# REEDHAM PARISH COUNCIL

Minutes of the Parish Council meeting held on Monday 9th January 2023 in the Village Hall.

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

**1-01-23) Apologies for Absence**

Cllrs T Davey (work), L George (family commitment).

**2-01-23) Declarations of Interest on the Agenda**

None received.

**3-01-23) Minutes of Previous Meetings**

The minutes of the Parish Council meeting held on the 5th December 2022 were **approved** with 1 abstention, and were signed by Cllr Hale as Chair of the meeting.

**4-01-23) Matters Arising**

Several councillors attended a Cluster Meeting held by Blofield, Brundall, Cantley, Lingwood, Postwick and Strumpshaw Parish Councils. It was for information gathering to see how it worked and whether it would be worth setting one up for the adjacent parishes. Representatives from the various councils attended and gave updates on the issues facing their councils, which are different to Reedham’s. Councillors decided to request to join that one and consider setting up a local one.

John Allaway will be undertaking the Woodland Walk tree works in February, weather permitting. He has requested notices be put up at the end of January. **Clerk** to action.

Cllr Barnes contacted and visited the school about the smell as he suspected a vent issue. There is probably a vent pipe within a stud wall with vent openings but cannot see an opening outside. The Governors are discussing it at their meeting tonight.

**Public Participation**

County Councillor Lana Hempsall: the leader has in principle signed the County Deals agreement to be approved at the full Council meeting next week. It is a starter for 10 on more funding for the County.

CCllr Hempsall requested the **Clerk** forward the information from the school about the vent/smell issue.

Cllr Rushbrook queried the state of the Halvergate branch road. CCllr Hempsall had a site visit with the Highways Engineer in the summer and some remedial works have been programmed.

District Councillor Grant Nurden: the Vice-Chairman of the Council, Sue Prutton, died suddenly in December.

Cllr George had reported that their electrical items had not been collected on several occasions. **Clerk** to forward information to DCllr Nurden. BDC collect batteries also but they need to be put in a separate container.

Broadland News includes information on keeping warm and support available in communities.

There will be a 0% increase in BDC’s share of the Council Tax for 2023/24.

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

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

Fenland Leisure were due to be commencing work on the swings in the fenced play area, and the other small items on the play equipment, on the 18th December but due to bad weather is has been rescheduled to tomorrow.

Fundraising: The December Cash Bingo jackpot was won and the lucky winner took home £350. The jackpot for January stands at £150 in 49 numbers or less.

We will be showing “Mrs Harris Goes to Paris” on the 13th January at 7.30pm.

The RCA Stage School performed their Christmas production of “Search for the Christmas Star” in December. The children did really well. It was well attended and there was some good feedback. We are looking forward to both the Theatre group and children’s productions for 2023.

We have the return of the Road Race on Sunday 22nd January. There should be about 600 runners taking part.

Public

A member of the public reported that there is now a proper refuse lorry for the food waste collection. The old one leaked but there was a delay in receiving new vehicles due to demand.

**5-01-23) Planning Applications**

No planning applications were received.

**6-01-23) To Discuss Updates on the Following**

1. **Speed Sensor**

No update received. Cllr Mutten suggested the maximum speeds should not be reported going forward. This was agreed.

1. **Allotments**

No issues raised.

1. **Neighbourhood Plan**

The group met last week to make a few adjustments to the draft plan following comments from the Broads Authority and BDC. A final final draft will be discussed at the next meeting on the 2nd February, and then the Regulation 14 Consultation will be held from the end of February to just after Easter. Depending on any comments received there may need to be a final tweak to the plan before it can be formally submitted to BDC. They will need to publish it for 6 weeks before sending it for examination. Examination may require a few more amendments, then there will be a community referendum, and if more than 50% of those that vote approve it will be adopted. Once adopted it will be the responsibility of the Parish Council to refer to it for planning application comments and monitor the Community Actions.

The Regulation 14 Consultation will require more input from the group than anticipated but this will be worked out at the next meeting.

**7-01-23) Highways Issues**

Station Road Corner

Cllr Rushbrook reported that a new sign has been installed but it is the same as the old one and does not have a yellow surround. The Clerk will chase this with Highways Engineer Paul Sellick and also ask about the white lines discussed at the meeting on the 10th November.

Witton Green Flooding

Correspondence was received in November about serious flooding along Witton Green. The Clerk will check with Highways whether they are aware of the problem. **Cllr Bagshaw** will check where the drains are on that section of road.

**8-01-23) Correspondence Received**

1. A thank you letter from the Acle and District Royal British Legion Poppy Appeal co-ordinator. £9,550.57 was raised.
2. A Christmas card from Jerome Mayhew, MP for Broadland.

**9-01-23) Financial Matters**

1. The cheque for the deposit for the EV charging points has been cashed, but there is no further update on progress on the installation. The **Clerk** will get an update for the next meeting.
2. The Clerk received an email saying the Data Protection fee to the Information Commissioner had not been received and therefore had not been renewed. It is likely the cheque has gone astray in the post. The Council **approved** paying the fee by Direct Debit.
3. The monthly Income and Expenditure report was noted (see below).
4. The quarterly Actuals vs Budget report was received and noted (see below).
5. Payments presented for approval, circulated to Councillors in advance:

The following payments were **approved.**

Staff costs December £ 615.62

Anglia Car Charging – 50% deposit EV charging points - *retrospective approval, payment agreed by email shortly after the December meeting*  £ 3,652.80

Garden Guardian – grass maintenance 2022 £ 4,715.68

T Davey – spending from the NCF grant for the Ukrainians £ 110.99

Reedham Community Association – room hire £ 33.00

Claudia Dickson – expenses Dec 22 £ 82.49

Countrystyle Recycling – glass recycling Riverside £ 9.00

**Total =** **£ 9,219.58**

**10-01-23) Items for the Next Agenda**

None received.

Public

Cllr Bagshaw gave an update on the defibrillator at the Ferry. The box purchased was returned as it was believed it needed to be a lockable one. However it transpired that the British Heart Foundation do not require a lock on their boxes, but have been unable to locate the one returned. **Cllr Hale** will liaise with Cllr Bagshaw to investigate further.

**11-01-23) Time and Date of Next Meeting.**

The next scheduled meeting is Monday 6th March 2023 at 7.30pm, at the Village Hall.

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

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| **INCOME AND EXPENDITURE REPORT BARCLAYS BANK** | | | | | | |
| **AS AT 21.12.22** | | | | | | |
|  |  |  |  |  |  |  |
|  | **MONTH** | **YEAR TO DATE** |  |  | **MONTH** | **YEAR TO DATE** |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| PRECEPT |  | 21,668.00 |  | GROUND MAINTENANCE |  | 3,540.00 |
| GRANT |  | 500.00 |  | STATY/POST/PHONE ETC | 35.41 | 232.89 |
| TRAINING |  |  |  | VILLAGE WORK |  | 1,987.93 |
| BANK INTEREST |  |  |  | PROF/SUBS/TRAINING |  | 375.16 |
| NCC |  |  |  | STAFF SALARY/TAX/PENSION | 955.72 | 5,480.44 |
| GLASS |  | 64.65 |  | AUDIT & INSURANCE |  | 579.30 |
| MISCELLANEOUS |  | 57.00 |  | RECYCLING |  | 793.83 |
| ALLOTMENT A/C |  |  |  | SECTION 137 |  | 80.00 |
| PERMISSIVE PATH |  |  |  | ROOM HIRE/GRANTS | 33.00 | 346.00 |
| GRASS CUTTING |  | 177.11 |  | MISCELLANEOUS |  |  |
| **TOTAL** | 0.00 | 22,466.76 |  | **TOTAL** | 1,024.13 | 13,415.55 |
| Neighbourhood Plan | 4,500.00 | 12,000.00 |  | Neighbourhood Plan |  | 2,250.00 |
| HMRC VAT |  |  |  | VAT | 609.97 | 2,390.34 |
| NCC EV points grant |  | 6,088.00 |  | Permissive Path fundraising |  | 1,079.16 |
| S106 |  | 8,557.15 |  | S106 |  | 5,353.20 |
| TRANSFER |  |  |  | NCC EV points grant | 3,044.00 | 3,044.00 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AT 21.12.22 | |  | **BANK ACCOUNT** | AT 21.12.22 |  |
| BALANCE CD/FWD | 33,759.45 |  |  | CURRENT ACCOUNT | 37,681.12 |  |
| INCOME | 0.00 |  |  |  |  |  |
| EXPENDITURE | (1,024.13) |  |  |  | 37,681.12 |  |
|  | **32,735.32** |  |  | Less unpresented chqs |  |  |
|  |  |  |  | 403 | (40.00) |  |
| TRANSFER | - |  |  | 412 | (146.98) |  |
| Neighbourhood Plan | 4,500.00 |  |  | 413 | (226.99) |  |
| Net VAT | (609.97) |  |  | 414 | (33.00) |  |
| S106 | - |  |  | 416 | (3,652.80) |  |
| NCC EV points grant | (3,044.00) |  |  |  |  |  |
| BALANCE | **33,581.35** |  |  | BALANCE | **33,581.35** |  |
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| --- | --- | --- | --- | --- | --- | --- |
| **ALLOTMENT ACCOUNT** | | | | | | |
| **AS AT 21.12.22** | | | | | | |
|  |  |  |  |  |  |  |
|  | **MONTH** | **YEAR TO DATE** |  |  | **MONTH** | **YEAR TO DATE** |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| RENT |  | 208.66 |  | MAINTENANCE |  |  |
| DEPOSIT |  | 30.00 |  | RENT/DEPOSIT |  | 265.00 |
| **TOTAL** | - | 238.66 |  | **TOTAL** | - | 265.00 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AT 21.12.22 | |  | **BANK ACCOUNT** | AT 21.12.22 | |
| BLANCE CD/FWD | 1,318.78 |  |  | CURRENT ACCOUNT | 1,318.78 |  |
| INCOME | - |  |  | less: unpresented cheques |  |  |
| EXPENDITURE | - |  |  | add: unpresented deposits |  |  |
| **BALANCE** | **1,318.78** |  |  |  | **1,318.78** |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **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:** | **50,219.41** |  |  | **Earmarked funds:** | **30,294.99** |  |
|  |  |  |  |  |  |  |
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|  | Actuals vs Budget for the quarter ending 31.12.2022 | | |  |  |  |
|  |  |  |  |  |  |  |
|  | Actual |  |  | Actual | Budget |  |
|  | 31.3.2022 | **Income** |  | as at 31.12.2022 | 2023 | % |
|  | £ |  |  |  |  |  |
|  | 16,500 | Precept |  | 21,668.00 | 21,668 | 100% |
|  | 5 | Miscellaneous |  | 57.00 |  | #DIV/0! |
|  | 162 | Grass Cutting |  | 177.11 | 162 | 109% |
|  | 515 | Recycling |  | 64.65 | 300 | 22% |
|  | 41 | Interest |  |  |  |  |
|  | 17,223 |  |  | 21,966.76 | 22,130 | 99% |
|  |  | **Expenditure** |  |  |  |  |
|  | 6,624 | Clerk's salary |  | 5,480.44 | 7,500 | 73% |
|  | 300 | External Audit |  | 200.00 | 300 | 67% |
|  | 75 | Internal Audit |  | 75.00 | 80 | 94% |
|  | 304 | Insurance |  | 304.30 | 350 | 87% |
|  | 7,209 | Grass Cutting |  | 3,540.00 | 7,500 | 47% |
|  | 110 | Training/Travel exps |  | 55.00 | 100 | 55% |
|  | 308 | Subscriptions |  | 320.16 | 300 | 107% |
|  | 320 | Office expenses |  | 197.89 | 550 | 36% |
|  | 283 | Village Hall rent |  | 346.00 | 450 | 77% |
|  | 180 | S137 |  | 80.00 | 250 | 32% |
|  | 2,010 | Village work |  | 1,137.93 | 500 | 228% |
|  | 104 | Glass recycling |  | 130.00 | 150 | 87% |
|  |  | Village Hall grant |  | 663.83 | 500 | 133% |
|  | 35 | Website |  | 35.00 | 50 | 70% |
|  | 346 | Sundry |  |  |  |  |
|  |  | Toilets |  |  | 2,000 |  |
|  |  | Maintenance accrual |  |  | 1,550 |  |
|  | 18,209 |  |  | 12,565.55 | 22,130 | 57% |
|  |  |  |  |  |  |  |
|  | (986) | Surplus / (Deficit) |  | 9,401.21 | - |  |
|  |  |  |  |  |  |  |
|  | 34,791 | balance b/f |  | 27,320.97 |  |  |
|  |  |  |  |  |  |  |
|  | 13,088 | VAT (income) |  | - |  |  |
|  | (9,846) | VAT (expenditure) |  | (2,390.34) |  |  |
|  | - | CIL receipts |  | - |  |  |
|  | (8,083) | CIL expenditure |  | - |  |  |
|  |  | EV Charging points grant |  | 6,088.00 |  |  |
|  |  | EV Charging points expenditure |  | (3,044.00) |  |  |
|  |  | CAN Ukrainian grant |  | 500.00 |  |  |
|  | 4,516 | S106 receipts |  | 8,557.15 |  |  |
|  | (3,300) | S106 payments |  | (5,353.20) |  |  |
|  | 5,700 | Neighbourhood Plan grant |  | 7,500.00 |  |  |
|  | (5,700) | Neighbourhood Plan expenditure |  | (2,250.00) |  |  |
|  |  | Neighbourhood Plan grant BDC |  | 4,500.00 |  |  |
|  |  | Neighbourhood Plan expenditure BDC |  |  |  |  |
|  | (2,860) | Earmarked Reserves expenditure |  | (1,929.16) |  |  |
|  |  |  |  |  |  |  |
|  | 27,321 |  |  | 48,900.63 |  |  |
| 12,002 |  | Current Account |  |  | 33,581.35 |  |
| 15,319 |  | BDC Parish Deposit |  |  | 15,319.28 |  |
|  |  |  |  |  |  |  |
|  | 8,385 | General Reserves |  | 21,649.64 |  |  |
|  |  | CIL |  | 0.00 |  |  |
|  | 18,936 | Earmarked Reserves |  | 27,250.99 |  |  |
|  | 27,320.97 | balance c/f |  | 48,900.63 |  |  |
|  |  |  |  |  |  |  |