# REEDHAM PARISH COUNCIL

Minutes of the Parish Council meeting held on Monday 6th June 2022 in the Village Hall.

**Present -** Councillors D Hale (Chair), D Rushbrook, M Barnes, L Bassett, T Davey, L George, C Mutten, P Bagshaw, S Pittam and the Parish Clerk C Dickson. DCllr G Nurden, CCllr L Hempsall, and 2 members of the public were in attendance. The Council meeting commenced at 7.30 pm.

**1-06) Apologies for Absence**

Cllr R Holt (work).

**2-06) Declarations of Interest on the Agenda**

Cllr Mutten owns the land adjacent to Barn Owl Close.

**3-06) Minutes of Previous Meetings**

The minutes of the Parish Council meeting held on the 5th May 2022 were **approved**, with 2 abstentions, and were signed by Cllr Hale as Chair of the meeting.

**4-06) Matters Arising**

[Cllr Barnes joined the meeting]

John Hipperson was approached to see if he would like to attend the Broadland District Council Jubilee flag raising. He was honoured to be asked but had a prior engagement.

**Public Participation**

County Councillor Lana Hempsall: Norfolk County Council are discussing local transport plan for the entire county. It includes all the different strands: walking, cycling, roads, network, connections etc. When all the elements are in place it gives a good basis to apply for grants from the Department for Transport. We have been very successful at this in last year, including funding for pot holes. It was put to Cabinet today, will be at Scrutiny committee next week, then on to full Council with recommendations.

The withdrawal of the free school meal vouchers over the school holidays had a big backlash. This only benefitted those families with a child in the school system. The new voucher system supports children who have means tested needs, until October.

Cllr Hale commented that the road closure on Church Dam is still in place. CCllr Hempsall will investigate.

District Councillor Grant Nurden: Broadland District Council held their AGM on May 26th. An Extra Ordinary meeting was held on the 12th May where the decision was made to purchase the Horizon Building on the Broadland Business Park. Money for the purchase will come from earmarked reserves. A decision on the current offices will be made sometime after August. The other half of the Horizon Building is being purchased by South Norfolk District Council.

John Fisher is the Chairman for the next 12 months, and Sue Prutton is the Vice-Chairman. There are no hierarchy changes. The Planning Portfolio goes to DCllr Ian Moncur, who has had it before.

The other decision of note at the AGM was a transfer to earmarked reserves of £1m for renewable energy project and/or associated infrastructure for 2022/23.

DCllr Nurden was asked to chase the extension for comments on the planning application detailed below, received after the publication of the agenda.

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

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

The April Cash Bingo jackpot wasn’t won. The jackpot for May stands at £290 in 54 numbers or less.

The June film, on the 17th, will be Death on the Nile.

The Queen’s Platinum Jubilee Celebration on the 2nd June was well attended. The RCA Stage School members sang the new Commonwealth song after the beacon was lit. Many thanks to all who took part and all the helpers, we had an enjoyable evening. We showed the village celebration DVD of the Queen’s Coronation in 1953 and had a dance, but unfortunately only a few people attended. We will also be having music and dancing.

On the 10th and 11th June starts a brand new play “Only You” which will be performed by our adult drama group.

Public

A member of the public reported the potholes on Station Road after the last meeting and received the reply that they were supposed to be repaired in February but the contractor failed. They were done within the week.

Cllr Hale thanked Cllr Davey for her organisation of Nursery House.

**5-06) Parish Councillor Vacancy**

There have been no applications to date. The Clerk will present an amended Co-Option Policy to the July meeting to remove reference to automatic co-option when there is only one applicant per position. There should be a vote on all applications.

**6-06) Planning Applications**

Application received after publication of the agenda:

1. 20220887 – Land at Barn Owl Close, NR13 3TA – Construction of 27 dwellings, extension of Barn Owl Close including revision to line of footpath.

The Clerk will ask for an extension to be discussed at the July meeting.

**7-06) To Receive an update from the PCC**

The Jubilee Jolly was well attended by more than 200 people, and was very interesting.

**8-06) To Discuss Updates on the Following**

1. **Speed Sensor**

In April the Speed Sensor was located on Station Drive facing towards the ferry. The average speed was 33mph with 27% of traffic travelling 30-35mph.

In May it was located on Witton Green where the average speed was 33mph, a similar average but there were a lower number of speeding vehicles.

Cllr Pittam will no longer be responsible for moving the sensor each month. There have been no volunteers to take it on. Cllr Hale will store it. Thanks were given to Cllr Pittam for being responsible for moving and reporting the data for the past 4 years.

1. **Allotments**

No issues to report.

1. **Public Toilets**

Peter Smith updated the Council: the carpenter finished last Tuesday, and the electrictian started on Wednesday. Dynorod were in today… New toilet rolls had to be purchased for the portaloos over the weekend, and a clean. They are emptied on a Monday, the toilet rolls replaced, but they don’t clean, or wash the floors. Mr Smith was thanked for his efforts.

1. **Neighbourhood Plan**

The Steering Group has published a Call for Sites for Affordable Housing and green space.

1. **Community Resilience Plan**

Cllr Bassett sent a draft to the Clerk and Chairman. This will be circulated before the next meeting.

1. **Village Jubilee celebrations**

Cllr Rushbrook presented the mugs to the children at the school. There are about a dozen left over. The Council **agreed** they could be sold for £3 each.

1. **Digital Voice switchover**

This has been passed on to BT but since then there has been no movement. The MP has been updated. There are 4 possible locations for an additional mast: a barn at Beckhithe Farm, a barn at Dunthorne’s Farm, the Village Hall, or the Church. Each location needs to be assessed for suitability.

**9-06) Financial Risk Assessment**

The Council considered a Financial Risk Assessment and unanimously **approved** its adoption.

**10-06) Policy Review**

The following Policies were considered and **approved**:

1. Financial Regulations
2. Review of Internal Control
3. Business Continuity Plan
4. Risk Assessment
5. Standing Orders

The Clerk was asked to cost the purchase of a screen and projector.

**11-06) Correspondence Received**

1. BDSNC are consultating on a Public Space Protection Order for the whole of Broadland to control dog fouling. This is already in place, the consultation is for an extension of the order.
2. Broads Authority Draft Plan 2022-27 consultation.
3. An email was received by the Chairman regarding antisocial behaviour outside one particular residence. This is not the first incidence and the resident had to call the police this time. They have been advised to call 999 if it happens again. The Chairman and Vice-Chairman visited to reassure and support the resident even if it is not a Parish Council matter. Clarion Housing Association have told the resident the hedge next to the property has to be kept low due to a covenant with the Council, however this is incorrect. It could be a planning restriction or covenant applied at the time of construction, DCllr Nurden was asked to investigate.

The **Clerk** will forward the issue on to the SNAP team, and to DCllr Nurden, and was asked to put information on the Facebook group. The headmaster will also be informed.

1. An anonymous letter has been received – the Complaints Procedure states anonymous correspondence will be disregarded. The Clerk will reiterate this in the Outlook.
2. An email was received from the Primary School Head regarding a Safe School Run Pledge and how this does not apply very well to Reedham. It will be included on the July agenda.

**12-06) Electric Car Charging Points at the Village Hall**

The Council **approved**, with 1 abstention, the purchase of electric vehicle charging point equipment to be installed at the Village Hall. The **Clerk** will liaise with NCC to action.

**13-06) Woodland Walk volunteer maintenance**

Cllrs Hale and Bagshaw met with John Allaway on the 6th May. John suggested a few areas of nettles that should be cut and raked up in September each year but an extra cut in June this year would be beneficial. Cllrs Bassett, Bagshaw, Pittam and Hale will arrange a date to complete this. There used to be a wildflower area which has become very overgrown.

An annual tree survey was recommended. This was unanimously **approved**. The Clerk will ask John for a quote.

**14-06) Financial Matters**

1. The monthly Income and Expenditure report was noted (see below).
2. The online payments made in May were checked and confirmed by Cllr Bassett.
3. Payments presented for approval, circulated to Councillors in advance:

Staff costs £ 567.26

Indra Goodson – Jubilee mugs £ 300.00

Moulton Nurseries – plants for the Riverside planters £ 66.46

Sonya Blythe – Internal Audit fee 2021-22 £ 75.00

Claudia Dickson – expenses Apr-May 22 £ 26.69

Reedham Community Association – hall hire May 22 £ 60.00

**Total =** **£ 1,095.41**

All the payments were **approved.**

1. The Asset Register was reviewed and **approved**.
2. The Internal Audit report was received and noted.
3. The Governance Statement of the Annual Return for 2021-2022 was **approved**.
4. The Accounting Statements of the Annual Return for 2021-2022 were **approved**.

**15-06) Items for the Next Agenda**

Road safety around the school

Revised Co-option Policy

Public

Cllr Hale reported that a new post for the village sign has been finished and it will be installed very soon.

Cllr Rushbrook complained about several overhanging hedges on Station Road and Mill Road. It is not possible to cut back hedges at this time of year due to nesting birds.

A member of the public reported that the early refuse collection around the Jubilee weekend confused more than a few residents.

**16-06) Time and Date of Next Meeting.**

The next scheduled meeting is Monday 4th July 2022 at 7.30pm, at the Village Hall.

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

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| --- | --- | --- | --- | --- | --- | --- |
| **INCOME AND EXPENDITURE REPORT BARCLAYS BANK** | | | | | | |
| **AS AT 30.5.22** | | | | | | |
|  |  |  |  |  |  |  |
|  | **MONTH** | **YEAR TO DATE** |  |  | **MONTH** | **YEAR TO DATE** |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| PRECEPT |  | 10,834.00 |  | GROUND MAINTENANCE |  |  |
| GRANT |  |  |  | STATY/POST/PHONE ETC |  | 73.69 |
| TRAINING |  |  |  | VILLAGE WORK | 850.00 | 850.00 |
| BANK INTEREST |  |  |  | PROF/SUBS/TRAINING |  | 264.60 |
| NCC |  |  |  | STAFF SALARY/TAX/PENSION | 567.26 | 1,121.16 |
| GLASS & MISC | 64.65 | 64.65 |  | AUDIT & INSURANCE | 304.30 | 304.30 |
| ADVERTISING |  |  |  | RECYCLING |  | 695.33 |
| ALLOTMENT A/C |  |  |  | SECTION 106 & 137 |  | 1,212.00 |
| PERMISSIVE PATH |  |  |  | ROOM HIRE/GRANTS/EXPS | 31.00 | 116.00 |
| GRASS CUTTING |  |  |  | MISCELLANEOUS |  |  |
| **TOTAL** | 64.65 | 10,898.65 |  | **TOTAL** | 1,752.56 | 4,637.08 |
| Neighbourhood Plan |  |  |  | Neighbourhood Plan |  |  |
| HMRC VAT |  |  |  | VAT |  | 254.11 |
| CIL Receipts |  |  |  | CIL Expenditure |  |  |
| S106 |  |  |  | S106 |  |  |
| TRANSFER |  |  |  | TRANSFER |  |  |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AT 30.5.22 |  |  | **BANK ACCOUNT** | AT 30.5.22 |  |
| BALANCE CD/FWD | 19,697.50 |  |  | CURRENT ACCOUNT | 18,009.59 |  |
| INCOME | 64.65 |  |  |  |  |  |
| EXPENDITURE | (1,752.56) |  |  |  | 18,009.59 |  |
|  | **18,009.59** |  |  | Less unpresented chqs |  |  |
|  |  |  |  |  |  |  |
| TRANSFER | - |  |  |  |  |  |
| Neighbourhood Plan | - |  |  |  |  |  |
| Net VAT | - |  |  |  |  |  |
| S106 | - |  |  |  |  |  |
| CIL | - |  |  | Add: unpresented receipt |  |  |
| BALANCE | **18,009.59** |  |  | BALANCE | **18,009.59** |  |
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| --- | --- | --- | --- | --- | --- | --- |
| **ALLOTMENT ACCOUNT** | | | | | | |
| **AS AT 30.5.22** | | | | | | |
|  |  |  |  |  |  |  |
|  | **MONTH** | **YEAR TO DATE** |  |  | **MONTH** | **YEAR TO DATE** |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| RENT | 8.66 | 8.66 |  | MAINTENANCE |  |  |
| DEPOSIT | 30.00 | 30.00 |  | RENT/DEPOSIT | 265.00 | 265.00 |
| **TOTAL** | 38.66 | 38.66 |  | **TOTAL** | 265.00 | 265.00 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AT 30.5.22 | |  | **BANK ACCOUNT** | AT 30.5.22 | |
| BLANCE CD/FWD | 1,295.12 |  |  | CURRENT ACCOUNT | 1,068.78 |  |
| INCOME | 38.66 |  |  | less: unpresented cheques |  |  |
| EXPENDITURE | (265.00) |  |  |  |  |  |
| **BALANCE** | **1,068.78** |  |  |  | **1,068.78** |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **BDC PARISH DEPOSIT ACCOUNT** | | | | | | |
| **AS AT 31.3.2022** | | | | | | |
|  |  |  |  |  |  |  |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| TRANSFERS |  |  |  | TRANSFERS |  |  |
| INTEREST |  |  |  | BANK CHARGES |  |  |
| **TOTAL** | - | - |  | **TOTAL** | - | - |
|  |  |  |  |  |  |  |
| **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 | - |  |  |  |  |  |
| EXPENDITURE | - |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **BALANCE** | **15,319.28** |  |  |  | **15,319.28** |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Total Cash Assets:** | **34,397.65** |  |  |  |  |  |
|  |  |  |  |  |  |  |