# REEDHAM PARISH COUNCIL

Minutes of the Parish Council meeting held on Monday 5th December 2022 in the Village Hall.

**Present -** Councillors D Hale (Chair), P Bagshaw, M Barnes, L Bassett, L George, S Pittam, D Rushbrook, M Smith, 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.

**1-12) Apologies for Absence**

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

**2-12) Declarations of Interest on the Agenda**

None received.

**3-12) Minutes of Previous Meetings**

The minutes of the Parish Council meeting held on the 7th November 2022 were **approved** with 2 abstentions, and were signed by Cllr Hale as Chair of the meeting.

**4-12) Matters Arising**

**Cllr Hale** has contacted Beckhithe Farms about the possibility of more land for allotments. They are not willing to give up more of the adjacent field as it would make it an awkward shape for their machinery, but they will keep an eye open for and possible pieces of land. They commented on how good the allotments are looking.

**Public Participation**

District Councillor Grant Nurden: residents who signed up for the Solar Together scheme have been offered details of an interest free loan of up to £5,000 to be repaid over 3 years.

The unofficial recycling figures for 2021/22 are 50.6%, one of the highest in the Country, with 21.4% recyclable materials, 4.6% food, and 24.6% garden waste. A bin app is being launched on the 19th December (trialling from the 12th December) which will include information on bin collection days, notifications, the ability to report problems, and a fun information game.

The Overview and Scrutiny Committee papers include a detailed report on the Council’s Cost of Living response.

County Councillor Lana Hempsall sent her apologies.

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

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

Fenland Leisure should be commencing work on the swings in the fenced play area, and the other small items on the play equipment, on the 18th December.

Fundraising: The November Cash Bingo jackpot wasn’t won, the jackpot for October stands at £350 in 60 numbers or less. Still a record jackpot.

We will be showing “The Railway Children Return” on the big screen on the 9th December at 7.30pm.

The RCA Stage School proudly presents “Search for the Christmas Star”, a comedy mystery. It’s Christmas Eve at Bedside Manor and Lady Gwendoline’s jewel, the Christmas Star, is stolen. Only Ideal Homes and Dr What’s on TV can solve the case! Performances are on the 16th and 17th December at 7.30pm and the 18th December at 2.30pm. Tickets are £5 for adults and under 16’s £2.50.

There is a Christmas Quiz on the 21st December at 7.30pm. £2 entry per person, maximum 6 per team.

On Friday 13th January we have another film showing, “Mrs Harris goes to Parish”, at 7.30pm This is a viewers request.

Thank you to everyone who came to the Christmas Fayre, and to the RCA Stage School for performing a mashup of Christmas songs. Also thank you to everyone who helped on the day, and who donated prizes for the grand raffle. It was a great day with many stalls and games, and the children enjoyed seeing Santa in his grotto.

Public

A member of the public reported problems contacting anyone at Broadland District Council. DCllr Nurden requested the **Clerk** report this.

**5-12) Planning Applications**

1. BA/2022/0459/PN: proposed ARQIVA smart metering 1 No. omni at 13.83m, ARQIVA GPS antenna at 12.4m and ARQIVA 3G omni antenna at 3.8m on 12m streetworks pole. Proposed ARQIVA smart metering equipment enclosed to be installed on root foundation at Land at Reedham Sewage Treatment Works, Low Common. Cllr Smith has submitted a person objection to the application due to public health concerns. The Council did not wish to comment.

A member of the public informed the council that he had contacted the Broadland Planning Department about the Barn Owl Close application. The delay in proceeding with the application is because of discussions about the public right of way over the site. The PRoW officer wants the path to remain at the edge of the development but the developer and planning officer would like it through the development because of concerns it would be a narrow corridor and possible safety issues for pedestrians using it, particularly at night. He was informed there will be another consultation. The Clerk has not had a response requesting a meeting with the planning officer. The Head of Planning and Director of Place will be copied into the next correspondence.

**6-12) To Discuss Updates on the Following**

1. **Speed Sensor**

In November it was on Station Road facing South. The average speed was 28.2mph, however the maximum speed registered was 80mph! 17,000 vehicle movements were recorded, up from 11,000 in April 2021, which equates to 250 per day more.

1. **Allotments**

No issues raised.

1. **Neighbourhood Plan**

The SEA and HRA been submitted to the Broads Authority and Broadland and the consultants have updated both from the feedback. Broadland are now sending them to the Environment Agency, Historic England and Natural England for a 6 week consultation.

Broadland have yet to return their comments on the draft plan. It is progressing slower than hoped but progressing none the less.

**7-12) Road Safety around the School**

The Headmaster of the school has responded saying parking is the real problem and they would be happy to run a school sign competition, however he has had some negative responses to suggestions of 20mph signs. The Council is happy to support and assist the school running a competition and Road Safety campaign.

He mentioned another problem they have, smelly drains. **Cllr Barnes** will offer to visit as it may be a vent pipe issue.

**8-12) Annual Parish Meeting Date for 2023**

The approved Annual Parish Meeting date of Monday 17th April clashes with Bingo in the Village Hall, therefore Monday 13th March was agreed instead, subject to Hall availability.

**9-12) Highways Issues**

Cllrs Hale, Smith, and Rushbrook, and the Clerk met Highways Engineer Paul Sellick on Thursday 10th November. Issues and outcomes discussed include:

* It would be possible to close Middle Hill just above the bend, with posts either side of the 2 manhole covers, but it would require a legal order, at a cost of about £5,000. CCllr Hempsall has been asked for help with this from her Ward Grant, or access to another pot County Councillors can use.
* It was agreed the gullies on Middle Hill need cleaning out.
* A better chevron sign for the corner on Station Road will be requested, similar to the one coming from the other way.
* White lines for the entrance/exit to Brit House’s drive were also suggested, to highlight this is not part of Station Road.
* Church Dam was due to be repaired once work in Gorleston had been completed. Unfortunately there was more work required than anticipated and all the materials were used.
* An extended 20mph zone is apparently being discussed as part of the new Barn Owl Close application, but no further details are available. This will be raised with the planning officer.

We forgot to discuss the grips but these have now been reported with a request for them to be cleared. This is usually scheduled for when all the leaves are off the trees, which is very late this year, so may be done in the next few weeks.

**10-12) Woodland Walk tree survey and quote for works recommended**

The Woodland Walk tree survey was considered by Councillors (see below). It recommended 21 actions needed in the next 12 months. The Council accepted the report in full and approved all the work, at a cost of £1,650.00.

**11-12) Correspondence Received**

1. Parliamentary boundary change consultation for Broadland. The proposed boundary change would bring Fakenham into Broadland, and a name change to Broadland and Fakenham. It would also shift the population density more to the north east corner of the constituency. The Council had no comments.
2. Norfolk ALC.gov.uk email pilot scheme. .gov.uk emails are a secure email platform. The Council were interested in investigating the possibility of having emails for the Clerk and Chairman, and possibly a Councillor dedicated one also.
3. Norfolk Pension Fund Funding Strategy Statement review consultation. The Clerk sat in on an online presentation of the 2022 Trienniel Valuation. The employer contributions will be reducing by 0.5% per year over the next 3 years. This was noted by the Council.

**12-12) Financial Matters**

1. The Clerk has contacted Anglia Car Charging for progress on the installation. There were problems accepting the online quote, possible due to the length of time since the original quote. An acceptance has now been emailed.
2. The draft precept budget for 2023/24 had been circulated to all councillors. Cllrs Hale and Smith worked with the Clerk to produce the budget. The council decided not to make a provision for the toilets this year due to cost pressures and lack of information from Broadland. A precept of £21,752 was unanimously approved (see below).
3. The Council unanimously **approved** paying the additional costs for a lockable cabinet for the new defibrillator at the Ferry. It will be in the region of £20. Cllr Bagshaw thanked Cllr Holt and Mr David Breeze for their help and work on the installation to date.
4. The monthly Income and Expenditure report was noted (see below).
5. Cllr Smith checked the online payments made in October. The November payments were all made by cheque.
6. Payments presented for approval, circulated to Councillors in advance:

A donation of £120 was **approved** for the Outlook. This is S137 expenditure.

Staff costs November (including backdated rate increase) £ 955.72

Outlook – publication costs £ 120.00

Reedham Community Association – room hire £ 33.00

Anglia Car Charging – 50% EV charging points deposit £ 3,652.80

Claudia Dickson – expenses Nov 22 £ 36.58

**Total =** **£ 4,798.10**

The following payments were **approved.**

Staff costs November (including backdated rate increase) £ 955.72

Outlook – publication costs £ 120.00

Reedham Community Association – room hire £ 33.00

Claudia Dickson – expenses Nov 22 £ 36.58

**Total =** **£ 1,145.30**

The Anglia Car Charging approval was deferred to the January meeting as no invoice had been received.

**13-12) Items for the Next Agenda**

None received.

Public

There have been two burglaries recently in the village.

**14-12) Time and Date of Next Meeting.**

The next scheduled meeting is Monday 9th January 2023 at 7.30pm, at the Village Hall.

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Forecast Accounts to 31.3.2023 |  |  |  |  |  |  |
| Budget & Precept to 31.3.2024 |  |  |  |  |  |  |
| Actual |  |  | Actual | Forecast | Actual & Forecast | Budget | Precept |
| 31.3.2022 |  |  | 8m to 8.11.22 | Est. 4 mths | 31.3.2023 | 31.3.2023 | 31.3.2024 |
| £ |  |  | £ | £ | £ | £ | £ |
|  | **Expenditure** |  |  |  |  |  |  |
| 6,624 | Clerk's salary |  | 4,525 | 2,787 | 7,312 | 7,500 | 7,500 |
| 300 | External Audit |  | 200 |  | 200 | 300 | 315 |
| 75 | Internal Audit |  | 75 |  | 75 | 80 | 80 |
| 304 | Insurance |  | 304 |  | 304 | 350 | 350 |
| 7,209 | Grass Cutting |  | 3,540 | 3,700 | 7,240 | 7,500 | 8,000 |
|  110  | Training/Travel exps |  | 55 |  | 55 | 100 | 100 |
|  308  | Subscriptions |  | 264 | 56 | 320 | 300 | 330 |
|  320  | Office expenses |  | 157 | 90 | 247 | 550 | 500 |
|  283  | Village Hall rent |  | 285 | 163 | 448 | 450 | 400 |
|  180  | S137 |  | 80 | 120 | 200 | 250 | 250 |
|  2,010  | Village work |  | 1,108 |  | 1,108 | 500 | 500 |
|  | Woodland Walk work |  |  |  |  |  | 200 |
|  104  | Glass recycling |  | 130 | 40 | 170 | 150 | 150 |
|  | Village Hall grant |  | 664 |  | 664 | 500 | 700 |
|  | Play Equipment inspection |  |  |  |  |  | 150 |
|  | Permissive Path |  |  |  |  |  | 349 |
| 35 | Website |  | 35 |  | 35 | 50 | 50 |
|  | Maintenance Accrual |  |  | 1,550 | 1,550 | 1,550 | 1,550 |
|  | Election costs |  |  |  |  |  | 640 |
| 346 | Sundry |  |  |  | 0 |  |  |
|  | **Income** |  |  |  |  |  |  |
|  (5) |  Miscellaneous Income  |  |  |  |  -  |  |  |
|  (162) |  Grass Cutting BDC  |  |  (161.74) |  |  (161.74) |  (162.00) |  (162.00) |
|  (515) |  Recycling credits  |  |  (52.97) |  (150.00) |  (202.97) |  (300.00) |  (200.00) |
|  (41) |  Interest  |  |  |  (40.00) |  (40.00) |  |  |
|  |  |  |  |  |  |  |  |
| 17,486 |  |  | 11,208 | 8,316 | 19,524 | 19,668 | 21,752 |
|  |  |  |  |  |  |  |  |
| **16,500** | **Precept** |  | **16,500** |  | **21,668** | **21,668** | **21,752** |
|  |  |  |  |  |  |  |  |
|  (986) | Surplus / (Deficit) |  |  |  |  2,144.21  |  2,000.00  |  -  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 441 | Band D Properties |  |  |  | 441 |  | 445 |
| 37.41 | Estimated Band D tax rate |  |  |  | 49.13 |  | 48.88 |
|  | % change |  |  |  | 31.34% |  | -0.5% |
|  | difference (£) |  |  |  | 11.72 |  | -0.25 |
|  | difference per month (£) |  |  |  | 0.98 |  | -0.02 |

|  |
| --- |
| **INCOME AND EXPENDITURE REPORT BARCLAYS BANK** |
| **AS AT 21.11.22** |
|  |  |  |  |  |  |  |
|  | **MONTH**  | **YEAR TO DATE** |  |  | **MONTH**  | **YEAR TO DATE** |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| PRECEPT |  | 21,668.00 |  | GROUND MAINTENANCE | 3,540.00 | 3,540.00 |
| GRANT |  | 500.00 |  | STATY/POST/PHONE ETC | 41.90 | 197.48 |
| TRAINING |  |  |  | VILLAGE WORK | 29.97 | 1,987.93 |
| BANK INTEREST |  |  |  | PROF/SUBS/TRAINING | 56.00 | 375.16 |
| NCC |  |  |  | STAFF SALARY/TAX/PENSION | 567.26 | 4,524.72 |
| GLASS |  | 64.65 |  | AUDIT & INSURANCE |  | 579.30 |
| MISCELLANEOUS |  | 57.00 |  | RECYCLING | 70.00 | 793.83 |
| ALLOTMENT A/C |  |  |  | SECTION 137 | 80.00 | 80.00 |
| PERMISSIVE PATH |  |  |  | ROOM HIRE/GRANTS | 92.00 | 313.00 |
| GRASS CUTTING |  | 177.11 |  | MISCELLANEOUS |  |  |
| **TOTAL** | 0.00 | 22,466.76 |  | **TOTAL** | 4,477.13 | 12,391.42 |
| Neighbourhood Plan |  | 7,500.00 |  | Neighbourhood Plan | 500.00 | 2,250.00 |
| HMRC VAT |  |  |  | VAT | 222.03 | 1,780.37 |
| NCC EV points grant |  | 6,088.00 |  | Permissive Path fundraising | 479.16 | 1,079.16 |
| S106 | 2,928.00 | 8,557.15 |  | S106 |  | 5,353.20 |
| TRANSFER |  |  |  | TRANSFER |  |  |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AT 21.11.22 |  | **BANK ACCOUNT** | AT 21.11.22 |  |
| BALANCE CD/FWD | 36,509.77 |  |  | CURRENT ACCOUNT | 34,928.96 |  |
| INCOME | 0.00 |  |  |  |  |  |
| EXPENDITURE |  (4,477.13) |  |  |  | 34,928.96 |  |
|  | **32,032.64** |  |  | Less unpresented chqs |  |  |
|  |  |  |  | 400 |  (134.95) |  |
| TRANSFER |  -  |  |  | 401 |  (84.00) |  |
| Neighbourhood Plan |  (500.00) |  |  | 402 |  (80.00) |  |
| Net VAT |  (222.03) |  |  | 403 |  (40.00) |  |
| S106 |  2,928.00  |  |  | 404 |  (16.00) |  |
| NCC EV points grant |  (479.16) |  |  | 407 |  (35.96) |  |
| BALANCE | **33,759.45** |  |  | 408 |  (86.60) |  |
|  |  |  |  | 409 |  (92.00) |  |
|   |   |   |   | 410 | (600.00) |  |
|  |  |  |  | BALANCE | **33,759.45** |  |
|  |  |  |  |  |  |  |
| **ALLOTMENT ACCOUNT** |
| **AS AT 21.11.22** |
|  |  |  |  |  |  |  |
|  | **MONTH**  |  **YEAR TO DATE**  |  |  | **MONTH**  |  **YEAR TO DATE**  |
| **INCOME** |  |  |  |  **EXPENDITURE**  |  |  |
| RENT |  200.00  |  208.66  |  |  MAINTENANCE  |  |  |
| DEPOSIT |  |  30.00  |  |  RENT/DEPOSIT  |  |  265.00  |
| **TOTAL** |  200.00  |  238.66  |  |  **TOTAL**  |  -  |  265.00  |
|  |  |  |  |  |  |  |
| **CASH BOOK** |  AT 21.11.22  |  |  **BANK ACCOUNT**  |  AT 21.11.22  |
| BLANCE CD/FWD |  1,068.78  |  |  |  CURRENT ACCOUNT  |  1,250.03  |  |
| INCOME |  200.00  |  |  |  less: unpresented cheques  |  |  |
| EXPENDITURE |  -  |  |  |  add: unpresented deposits  |  18.75  |  |
| **BALANCE** |  **1,268.78**  |  |  |  |  **1,268.78**  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **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:** | **50,347.51**  |  |  |  **Earmarked funds:**  | **30,294.99**  |  |
|   |   |   |   |   |   |   |

**REEDHAM WOODLAND WALK & TOP PATH TREE SURVEY NOVEMBER 2022**

Tree numbers correspond with numbers marked on the accompanying tree map

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tree no.** | **Species** | **Age range, height (approx)** | **Condition & comments**(Up to & including T8 affecting 'woodland walk', T9-on affecting top path) | **Recommendations**(Red type indicates works recommended within 12 months) |
| 1 | Hawthorn | M, 7m | Stem subsiding over path, with crown supported by a small oak on opposite side of path. Likely to fall soon. | Remove subsiding stem |
| 2 | Ash | M, 20m | Two quite large branches falling range of path | Remove dead branches  |
| 3 | Ash | M, 22m | Multi-stemmed, large tree. A few dead branches over path | Remove dead branches |
| 4 | Ash | M, 25m | Very large old tree in generally sound condition but with a few dead branches over path | Remove dead branches |
| 5 | Ash | M, 20m | One large branch extending over path has severe ADD & will soon die & becme likely to fall | Remove badly ADD infected branch |
| 5a | Hawthorn | M, - | Large ivy-smothered tree which has very recently fallen directly over the path (walkers have already started making a desire line around the obstacle, up & down the steep bank). Honey fungus had killed and decayed anchoring roots. | Clear fallen tree sufficient to re-open the path & ensure remaining parts are safe |
| 6 | Hawthorn  | M, 5m | One of two stems c1m apart, both dead/dying | Fell |
| 7 | Hawthorn | M, 5m | One of two stems c1m apart, both dead/dying | Fell |
| 8 | Hawthorn | M, 5m | Basal decay. Stem has fallen & is hung-up on another hawthorn on opposite side of entrance to steps. | Clear fallen stem |
| 9 | Hawthorn | M, 5m | Large tree with very heavy ivy to top. Leans over path & overhead cables. | Prune upper crown back to remove overhang to cables, and to minimise risk of falling on path |
| 10 | Hawthorn | M, 6m | Very similar to T9 | As T9 |
| 11 | Hawthorn | M, 5m | Dead | Fell |
| 12 | Hawthorn | M, 7m | Two stems, one of which is leaning over path and overhead cables | Prune upper crown back to remove ovehang to cables, and minimise risk of falling on path |
| 13 | Hawthorn | M, 6m | Very similar to T9 | As T12 |
| 14 | Hawthorn | M, 6m | Very similar to T9 | As T12 |
| 15 | Hawthorn | M, 7m | Very similar to T9 | As T12 |
| 16 | Hawthorn | M, 6m | Dying back. Otherwise very similar to T9 | As T12 |
| 16a | Hawthorn | M, 5m | Dead. Very heavy ivy. Likely to fall over path | Fell |
| 17 | Hawthorn | M, 5m | Dying back. Very heavy ivy. Leans over path & top likely to fall soon | Reduce crown heavily on E side |
| 18 | Hawthorn | M, 7m | Overhangs path & overhead cables | Prune stem back to fork at c2m |
| 19 | Ash | M, 20m | Very large tree. Heavy ivy. A few dead branches overhanging path | Remove dead branches. Kill ivy & maintain ivy-free |
| 20 | Hawthorn | M, 6m | Very heavy ivy. Subsiding over path.  | Pollard to approx 2m |
| 21 | Ash | M, 20m | Large tree with several dead / dying branches over top path Has ADD (not yet severe) | Remove dead branches over path |

PRICING:

Executing works is more efficient if individual jobs can be combined, while pricing for separate elements is more expensive. I have split the various options up as follows:-

1. To carry out the recommended works to the woodland walk trees only £400
2. As above but to include brushcutting & raking in conservation areas £600
3. Top path trees only £1250
4. Top path trees only & brushcutting & raking £1400
5. ALL works above together as one job £1650

If RPC would like any or all of the above options carried out before spring 2023, please let me know as soon as possible, so that I can be sure to fit the work into my diary. No tree works should be carried out after early March if at all possible, due to the nesting season.

Notes on survey methodology, rationale & terminology

It should be borne in mind that trees, as living structures, are subject to constant change. Even an apparently very healthy tree can go into terminal decline and be dead within a few months. Similarly, an apparently healthy tree can actually have severe root disease and internal decay, if the small feeding roots have escaped whatever the disease may be. For example, honey fungus can kill large anchoring roots and cause extensive basal decay, weakening the stem, without any apparent decline in crown condition if feeding roots are not infected. Furthermore, honey fungus does not always produce fruting bodies while the host tree remains alive, rendering detection of it almost impossible in healthy seeming trees.

No tree survey can give a guarantee of absence of disease or a guarantee of safety, especially far into the future. The best we can strive for is to gain as comprehensive a picture as possible of the condition of a tree at the time of survey, and to seek further and more detailed ivestigations where they seem prudent.

This survey took the form of a ground based visual inspection. Using my arboricultural experience and knowledge, I have looked for defects that seem to present anything greater than a low risk to path users through, for example, falling dead branches or failure of entire trees. It should be understood that these assesments were made on the dates of the survey (both in November 2022) and they should not be interpreted as a comprehensive statement of the condition of trees beyond the foreseeable future. In this context, the 'foreseeable future' means within 12 months of the date of survey.

It is possible that defects that were not evident at the time of survey could develop within this time period (eg: branches can die quite suddenly, though they won't usually become sufficiently weak to break and fall during normal weather within one year), and – as mentioned above – even whole trees can occasionally die suddenly or fall without having shown signs of impending failure.

The duty of care expected of tree and woodland owners is to take *reasonable* measures to ensure a *reasonable* level of public safety. Clearly, this does not mean that every conceivable risk needs to be reduced to zero (this would effectively entail the removal of all trees of any size!).

The row of hawthorns along the top path is in generally poor condition and virtually any individual tree can be considered at some risk of failure, partly due to lack of vigour and partly due to the heavy ivy that has grown to their tops. However, it would be a huge task to remove them all and replant and to suggest that this should be done would be unreasonable. Instead, the current approach of treating the most obvious examples of failure risk, by pruning to dying-back crowns, reduction of weight and leverage on weak stems by crown reduction, and felling where trees are dead, would be regarded as a reasonable one.

With the woodland walk trees, management of dead branches overhanging the path to maintain a reasonable level of public safety through regular surveys would also be regarded as reasonable. It is important that some dead wood is retained, where any risk presented is low, because it provides important habitat for insects, birds and other wildlife.