# REEDHAM PARISH COUNCIL

Minutes of the Parish Council meeting held on Monday 4th July 2022 in the Village Hall.

**Present -** Councillors D Hale (Chair), D Rushbrook, M Barnes, R Holt, T Davey, L George, C Mutten, P Bagshaw, S Pittam and the Parish Clerk C Dickson. DCllr G Nurden, CCllr L Hempsall, and 18 members of the public were in attendance. The Council meeting commenced at 7.30 pm.

**1-07) Apologies for Absence**

Cllr L Bassett (illness).

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

Cllr Mutten – agenda item 7a) - ownership of the land at the top of Barn Owl Close.

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

The minutes of the Parish Council meeting held on the 6th June 2022 were **approved**, with 1 abstention, and were signed by Cllr Hale as Chair of the meeting.

**4-07) Matters Arising**

NCC have been contacted regarding the purchase of the EV charging points but awaiting a reply regarding the Council buying them and the RCA being responsible for the oncosts.

John Allaway will give a quote for the Woodland Walk tree inspection but not until the end of the summer.

**Public Participation**

County Councillor Lana Hempsall: the next steps for the Western Link are being taken. It goes across or near to an SSSI and protected habitats. Ecologically it is a very valuable site. However the road will be a life saver for residents of North Norfolk cutting down ambulance times to the Norfolk & Norwich Hospital, and will help ease traffic congestion for those coming out of Norwich. The Design is not been easy, it is complicated and has to take into account a lot of environmental factors. The cost has risen from £190m to £254m partly due to the rise in the cost of construction materials. The decision went to Cabinet today and was unanimously approved. It would have helpful to have built it at the same time as the NDR but that wasn’t possible. It also links in with the A47 improvements around East Tuddenham.

The A47 dualling from Blofield to Nth Burlingham has been given its DCO. But still waiting for confirmation of the designated funds. CCllr Hempsall is asking for a North-South link between Lingwood and North Burlingham, an underpass preferably, to accommodate cyclists and pedestrians. That would make a cycling link from Postwick to Acle, then on to the Broads, and then therefore a connection to North Norfolk.

Church Dam has been raised with Paul Sellick but no response as yet.

District Councillor Grant Nurden: the extension for comments on the proposed development at Barn Owl Close was chased, and this was confirmed to the Clerk.

A provisional TPO has been served on a tree at 2 Middle Hill. The appeals panel will sit on the 19th July.

There is a Town and Parish Council Forum on the 11th July at 10.30am.

At the last Halvergate Parish Council meeting concerns were raised that signs for Village Hall events being advertised on the branch road were not being removed afterwards. DCllr Nurden directed them to the RCA.

DCllr Grant will chase up site notice for the proposed development at Barn Owl Close.

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

Fenland Leisure carried out an operational inspection on all the play equipment on the 15th June. They found some minor items and one high risk on the swings in the small play are. These swings have been taken out of use as the wooden legs were found to have rotted underground.

The RCA Adult Drama Group gave their first performances since forming on the 10th and 11th June and received some great feedback from those who attended.

The Quiz on the 22nd was well attended with 10 tables competing.

The June Cash Bingo jackpot wasn’t won. The jackpot for July stands at £300 in 55 numbers or less.

The July film, on the 8th, will be The Duke. There is no film in August.

There is a Summer Craft Fair this Sunday, 10th July, from 12 - 3pm.

The RCA Stage School will be performing Treasure Island on the 22nd and 23rd July at 7.30pm and 24th July at 2.30pm.

Public

A member of the public reported that the site notice for the proposed development at Barn Owl Close had not yet been posted so residents may not know that it would be discussed at tonight’s meeting. The planning officer phoned the Clerk this morning to acknowledge this had not yet been done.

Another member of the public reported the unsafe construction compound at Barn Owl Close for the repair works to the subsiding properties. He will contact the BDC planning department.

**5-07) Co-Options Policy**

The Council considered a revised Co-Options Policy that removed automatic co-option if only one application is received. It was unanimously **approved**.

**6-07) Parish Councillor Vacancy**

There have been no applications to date.

**7-07) Planning Applications**

The order of consideration of applications was amended.

1. 20220956 – erection of front porch at Rose Cottage, 43 Witton Green, NR13 3HH. This application was received after the agenda was published. The Council had no comments or objections.

[Cllr Mutten left the meeting]

1. 20220887 – Land at Barn Owl Close, NR13 3TA – Construction of 27 dwellings, extension of Barn Owl Close including revision to line of footpath. There was an extended discussion of the application and problems with the current houses on Barn Owl Close with members of the public contributing. The Council agreed the Clerk, with the assistance of Cllr Barnes, would collate the following comments and objections:

* It is outside the development boundary for Reedham.
* The site is not included in the current adopted Local Plan and is therefore contrary to GC2 of the Broadland Development Management DPD.
* Broadland and Greater Norwich can demonstrate a 5 year land supply and therefore development of this site is not needed.
* There is no safe walking route to school from the site.
* Several properties on Barn Owl Close have subsidence issues. These should be corrected before more development is allowed in the proximity.
* Several properties on Barn Owl Close, particularly those close to the development boundary, have had flooding issues. Development of the land above these properties, especially the paving and tarmacing of bare land, will only exacerbate water runoff and increase the flooding problems.
* The drains on Barn Owl Close are currently blocked with wood chippings washed off the gardens. The houses in the far corner of Barn Owl Close have no drains on their paved road. The developer has not been maintaining the drains but both of these issues indicate there is a water runoff problem.
* The developer should provide a detailed transport plan on how they propose to access the site safely especially around travel to school times. Currently there is only an access statement on the planning portal.
* Road infrastructure to Reedham cannot support an increase in traffic. The development proposes 76 bedrooms. If that equates to 38 cars (which may be a conservative estimate) that would be an additional 76 traffic movements per day. The school buses have already had several accidents in the last few months.
* The proposed plans indicate that the landscape buffer of 8m provided with the development of Barn Owl Close will be reduced to 3m. This is an unacceptable reduction in the landscaping and ecological environment provided.
* The Barn Owl Close road is not wide enough to service the construction traffic required to build the proposed development.

[Cllr Mutten rejoined the meeting]

**8-07) To Receive an update from the PCC**

None received.

**9-07) To Discuss Updates on the Following**

1. **Speed Sensor**

Cllr George has now taken on responsibility for the speed sensor. It is located near Pettitts for July.

1. **Allotments**

Everyone is very busy on their plots, and no issues have been reported.

1. **Public Toilets**

Peter Smith updated the Council: the toilets are looking good but there are a few teething issues:

* The sensor for the lights is not set for long enough.
* The plastic inside the cistern has been ripped out.
* The wrong toilet roll holders have been installed
* The portaloo is still in The Ship car park
* The sensors for the flush have no instructions – an online search found that a wave produces a full flush and a static hand a half flush.
* It is not possible to lock the doors open, there is now only a lock.

The Clerk will feed back to BDC.

1. **Neighbourhood Plan**

The Steering Group met last week. A draft plan was discussed and it will be refined for the next meeting, hopefully at the beginning of August.

1. **Community Resilience Plan**

Deferred to the next meeting due to the absence of Cllr Bassett.

1. **Digital Voice switchover**

Cllr Hale gave an update: Halvergate Road had another power cut at the weekend, resulting in no way of making or receiving a phone call. BT/EE are supposed to be contacting Cllr Hale for the possible mast locations. MP Jerome Mayhew has been contacted and updated.

**10-07) Safe School Run Pledge**

Correspondence from the Head of Reedham Primary School, Chris Edwards, regarding more safety measures around the school was discussed. The **Clerk** will contact CCllr Hempsall’s to ask if she has any Ward Grant remaining that could be used towards more zigzags.

Time activated lights could be installed as a warning/alert for an advisory speed limit.

The **Clerk** will contact Paul Sellick, Highways Engineer, to ask about self designed school signs.

**11-07) Policy Review**

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

1. Complaints Procedure
2. Member’s Code of Conduct
3. Review of Audit
4. Safeguarding Policy

**12-07) Correspondence Received**

1. BDSNC are implementing a new street cleansing service, moving from a fixed schedule based service to an output based service where the contractor has to maintain the streets to a certain standard. A member of the public reported that the large cleaning vehicle recently turned up to cleanse Middle Hill and couldn’t because it was too large. It does need doing because of a blocked gully.

**13-07) Play Equipment Inspection Report**

The report was circulated to Councillors before the meeting. The RCA have requested a quote for all the defects found. To be considered at the next meeting.

**14-07) Financial Matters**

1. The monthly Income and Expenditure report was noted (see below).
2. Cllr Rushbrook sold the 19 Jubilee mugs left over for £3 each and given the proceeds to the Clerk.
3. The Actuals vs Budget figures were circulated to Councillors in advance of the meeting and were noted (see below).
4. The online payments made in May were checked and confirmed by Cllr George.
5. Payments presented for approval, circulated to Councillors in advance:

Staff costs £ 567.26

Fenland Leisure – play equipment repairs and inspection £ 1,455.84

**Total =** **£ 2,023.10**

All the payments were **approved.**

1. Cllr Davey requested the Council consider applying for a grant from Norfolk Community Foundation to help the Ukrainian’s bound for Nursery House. £906 has been raised already to assist with the renovations but this grant could be used towards transport and living costs. This was unanimously **approved**.

**15-07) Items for the Next Agenda**

Road safety around the school

Community Resilience Plan

Repairs to the play equipment

Station Road corner

Woodland Walk tree inspection.

Public

No other public participation.

**16-07) Time and Date of Next Meeting.**

The next scheduled meeting is Monday 5th September 2022 at 7.30pm, at the Village Hall. The meeting closed at 21:24.

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **INCOME AND EXPENDITURE REPORT BARCLAYS BANK** | | | | | | |
| **AS AT 30.6.22** | | | | | | |
|  |  |  |  |  |  |  |
|  | **MONTH** | **YEAR TO DATE** |  |  | **MONTH** | **YEAR TO DATE** |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| PRECEPT |  | 10,834.00 |  | GROUND MAINTENANCE |  |  |
| GRANT |  |  |  | STATY/POST/PHONE ETC | 25.69 | 99.38 |
| TRAINING |  |  |  | VILLAGE WORK | 383.38 | 1,233.38 |
| BANK INTEREST |  |  |  | PROF/SUBS/TRAINING |  | 264.16 |
| NCC |  |  |  | STAFF SALARY/TAX/PENSION | 567.26 | 1,688.42 |
| GLASS & MISC |  | 64.65 |  | AUDIT & INSURANCE | 75.00 | 379.30 |
| ADVERTISING |  |  |  | RECYCLING |  | 695.33 |
| ALLOTMENT A/C |  |  |  | SECTION 137 |  |  |
| PERMISSIVE PATH |  |  |  | ROOM HIRE/GRANTS/EXPS | 32.00 | 148.00 |
| GRASS CUTTING |  |  |  | MISCELLANEOUS |  |  |
| **TOTAL** | 0.00 | 10,898.65 |  | **TOTAL** | 1,083.33 | 4,507.97 |
| Neighbourhood Plan |  |  |  | Neighbourhood Plan |  |  |
| HMRC VAT |  |  |  | VAT | 12.08 | 266.19 |
| CIL Receipts |  |  |  | CIL Expenditure |  |  |
| S106 |  |  |  | S106 |  | 1,212.00 |
| TRANSFER |  |  |  | TRANSFER |  |  |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AT 30.6.22 |  |  | **BANK ACCOUNT** | AT 30.6.22 |  |
| BALANCE CD/FWD | 18,009.59 |  |  | CURRENT ACCOUNT | 16,974.18 |  |
| INCOME | 0.00 |  |  |  |  |  |
| EXPENDITURE | (1,083.33) |  |  |  | 16,974.18 |  |
|  | **16,926.26** |  |  | Less unpresented chqs |  |  |
|  |  |  |  | Reedham Community Assoc | (60.00) |  |
| TRANSFER | - |  |  |  |  |  |
| Net VAT | (12.08) |  |  |  |  |  |
| CIL | - |  |  | Add: unpresented receipt |  |  |
| BALANCE | **16,914.18** |  |  | BALANCE | **16,914.18** |  |
|  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ALLOTMENT ACCOUNT** | | | | | | | | | | | | |
| **AS AT 30.6.22** | | | | | | | | | | | | |
|  | |  | |  |  |  | | |  | |  | |
|  | | **MONTH** | | **YEAR TO DATE** |  |  | | | **MONTH** | | **YEAR TO DATE** | |
| **INCOME** | |  | |  |  | **EXPENDITURE** | | |  | |  | |
| RENT | |  | | 8.66 |  | MAINTENANCE | | |  | |  | |
| DEPOSIT | |  | | 30.00 |  | RENT/DEPOSIT | | |  | | 265.00 | |
| **TOTAL** | | - | | 38.66 |  | **TOTAL** | | | - | | 265.00 | |
|  | |  | |  |  |  | | |  | |  | |
| **CASH BOOK** | | AT 30.6.22 | | |  | **BANK ACCOUNT** | | | AT 30.6.22 | | | |
| BLANCE CD/FWD | | 1,068.78 | |  |  | CURRENT ACCOUNT | | | 1,068.78 | |  | |
| INCOME | | - | |  |  | less: unpresented cheques | | |  | |  | |
| EXPENDITURE | | - | |  |  |  | | |  | |  | |
| **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:** | | **33,302.24** | |  |  |  | | |  | |  | |
|  | |  | |  |  |  | | |  | |  | |
|  | |  | |  |  |  | | |  | |  | |
|  | Actual | |  | | | |  | Actual | | Budget | |  | |
|  | 31.3.2022 | | **Income** | | | |  | as at 30.6.2023 | | 2023 | | % | |
|  | £ | |  | | | |  |  | |  | |  | |
|  | 16,500 | | Precept | | | |  | 10,834.00 | | 21,668 | | 50% | |
|  | 5 | | Miscellaneous | | | |  |  | |  | | #DIV/0! | |
|  | 162 | | Grass Cutting | | | |  |  | | 162 | | 0% | |
|  | 515 | | Recycling | | | |  | 64.65 | | 300 | | 22% | |
|  | 41 | | Interest | | | |  |  | |  | |  | |
|  | 17,223 | |  | | | |  | 10,898.65 | | 22,130 | | 49% | |
|  |  | | **Expenditure** | | | |  |  | |  | |  | |
|  | 6,624 | | Clerk's salary | | | |  | 1,688.42 | | 7,500 | | 23% | |
|  | 300 | | External Audit | | | |  |  | | 300 | | 0% | |
|  | 75 | | Internal Audit | | | |  | 75.00 | | 80 | | 94% | |
|  | 304 | | Insurance | | | |  | 304.30 | | 350 | | 87% | |
|  | 7,209 | | Grass Cutting | | | |  |  | | 7,500 | | 0% | |
|  | 110 | | Training/Travel exps | | | |  |  | | 100 | | 0% | |
|  | 308 | | Subscriptions | | | |  | 264.16 | | 300 | | 88% | |
|  | 320 | | Office expenses | | | |  | 64.38 | | 550 | | 12% | |
|  | 283 | | Village Hall rent | | | |  | 148.00 | | 450 | | 33% | |
|  | 180 | | S137 | | | |  |  | | 250 | | 0% | |
|  | 2,010 | | Village work | | | |  | 1,233.38 | | 500 | | 247% | |
|  | 104 | | Glass recycling | | | |  | 31.50 | | 150 | | 21% | |
|  |  | | Village Hall grant | | | |  | 663.83 | | 500 | | 133% | |
|  | 35 | | Website | | | |  | 35.00 | | 50 | | 70% | |
|  | 346 | | Sundry | | | |  |  | |  | |  | |
|  |  | | Toilets | | | |  |  | | 2,000 | |  | |
|  |  | | Maintenance accrual | | | |  |  | | 1,550 | |  | |
|  | 18,209 | |  | | | |  | 4,507.97 | | 22,130 | | 20% | |
|  |  | |  | | | |  |  | |  | |  | |
|  | (986) | | Surplus / (Deficit) | | | |  | 6,390.68 | | - | |  | |
|  |  | |  | | | |  |  | |  | |  | |
|  | 34,791 | | balance b/f | | | |  | 27,320.97 | |  | |  | |
|  |  | |  | | | |  |  | |  | |  | |
|  | 13,088 | | VAT (income) | | | |  | - | |  | |  | |
|  | (9,846) | | VAT (expenditure) | | | |  | (266.19) | |  | |  | |
|  | - | | CIL receipts | | | |  | - | |  | |  | |
|  | (8,083) | | CIL expenditure | | | |  | - | |  | |  | |
|  | 4,516 | | S106 receipts | | | |  | - | |  | |  | |
|  | (3,300) | | S106 payments | | | |  | (1,212.00) | |  | |  | |
|  | 5,700 | | Neighbourhood Plan grant | | | |  | - | |  | |  | |
|  | (5,700) | | Neighbourhood Plan expenditure | | | |  | - | |  | |  | |
|  | (2,860) | | Earmarked Reserves expenditure | | | |  | - | |  | |  | |
|  |  | |  | | | |  |  | |  | |  | |
|  | 27,321 | |  | | | |  | 32,233.46 | |  | |  | |
| 12,002 |  | | Current Account | | | |  |  | | 16,914.18 | |  | |
| 15,319 |  | | BDC Parish Deposit | | | |  |  | | 15,319.28 | |  | |
|  |  | |  | | | |  |  | |  | |  | |
|  | 8,385 | | General Reserves | | | |  | 13,297.31 | |  | |  | |
|  |  | | CIL | | | |  | 0.00 | |  | |  | |
|  | 18,936 | | Earmarked Reserves | | | |  | 18,936.15 | |  | |  | |
|  | 27,320.97 | | balance c/f | | | |  | 32,233.46 | |  | |  | |