations**

The Clerk circulated two mugs with various designs. The Council chose the official Jubilee emblem on one side, and a commemoration of the Queen as she looked in 1953 and how she looks now on the other. Writing in between will be “Reedham celebrating the Platinum Jubilee of HM Queen Elizabeth II 2nd June 2022”. The **Clerk** will place the order.

Cllr Rushbrook would like to present the mugs to the school children. The **Clerk** will let the Friends of the School know.

**Cllr Hale** will speak to John Hipperson and Keith Sales to see if they wish to attend. Cllr Rushbrook would be interested if she could be given a lift.

1. **Community Resilience Plan**

Cllr Bassett is looking at some local ones and will circulate a draft next week.

1. **Homes for Ukraine**

Cllr Davey sent an update: Broadland has confirmed Nursery House is suitable accommodation for a large extended family (it will be circa 8 people) once electrics are certified and fire alarms installed. The boiler does need servicing, although as it is oil it does not need a certificate. The house does of course need cleaning and decorating though!

Erika is in touch with a charity who try to place large families so we are now hoping to be able to find a suitable family (if we take more than one family we will need further advice from the council as there are other considerations we need to deal with).

Volunteers are now needed to start cleaning, decorating and sourcing all that we need such as beds and kitchen ware etc.

A meeting is to be organised at NH at 8.30am on Saturday morning for all people who wish to be involved and can attend to discuss what needs to be done and set up a plan of action for doing it all!

We will need to raise funds for decorating and cleaning materials and of course to provide new bedding and other essentials that are unlikely to be donated.

This comes at a particularly busy time for me - last of teaching and then exam period so if anyone wants to take on a “co-ordinating/organising” role with me I would grateful for the help as I will not be able to be here every time others are doing work etc.

Thanks go to Lana and Jerome Mayhew’s office as once they became involved things started moving!

Cllr Bassett has volunteered to help with the co-ordinating.

**11-05) Correspondence Received**

1. The Broads Authority are currently running a survey for a Design Guide for the BA area. The closing date is the 6th May.
2. A Broads Authority Electrifying the Broads, Phase 1 report was circulated to Councillors.

**12-05) Digital Voice Switch Over**

Cllr Hale has been corresponding with Broadland’s MP Jerome Mayhew regarding BT’s Digital Voice switchover. Digital Voice is the provision of mobile coverage through Wifi signal rather than traditional landline copper wire. There is no alternative provision of a traditional landline, signal is only provided through Wifi. This has caused a problem in power cuts if there is no reliable mobile signal in the vicinity. BT have recognised this as an issue and has paused the rollout of the provision unless the household has no objection, but is not reversing it for houses that have already been moved over. Battery packs are being offered to those affected, but currently there is a shortage with an expected delivery date of November.

Cllr Hale has been affected as he lives in a not-spot. He has asked Beckhythe Farm and Dunthorne Farm if they would be prepared to host a mobile mast. The Church has been approached in the past, and the Village Hall is another possible location. Openreach have been asked to visit to assess these locations for suitability.

**13-05) Financial Matters**

1. The Year End accounts were presented and noted (see below).
2. The Actuals vs Budget figures for 2021/22 were presented (see below).
3. The monthly Income and Expenditure report was noted (see below).
4. The online payments made in March were checked and confirmed by Cllr Bassett.
5. Payments presented for approval, circulated to Councillors in advance:

C Dickson - salary April 2022 £ 345.71

HMRC - PAYE April 2022 £ 86.67

Norfolk Pension Fund - Clerk pension £ 134.95

Treecology – Woodland Walk conservation and tree works £ 850.00

Business Services at CAS Ltd – insurance renewal 2022/23 £ 304.30

Reedham Community Association – hall hire April £ 31.00

**Total =** **£ 2,017.56**

The HMRC payment in April was understated. £24.67 on the payments schedule should have been £84.60, which was what was paid.

All the payments were **approved.**

1. Electric car charging equipment to be provided at the village hall. NCC will only give a grant for the net amount. The Community Association cannot reclaim VAT therefore NCC have proposed that the Parish Council takes ownership of the equipment and receives the grant. To go on the agenda for discussion in June.

**14-05) Items for the Next Agenda**

Policies

Woodland Walk volunteer maintenance

Public

A member of the public offered to report the pot holes on Station Road.

The lack of nurses at the Doctor’s surgery was commented on.

Parking issues in and around the station were briefly discussed. The cost of parking at the station is pushing parking on to the neighbouring roads. The price of parking is being reviewed and will be lowered for a short period. Anglia Trains contracted the car parks out to National Car Parks.

Cllr Mutten requested a Police report for each meeting.

**15-05) Time and Date of Next Meeting.**

The next scheduled meeting is Monday 6th June 2022 at 7.30pm, at the Village Hall.

**16-05) Confidential Session: to discuss the Clerk’s salary progression**

The Council unanimously approved the Clerk’s progression to the next salary scale point.

Signed………………………………........................ Date……………………………….

|  |
| --- |
| **INCOME AND EXPENDITURE REPORT BARCLAYS BANK** |
| **AS AT 31.3.22** |
|  |  |  |  |  |  |  |
|  | **MONTH**  | **YEAR TO DATE** |  |  | **MONTH**  | **YEAR TO DATE** |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| PRECEPT |  | 16,500.00 |  | GROUND MAINTENANCE |  | 7,209.20 |
| GRANT |  |  |  | STATY/POST/PHONE ETC | 22.24 | 319.61 |
| TRAINING |  | 5.00 |  | VILLAGE WORK |  | 5,216.26 |
| BANK INTEREST |  |  |  | PROF/SUBS/TRAINING |  | 453.49 |
| NCC |  |  |  | STAFF SALARY/TAX/PENSION | 650.23 | 6,624.34 |
| GLASS & MISC | 461.78 | 514.75 |  | AUDIT & INSURANCE |  | 679.30 |
| ADVERTISING |  |  |  | RECYCLING |  | 104.10 |
| ALLOTMENT A/C |  |  |  | SECTION 106 & 137 |  | 180.00 |
| PERMISSIVE PATH |  |  |  | ROOM HIRE/GRANTS/EXPS | 31.00 | 283.00 |
| GRASS CUTTING |  | 161.74 |  | MISCELLANEOUS |  |  |
| **TOTAL** | 461.78 | 17,181.49 |  | **TOTAL** | 703.47 | 21,069.30 |
| Neighbourhood Plan |  | 5,700.00 |  | Neighbourhood Plan | 4,600.00 | 5,700.00 |
| HMRC VAT | 4,805.26 | 13,087.98 |  | VAT | 1,310.40 | 9,845.54 |
| CIL Receipts |  |  |  | CIL Expenditure |  | 8,082.51 |
| S106 | 1,992.00 | 4,516.27 |  | S106 | 2,732.00 | 3,300.11 |
| TRANSFER | 5,000.00 | 15,000.00 |  | TRANSFER |  |  |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AT 31.3.22 |  |  | **BANK ACCOUNT** | AT 31.3.22 |  |
| BALANCE CD/FWD | 9,088.52 |  |  | CURRENT ACCOUNT | 12,001.69 |  |
| INCOME | 461.78 |  |  |  |  |  |
| EXPENDITURE |  (703.47) |  |  |  | 12,001.69 |  |
|  | **8,846.83** |  |  | Less unpresented chqs |  |  |
|  |  |  |  |  |  |  |
| TRANSFER | 5,000.00 |  |  |  |  |  |
| Neighbourhood Plan |  (4,600.00) |  |  |  |  |  |
| Net VAT |  3,494.86  |  |  |  |  |  |
| S106 |  (740.00) |  |  |  |  |  |
| CIL |  -  |  |  | Add: unpresented receipt |  |  |
| BALANCE | **12,001.69** |  |  | BALANCE | **12,001.69** |  |
|  |  |  |  |  |  |  |
| **ALLOTMENT ACCOUNT** |
| **AS AT 31.3.22** |
|  |  |  |  |  |  |  |
|  | **MONTH**  | **YEAR TO DATE** |  |  | **MONTH**  | **YEAR TO DATE** |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| RENT |  | 339.01 |  | MAINTENANCE |  |  |
| DEPOSIT |  |  |  | RENT/DEPOSIT |  | 322.04 |
| **TOTAL** | 0.00 | 339.01 |  | **TOTAL** | 0.00 | 322.04 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AT 31.3.22 |  |  | **BANK ACCOUNT** | AT 31.3.22 |  |
| BLANCE CD/FWD | 1,295.12 |  |  | CURRENT ACCOUNT | 1,295.12 |  |
| INCOME | 0.00 |  |  | less: unpresented cheques |  |  |
| EXPENDITURE | 0.00 |  |  |  |  |  |
| **BALANCE** | **1,295.12** |  |  |  | **1,295.12** |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **BDC PARISH DEPOSIT ACCOUNT** |
| **AS AT 31.3.2022** |
|  |  |  |  |  |  |  |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| TRANSFERS |  |  |  | TRANSFERS | 5,000.00 | 15,000.00 |
| INTEREST | 41.47 | 41.47 |  | BANK CHARGES |  |  |
| **TOTAL** | 41.47 | 41.47 |  | **TOTAL** | 5,000.00 | 15,000.00 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 31.3.2022 |  |  **ACCOUNT** | AS AT 31.3.2022 |
| BLANCE B/FWD | 20,277.81 |  |  | BDC ACCOUNT | 15,319.28 |  |
| INCOME | 41.47 |  |  |  |  |  |
| EXPENDITURE |  (5,000.00) |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **BALANCE** | **15,319.28** |  |  |  | **15,319.28** |  |
|  |  |  |  |  |  |  |
|   |   |   |   |   |   |   |
| **Total Cash Assets:** | **28,616.09** |  |  |  |  |  |
|   |   |   |   |   |   |   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Actuals vs Budget for the year ending 31.3.2022 |  |  |  |  |
|  | Actual |  |  | Actual | Budget |  |
|  | 31.3.2021 | **Income** |  | as at 31.3.2022 | 2022 | % |
|  | £ |  |  |  |  |  |
|  |  15,000  | Precept |   |  16,500.00  | 16,500 | 100% |
|  |  50  | Miscellaneous |   |  5.00  | 100 | 5% |
|  |  160  | Grass Cutting |   |  161.74  | 160 | 101% |
|  |  1,022  | Recycling |   |  514.75  | 600 | 86% |
|  |  76  | Interest |   | 41.47 |   |   |
|  |  16,308  |  |  | 17,222.96 | 17,360 | 99% |
|  |  | **Expenditure** |  |  |  |  |
|  |  6,166  | Clerk's salary |   |  6,624.34  | 7,000 | 95% |
|  |  200  | External Audit |   |  300.00  | 300 | 100% |
|  |  90  | Internal Audit |   |  75.00  | 80 | 94% |
|  |  304  | Insurance |   |  304.30  | 350 | 87% |
|  |  6,915  | Grass Cutting |   |  7,209.20  | 7,200 | 100% |
|  |  100  | Training/Travel exps |   |  110.00  | 100 | 110% |
|  |  283  | Subscriptions |   |  308.49  | 300 | 103% |
|  |  429  | Office expenses |   |  319.61  | 550 | 58% |
|  |  148  | Village Hall rent |   |  283.00  | 300 | 94% |
|  |  280  | S137 |   |  180.00  | 200 | 90% |
|  |  1,535  | Village work |   |  2,010.26  | 500 | 402% |
|  |  130  | Glass recycling |   |  104.10  | 150 | 69% |
|  |  2,453  | Village Hall grant |   |   | 500 | 0% |
|  |  35  | Website |   |  35.00  | 50 | 70% |
|  |  1,541  | Sundry |   |  346.00  |   |   |
|  |   | Maintenance accrual |   |   | 1,550 |   |
|  |  20,609  |  |  | 18,209.30 | 19,130 | 95% |
|  |  |  |  |  |  |  |
|  |  (4,301) | Surplus / (Deficit) |  |  (986.34) |  (1,770) |  |
|  |  |  |  |  |  |  |
|  |  57,846  | balance b/f |  | 34,791.22 |  |  |
|  |  |  |  |  |  |  |
|  |  6,935  | VAT (income) |   |  13,087.98  |  |  |
|  |  (6,826) | VAT (expenditure) |   |  (9,845.54) |  |  |
|  |  (1,500) | Love the Broads Grant  |   |  -  |  |  |
|  |  (2,000) | Brian Iles Highways Grant |   |  -  |  |  |
|  |  -  | CIL receipts |   |  -  |  |  |
|  |  (15,362) | CIL expenditure |   |  (8,082.51) |  |  |
|  |  1,047  | S106 receipts |   |  4,516.27  |  |  |
|  |  (1,047) | S106 payments |   |  (3,300.11) |  |  |
|  |   | Neighbourhood Plan grant |   |  5,700.00  |  |  |
|  |   | Neighbourhood Plan expenditur |   |  (5,700.00) |  |  |
|  |   | Earmarked Reserves expenditure |   |  (2,860.00) |  |  |
|  |  |  |  |  |  |  |
|  |  34,791  |  |  | 27,320.97 |  |  |
|  4,513  |  | Current Account |  |  | 12,001.69  |  |
|  30,278  |  | BDC Parish Deposit |  |  | 15,319.28  |  |
|  |  |  |  |  |  |  |
|  | 6,463 | General Reserves |   | 8,384.82 |  |  |
|  | 8,083 | CIL |   | 0.00 |  |  |
|  | 20,246 | Earmarked Reserves |   | 18,936.15 |  |  |
|  | 34,791.22 | balance c/f |  | 27,320.97 |  |  |
|  |  |  |  |  |  |  |

|  |
| --- |
| **INCOME AND EXPENDITURE REPORT BARCLAYS BANK** |
| **AS AT 30.4.22** |
|  |  |  |  |  |  |  |
|  | **MONTH**  | **YEAR TO DATE** |  |  | **MONTH**  | **YEAR TO DATE** |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| PRECEPT | 10,834.00 | 10,834.00 |  | GROUND MAINTENANCE |  |  |
| GRANT |  |  |  | STATY/POST/PHONE ETC | 73.69 | 73.69 |
| TRAINING |  |  |  | VILLAGE WORK |  |  |
| BANK INTEREST |  |  |  | PROF/SUBS/TRAINING | 264.16 | 264.60 |
| NCC |  |  |  | STAFF SALARY/TAX/PENSION | 553.90 | 553.90 |
| GLASS & MISC |  |  |  | AUDIT & INSURANCE |  |  |
| ADVERTISING |  |  |  | RECYCLING | 695.33 | 695.33 |
| ALLOTMENT A/C |  |  |  | SECTION 106 & 137 | 1,212.00 | 1,212.00 |
| PERMISSIVE PATH |  |  |  | ROOM HIRE/GRANTS/EXPS | 85.00 | 85.00 |
| GRASS CUTTING |  |  |  | MISCELLANEOUS |  |  |
| **TOTAL** | 10,834.00 | 10,834.00 |  | **TOTAL** | 2,884.08 | 2,884.52 |
| Neighbourhood Plan |  |  |  | Neighbourhood Plan |  |  |
| HMRC VAT |  |  |  | VAT | 254.11 | 254.11 |
| CIL Receipts |  |  |  | CIL Expenditure |  |  |
| S106 |  |  |  | S106 |  |  |
| TRANSFER |  |  |  | TRANSFER |  |  |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AT 31.3.22 |  |  | **BANK ACCOUNT** | AT 31.3.22 |  |
| BALANCE CD/FWD | 12,001.69 |  |  | CURRENT ACCOUNT | 19,697.50 |  |
| INCOME | 10,834.00 |  |  |  |  |  |
| EXPENDITURE |  (2,884.08) |  |  |  | 19,697.50 |  |
|  | **19,951.61** |  |  | Less unpresented chqs |  |  |
|  |  |  |  |  |  |  |
| TRANSFER | 0.00 |  |  |  |  |  |
| Neighbourhood Plan |  -  |  |  |  |  |  |
| Net VAT |  (254.11) |  |  |  |  |  |
| S106 |  -  |  |  |  |  |  |
| CIL |  -  |  |  | Add: unpresented receipt |  |  |
| BALANCE | **19,697.50** |  |  | BALANCE | **19,697.50** |  |
|  |  |  |  |  |  |  |
| **ALLOTMENT ACCOUNT** |
| **AS AT 30.4.22** |
|  |  |  |  |  |  |  |
|  | **MONTH**  | **YEAR TO DATE** |  |  | **MONTH**  | **YEAR TO DATE** |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| RENT |  |  |  | MAINTENANCE |  |  |
| DEPOSIT |  |  |  | RENT/DEPOSIT |  |  |
| **TOTAL** | 0.00 | 0.00 |  | **TOTAL** | 0.00 | 0.00 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AT 31.3.22 |  |  | **BANK ACCOUNT** | AT 31.3.22 |  |
| BLANCE CD/FWD | 1,295.12 |  |  | CURRENT ACCOUNT | 1,295.12 |  |
| INCOME | 0.00 |  |  | less: unpresented cheques |  |  |
| EXPENDITURE | 0.00 |  |  |  |  |  |
| **BALANCE** | **1,295.12** |  |  |  | **1,295.12** |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **BDC PARISH DEPOSIT ACCOUNT** |
| **AS AT 31.3.2022** |
|  |  |  |  |  |  |  |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| TRANSFERS |  |  |  | TRANSFERS |  |  |
| INTEREST |  |  |  | BANK CHARGES |  |  |
| **TOTAL** | 0.00 | 0.00 |  | **TOTAL** | 0.00 | 0.00 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 31.3.2022 |  |  **ACCOUNT** | AS AT 31.3.2022 |
| BLANCE B/FWD | 15,319.28 |  |  | BDC ACCOUNT | 15,319.28 |  |
| INCOME | 0.00 |  |  |  |  |  |
| EXPENDITURE |  -  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **BALANCE** | **15,319.28** |  |  |  | **15,319.28** |  |
|  |  |  |  |  |  |  |
|   |   |   |   |   |   |   |
| **Total Cash Assets:** | **36,311.90** |  |  |  |  |  |
|   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |