# REEDHAM PARISH COUNCIL

Minutes of the Parish Council meeting held on Monday 3rd October 2022 in the Village Hall.

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

A minute’s silence was held before the start of the meeting to respect the death of HM Queen Elizabeth II.

**1-10) Apologies for Absence**

Cllrs R Holt (work), T Davey (work), C Mutten (unwell).

**2-10) Declarations of Interest on the Agenda**

None received.

**3-10) Minutes of Previous Meetings**

The minutes of the Parish Council meeting held on the 5th September 2022 were **approved** and were signed by Cllr Hale as Chair of the meeting.

**4-10) Matters Arising**

The Clerk is waiting for a response from Helen Bowman for a meeting about the planning application for more houses at Barn Owl Close.

The Poppy wreaths are on order. The **Clerk** was asked to contact the Police about closing the road for the Remembrance Service at the War Memorials.

**Public Participation**

District Councillor Grant Nurden: the Horizon Building is now owned by Broadland and South Norfolk District Councils. Savings have been made both for the running and capital costs. The accounts for the last year are now on the website.

Bin collections for the food waste started today. Not all were collected in Reedham. The fliers received said to put all bins out but the website said to only put out the green bin and food waste bin. Some bins were collected later in the day and those missed will be collected tomorrow. The **Clerk** was asked to feed the problems back to Broadland.

The Town and Parish Council Forum on the 15th September was cancelled due to the Queen’s death. It has been rescheduled for the 21st October at 11am.

The answer to the adoption of the Barn Owl Close road was forwarded to the Clerk. Highways are responsible.

There are changes to Nutrient Neutrality that will be updated shortly.

Cllr Pittam, in the absence of CCllr Hempsall, asked DCllr Nurden about the £1,000 per person grant figure for Ukrainians quoted at the September meeting. This is not accurate as they will receive £200 each, and the Ukrainian refugees in Reedham have received no financial help yet. DCllr Nurden will chase this up.

Councillors were also made aware that CCllr Hempsall expressed a view that Acle Food Bank should not be supporting the Ukrainian refugees. The correct procedure is for those needing help to go through the Early Help Hub at Broadland. DCllr Nurden will find out if the process is working and feed back to the Clerk. The Council was of the opinion that no County or District Councillor should be telling the food bank who they can give help to. The **Clerk** was asked to inform CCllr Hempsall of the Council’s views.

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

There were no issues with the play equipment safety inspection for October.

The tennis court root barrier has been put in the ground.

Fundraising: Our escape the room weekend was very well attended, money raised goes to the upkeep of the village hall.

The September Cash Bingo jackpot wasn’t won, the jackpot stands for October is at £330 in 58 numbers or less.

Our next film showing on big screen is Elvis, on 14th October at 7:30pm

26th October we have a Halloween quiz at 7:30pm

Bonfire night is on 5th November, starts at 6pm.

Public

A member of the public updated the Council on several historic Highways issues that have now been cleared, some reported several years ago. The **Clerk** was asked to report that Low Common has still not been repaired.

The toilets now have a sign to say there will be the winter weekday closures, apart from Christmas, from the end of October.

It was reported that the Police have been driving through the village, and stopped two lads who were riding bicycles without lights.

**5-10) Planning Applications**

1. 20221336 – Area of concrete hardstanding outside existing agricultural buildings at Holly Marsh Farm, Low Common, RN13 3UE. The Council had no comments or objections.
2. BA/2022/0337/FUL – the erection of a public art sculpture at Land South West of Reedham Ferry Inn, Ferry Road. The Council had no comments or objections.

**6-10) To Receive an update from the PCC**

Services are not being held every Sunday at present. There was a Harvest Festival on Sunday.

**7-10) To Discuss Updates on the Following**

1. **Speed Sensor**

The sensor has not been moved this month yet.

1. **Allotments**

An allotment holder asked Cllr Bagshaw for a skip for general rubbish and for the reeds to be cut. He was referred to the Allotment Association Chairman Richard Snowball.

Cllr Rushbrook asked again why some plot holders have more than one allotment. This is historic from when there were not enough tenants for the plots provided so it was better to have someone cropping them than the unused plots covered in weeds. There are no plans to change the current arrangements

DCllr Nurden reported that Freethorpe are looking for an allotment site.

The **Clerk** will contact those on the waiting list to confirm if they are still interested in a plot.

**Cllr Hale** will investigate whether Beckhithe Farm would be willing to give a bit more land for the expansion of allotment provision.

1. **Neighbourhood Plan**

The Steering Group met last week and discussed the revised draft plan. There were a few minor amendments suggested. Once these have been incorporated, and a final approval by the group, the plan will be sent to Broadland for comment. It is hoped the Regulation 14 consultation will be completed by the Spring.

**8-10) Road Safety around the School**

The Clerk is waiting for a response from the school for their parking measures preferences.

**9-10) Highways Issues**

The Clerk is waiting for the Highways Engineer to get back to her.

Cllr Rushbrook commented on parking issues round the corner of Station Road to the junction of Riverside and The Hills. Cars are parked on the south side of the road making downhill traffic drive on the wrong side of the road towards vehicles coming round the corner. There is no easy solution but advice will be sought from the Highways Engineer and the Police.

**10-10) Correspondence Received**

1. Following Norfolk ALC Ltd becoming a Community Benefit Society the Council received their share certificate.
2. Essential maintenance at the Anglian Water sewage works will take place from the 24th October for 3 weeks. There will be increased traffic but vehicles will arrive before 8am and leave after 4.30pm.

**11-10) Financial Matters**

1. S106 funds for the play equipment repairs: the interest on the funds was £504.26, which covers all the difference for the costs of repairs and leaves a balance of £32.42. This has no time limit on when it has to be spent.
2. Ukrainian grant from Norfolk Community Foundation: funds have been received and will be transferred to the bank account set up by Cllr Davey when needed.
3. EV charging points at the Village Hall: Due to the length of time between the original quote and acceptance the equipment offered has changed but the pricing hasn’t. The funds have been received and the Clerk is waiting for the RCA to confirm they have let Anglia Car Charging know they will be paying for the monthly costs but don’t want the monthly maintenance charge.
4. Confirmation of the conclusion of the External Audit for 2021/22 has been received. There are no items to note.
5. The monthly Income and Expenditure report was noted (see below).
6. The Actuals vs Budget report to September 2022 was noted (see below).
7. The online payments made in September were checked and confirmed by Cllr Pittam.
8. Payments presented for approval, circulated to Councillors in advance:

Staff costs September £ 567.26

Claudia Dickson – expenses Sept 22 £ 23.23

Norfolk Parish Training & Support – new Councillor training £ 55.00

PKF Littlejohn LLP – External Audit 2021/22 fee £ 240.00

Collective Community Planning – Neighbourhood Plan consultancy £ 360.00

**Total =** **£ 1,245.49**

All the payments were **approved.**

1. Cllr Bagshaw informed the Council of how the Permissive Path fundraising is to be spent. Initial ideas had been for an interpretation board or a bench, but a defibrillator in the telephone box at the Ferry Inn was thought to be the best use of the funds. A grant has been successfully applied for but requires a £600 donation from the funds. A cabinet is also required, costing approximately £500. The funds held by the Parish Council are around £1,100. The defibrillator will need to be installed by a qualified electrician and Cllr Holt has agreed to do this. Cllr Bagshaw asked if the Council would pay for the ongoing consumables for the defibrillator. This will be discussed at the November meeting.

**12-10) Items for the Next Agenda**

Road safety around the school

Community Resilience Plan

Highways issues

Woodland Walk tree inspection.

Defibrillator on-costs

Public

DCllr Nurden floated the idea of having meetings with neighbouring Parish Councils to discuss and share issues.

A member of the public has been putting opening times and adverts from local businesses on the notice board on Riverside.

**13-10) Time and Date of Next Meeting.**

The next scheduled meeting is Monday 7th November 2022 at 7.30pm, at the Village Hall. The meeting closed at 20:37.

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

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| **INCOME AND EXPENDITURE REPORT BARCLAYS BANK** |
| **AS AT 21.9.22** |
|  |  |  |  |  |  |  |
|  | **MONTH**  | **YEAR TO DATE** |  |  | **MONTH**  | **YEAR TO DATE** |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| PRECEPT |  | 10,834.00 |  | GROUND MAINTENANCE |  |  |
| GRANT | 500.00 | 500.00 |  | STATY/POST/PHONE ETC | 40.08 | 139.46 |
| TRAINING |  |  |  | VILLAGE WORK | 370.18 | 1,952.56 |
| BANK INTEREST |  |  |  | PROF/SUBS/TRAINING |  | 264.16 |
| NCC |  |  |  | STAFF SALARY/TAX/PENSION | 567.26 | 3,390.20 |
| GLASS |  | 64.65 |  | AUDIT & INSURANCE |  | 379.30 |
| MISCELLANEOUS |  | 57.00 |  | RECYCLING | 28.50 | 723.83 |
| ALLOTMENT A/C |  |  |  | SECTION 137 |  |  |
| PERMISSIVE PATH |  |  |  | ROOM HIRE/GRANTS | 73.00 | 221.00 |
| GRASS CUTTING |  | 177.11 |  | MISCELLANEOUS |  |  |
| **TOTAL** | 500.00 | 11,632.76 |  | **TOTAL** | 1,079.02 | 7,070.51 |
| Neighbourhood Plan |  | 7,500.00 |  | Neighbourhood Plan | 1,450.00 | 1,450.00 |
| HMRC VAT |  |  |  | VAT | 362.20 | 871.03 |
| NCC EV points grant | 6,088.00 | 6,088.00 |  | NCC EV points grant |  |  |
| S106 |  | 1,213.20 |  | S106 |  | 2,425.20 |
| TRANSFER |  |  |  | TRANSFER |  |  |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AT 21.9.22 |  |  | **BANK ACCOUNT** | AT 21.9.22 |  |
| BALANCE CD/FWD | 22,922.13 |  |  | CURRENT ACCOUNT | 26,618.91 |  |
| INCOME | 500.00 |  |  |  |  |  |
| EXPENDITURE |  (1,079.02) |  |  |  | 26,618.91 |  |
|  | **22,343.11** |  |  | Less unpresented chqs |  |  |
|  |  |  |  |  |  |  |
| TRANSFER |  -  |  |  |  |  |  |
| Neighbourhood Plan |  (1,450.00) |  |  |  |  |  |
| Net VAT |  (362.20) |  |  |  |  |  |
| S106 |  -  |  |  |  |  |  |
| NCC EV points grant |  6,088.00  |  |  | Add: unpresented receipt |  |  |
| BALANCE | **26,618.91** |  |  | BALANCE | **26,618.91** |  |
|  |  |  |  |  |  |  |

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| --- |
| **ALLOTMENT ACCOUNT** |
| **AS AT 21.9.22** |
|  |  |  |  |  |  |  |
|  | **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 21.9.22  |  |  **BANK ACCOUNT**  |  AT 21.9.22  |
| 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:** |  **43,006.97**  |  |  |  |  |  |
|   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Actuals vs Budget for the quarter ending 30.9.2022 |  |  |  |
|  |  |  |  |  |  |  |
|  | Actual |  |  | Actual | Budget |  |
|  | 31.3.2022 | **Income** |  | as at 30.9.2022 | 2023 | % |
|  | £ |  |  |  |  |  |
|  |  16,500  | Precept |   |  10,834.00  | 21,668 | 50% |
|  |  5  | Miscellaneous |   |  57.00  |   | #DIV/0! |
|  |  162  | Grass Cutting |   |  177.11  | 162 | 109% |
|  |  515  | Recycling |   |  64.65  | 300 | 22% |
|  |  41  | Interest |   |   |   |   |
|  |  17,223  |  |  | 11,132.76 | 22,130 | 50% |
|  |  | **Expenditure** |  |  |  |  |
|  |  6,624  | Clerk's salary |   |  3,390.20  | 7,500 | 45% |
|  |  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 |   |  104.46  | 550 | 19% |
|  |  283  | Village Hall rent |   |  221.00  | 450 | 49% |
|  |  180  | S137 |   |   | 250 | 0% |
|  |  2,010  | Village work |   |  1,102.56  | 500 | 221% |
|  |  104  | Glass recycling |   |  60.00  | 150 | 40% |
|  |   | Village Hall grant |   |  663.83  | 500 | 133% |
|  |  35  | Website |   |  35.00  | 50 | 70% |
|  |  346  | Sundry |   |   |   |   |
|  |   | Toilets |   |   | 2,000 |   |
|  |   | Maintenance accrual |   |   | 1,550 |   |
|  |  18,209  |  |  | 6,220.51 | 22,130 | 28% |
|  |  |  |  |  |  |  |
|  |  (986) | Surplus / (Deficit) |  |  4,912.25  |  -  |  |
|  |  |  |  |  |  |  |
|  |  34,791  | balance b/f |  | 27,320.97 |  |  |
|  |  |  |  |  |  |  |
|  |  13,088  | VAT (income) |   |  -  |  |  |
|  |  (9,846) | VAT (expenditure) |   |  (871.03) |  |  |
|  |  -  | CIL receipts |   |  -  |  |  |
|  |  (8,083) | CIL expenditure |   |  -  |  |  |
|  |   | EV Charging points grant |   |  6,088.00  |  |  |
|  |   | CAN Ukrainian grant |   |  500.00  |  |  |
|  |  4,516  | S106 receipts |   |  5,629.15  |  |  |
|  |  (3,300) | S106 payments |   |  (2,425.20) |  |  |
|  |  5,700  | Neighbourhood Plan grant |   |  7,500.00  |  |  |
|  |  (5,700) | Neighbourhood Plan expenditure |   |  (1,450.00) |  |  |
|  |  (2,860) | Earmarked Reserves expenditure |   |  (850.00) |  |  |
|  |  |  |  |  |  |  |
|  |  27,321  |  |  | 46,354.14 |  |  |
|  12,002  |  | Current Account |  |  |  31,034.86  |  |
|  15,319  |  | BDC Parish Deposit |  |  |  15,319.28  |  |
|  |  |  |  |  |  |  |
|  | 8,385 | General Reserves |   | 13,011.21 |  |  |
|  |   | CIL |   | 0.00 |  |  |
|  | 18,936 | Earmarked Reserves |   | 33,342.93 |  |  |
|  | 27,320.97 | balance c/f |  | 46,354.14 |  |  |
|  |  |  |  |  |  |  |