# REEDHAM PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Thursday 11th May 2023

in the Village Hall.

**Present -** Councillors D Hale (Chair), P Bagshaw, M Barnes, L Bassett, L George, C Mutten, 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.

**1-05-23) Election of a Chairman**

Cllr Barnes proposed David Hale for Chairman, Cllr Rushbrook seconded, and there being no other proposals, Cllr Hale was unanimously elected Chairman of Reedham Parish Council.

**2-05-23) Election of a Vice-Chairman**

Cllr Mutten proposed Liz Bassett for Vice-Chairman, Cllr Smith seconded and, there being no other proposals, Cllr Bassett was unanimously elected Vice-Chairman of Reedham Parish Council.

**3-05-23) Declaration of Acceptance of Office**

Cllr Hale signed the Declaration of Acceptance of Office as Chairman.

**4-05-23) Apologies for Absence**

None received.

**5-05-23) Declarations of Interest on the Agenda**

Cllr Barnes declared a non-pecuniary interest in agenda item 10 b), 10-05-23) b) below.

**6-05-23) Minutes of Previous Meetings**

The minutes of the Parish Council meeting held on the 3rd April 2023 were **approved** with 1 abstention, and were signed by Cllr Hale as Chair of the meeting.

**7-05-23) Matters Arising**

The Clerk contacted the Tree Warden regarding the Broads Authority TPO at Reedham Old Hall. Both the Tree Warden and the BA confirmed it was purely a renewal of the old TPO.

**Public Participation**

County Councillor Lana Hempsall sent apologies.

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

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

The 2 new EV car charging points supplied by Anglia Car Charging are not working. A visitor to the hall, who had just driven from Rugby, found they weren’t working and had to go to Acle to charge his car. The fault seems to be the contactless payment system. ACC have been contacted but have yet to come out to investigate. Cllr Bagshaw was able to use the charging points but had to download an app. The RCA is looking to get some roadside signs to advertise they are installed and available, and also one in the foyer. They are not very visible so an additional one above them to ask petrol/diesel car users to leave them available. DCllr Nurden has a Ward Grant that the RCA can apply to for help with funding. It may be necessary to apply for a licence to install any signs on the verge. The **Clerk** will investigate.

Fundraising: we will be showing “The Banshees of Inisherin” this Friday 12th of May starting at 7.30pm. We have another film showing this month on Wednesday 31st May at 2pm. This will be “Matilda the Musical”.

The April Cash Bingo jackpot wasn’t won therefore the jackpot for May stands at £190 in 53 numbers or less. This month’s Bingo is on Monday 15th May.

The RCA adult theatre company will be performing The Bench Plays on Saturday 17th June, hopefully outside on the field, weather permitting. If not it will be in the village hall.

Our Coronation Celebration on Sunday afternoon was well attended. The crowd were entertained with a great performance by Laura Daisy who sang a selection of 60’s hits. The RCA stage school also performed a few of the songs from their production of Jack and the Beanstalk, which they will be staging 21st to 23rd July. We were also entertained by the African Drummers. The afternoon finished with a selection of races for children and adults. Thank you to the children of Reedham Primary and Nursery School whose pictures were displayed at the hall after taking part in a competition to draw a picture of King Charles III. The winning pictures from each year group were placed in the Coronation Time Capsule and buried on the village hall field.

District Councillor Grant Nurden: firstly, congratulations on your election. I would like to express my thanks to the residents of Reedham for their support during the election and participation in the result. There is a new makeup of the Council with the Conservatives still being the largest party, Liberal Democrats gained 2 Councillors, Labour gained 6, and the Green Party an additional 2. Currently there is no overall control but discussions are taking place, hopefully to be finalised by the AGM on the 25th May.

The move to the new Horizon building is also scheduled to be completed before the AGM. Staff are working flat out, including weekends, to get it ready for occupation.

I spoke to the Community Assets Manager, Matt Yates regarding the negotiations between the BA and BDC about charging fees on Riverside. Negotiations were paused during the elections but will be resuming on or after the 1st June. An update has been requested and should be possible mid-late June. Cllr Mutten questioned why the election should have paused the negotiations. A member of the public stated that the BA should be required to prove they are allowed to charge. If they are unable to do so then any negotiations are immaterial.

Public

No comments or questions received.

**8-05-23) General Power of Competence**

The Council meets the requirements for adoption of the General Power of Competence:

1. 2/3rd’s of the Council are elected members
2. The Clerk holds a suitable qualification

The Council unanimously **resolved** to adopt the General Power of Competence.

**9-05-23) Parish Councillor vacancies**

Following the elections there are 2 vacancies for Parish Councillors. The Clerk has advertised them on the website and Facebook page, and will include it in the Outlook for May. The Co-Options Policy states there should be a date for submissions of interest and the Clerk will add this for a week before the next meeting.

**10-05-23) Planning Applications**

1. 2023/0882 – removal of 2 existing roof windows to south elevation (west end) to be replaced with conservation style roof windows. Installation of two new conservation style roof windows to south elevation (east end). Removal of part of internal flat ceiling to top floor bedroom on east end replaced with a vaulted ceiling to match ceiling in bedroom to west end. Removal of part of an internal dividing wall and internal window to east bedroom at 15 Church Road, NR13 3TX. The Council had no objections to the application.
2. BA/2023/0132/FUL – erection of a workshop at Pearsons Yard, Holly Farm Road, NR13 3TH. The Council had no objections to the application.
3. BA/2023/0106/HOUSEH – revisions to previously approved extensions. (BA/2016/0252/HOUSEH) including addition of two balconies at Seven Mile House, The Marshes. The Council had no objections to the application.
4. Notification of an enforcement notice at the Berney Arms. This was noted by the Council.
5. Notification of planning approval for BA/2023/0068/HOUSE – snooker room extension to rear of the existing garage at The Fourth House, 25 Riverside. This was noted by the Council.

**11-05-23) To Discuss Updates on the Following**

1. **Speed Sensor**

The speed sensor was located on the Halvergate Road, near to Pettitts last month. The 85% average speed was 33.7mph, which is comparable to the last time it was sited there in July 2022 at 33.4mph. There were an average of 231 cars per day, compared to 252 in July 2022.

The next location will be Newtown.

1. **Allotments**

No issues reported. The recently vacated plot has been let to 2 tenants.

No allotment association meeting has been arranged. **Cllr Hale** will action.

1. **Neighbourhood Plan**

The 7 week consultation for the statutory Regulation 14 Consultation has finished. The second consultation event was held on the 20th April and had about 6 attendees. A date for the next steering group meeting is being arranged. There weren’t many responses from residents but quite a few statutory consultees sent comments. The consultants are collating all the responses and will feedback at the next meeting. It may be necessary to make some small changes but then the full document will be sent to BDC for examination. It is hoped it will be complete in the next couple of months.

1. **Woodland Walk maintenance**

Cllrs Hale, Pittam, and Smith will action the area of land where the nettles need cutting back and raking.

**12-05-23) Highways Issues**

1. Several reports have been received by the Clerk of a cone being placed on the new road markings at the junction of Freethorpe Road and Station Road. The information has been passed on to Highways but it could be a Police traffic matter. The cone has not been seen for a couple of weeks.

The flooding at Witton Green is still a problem. **Cllr Mutten** will contact CCllr Hempsall.

CCllr Hempsall has confirmed the closure of Middle Hill will be going ahead.

**13-05-23) Correspondence Received**

1. Royal Norfolk Show Community Champions Tribute. A tribute to community champions will take place at the Royal Norfolk Show on Wednesday 28th June. Nominations need to be sent by Friday 12th June. The Council nominated Chris Bradbury for his work for the Community Association, and another member of the trustees.
2. The Sir John Hurt Film Trust sent an email asking if there were any local groups that could benefit from some free Cinema Memory sessions for those suffering from dementia. The Over 50’s club was suggested.
3. Acle Academy are looking for sponsors for their awards.

**14-05-23) Setting up a local Cluster Meeting**

Freethorpe and Beighton Parish Councils have responded positively to the suggestion of a Cluster meeting. Freethorpe do not want to meet just for the sake of it so are suggesting perhaps only twice a year. An inaugural meeting on the 22nd June will be proposed.

**15-05-23) Financial Matters**

1. The Year End accounts were presented and noted (see below).
2. The Actuals vs Budget figures for 2022/23 were presented and noted (see below).
3. The Asset Register as at 31.3.23 was reviewed and no changes made. The document is available on the website.
4. The Internal Audit report was noted. There were no items for review or comment. It is available to view on the website.
5. The Governance Statement of the Annual Return for 2022/23 was approved and signed by the Chairman and Clerk. The document can be viewed on the website
6. The Accounting Statements of the Annual Return for 2022/23 were approved and signed by the Chairman and RFO. The document can be viewed on the website.
7. The monthly Income and Expenditure report for April was noted (see below).
8. The payments made in April will be confirmed next month.
9. Payments presented for approval, circulated to Councillors in advance:

The following payments were **approved.**

Staff costs March £ 575.84

Anglia Car Charging – final instalment EV charging points £ 3,652.80 *(retrospective approval)*

Tina Davey – Ukranian Grant – railcards £ 90.00

Treecology – Woodland Walk survey £ 150.00

Treecology – Woodland Walk tree works £ 1,650.00

Groundworks – return of unused Neighbourhood Plan grant £ 3,750.00

Reedham Community Association – room hire Apr 23 £ 62.00

Norfolk Association of Local Councils – annual subscription & website £ 344.99

S Blythe – Internal Audit fee £ 85.00

Claudia Dickson – expenses April 23 £ 52.30

**Total =** **£10,412.93**

Allotment payment **approved**:

Norwich Diocesan Board of Finance – allotment land rent £ 265.00

**Total =** **£ 265.00**

**16-05-23) Items for the Next Agenda**

None received.

Public

No further public participation.

**17-05-23) Time and Date of Next Meeting.**

The next scheduled meeting is Monday 5th June 2023 at 7.30pm, at the Village Hall. The meeting finished at 20.28.

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

**13-05-23) Correspondence**

1. Community Champions

Leaders of community groups, charities and volunteering organisations

ROYAL NORFOLK SHOW COMMUNITY CHAMPIONS TRIBUTE – INVITATION TO TAKE PART

As an acknowledgement of the Coronation of Their Majesties The King and Queen, and their commitment to supporting community cohesion and volunteering, a tribute to community champions will take place at the Royal Norfolk Show on Wednesday 28 June 2023.

The tribute, organised in partnership between the Norfolk Lieutenancy and the Royal Norfolk Agricultural Association, seeks to gather nominated community champions from a range of communitybased organisations, volunteering groups and recipients of already established local award schemes. The tribute will involve the assembled community champions taking part in a massed gathering in the Show’s Grand Ring where they will be addressed by HM Lord Lieutenant of Norfolk, The Lady Dannatt MBE. The aim of the tribute is to say thank you to those who do so much for our communities and good causes and to acknowledge their work in a high-profile setting. Nominated community champions will also receive a complimentary ticket to the Royal Norfolk Show for Wednesday 28 June 2023.

As the leader of a Norfolk-based community group, charity, or volunteering organisation I am writing to ask you to nominate two deserving individuals to represent your organisation by taking part in the Community Champions Tribute. Nominated individuals should contribute to your organisation in a voluntary capacity rather than as paid employees. So that we can assess demand to take part in this event I would be most grateful if you could complete the form provided below and return to Ms Helen Bibby email helen.bibby@outlook.com by Friday 12 May 2023.

With best wishes,

Mark Nicholas MBE DL Managing Director Royal Norfolk Agricultural Association

1. Cinema Memories

Dear Parish Clerk,

Do you have any lunch clubs, day centres, dementia cafes or dementia groups for older people in the parish please? Maybe at the church or village hall?

We have some funding to supply free Cinema Memories sessions in Broadland and we are looking for groups that may be interested. The groups can be small as well as large.

It has been quite difficult to find groups that may be running since Covid and we would appreciate your assistance.

With best wishes

Angela Bishop

The Sir John Hurt Film Trust

Cinema City

Norwich

**15-05-23) Financial Matters**

1. Year End Accounts 2022/23

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **INCOME AND EXPENDITURE REPORT BARCLAYS BANK** | | | | | | |
| **AS AT 31.3.23** | | | | | | |
|  |  |  |  |  |  |  |
|  | **MONTH** | **YEAR TO DATE** |  |  | **MONTH** | **YEAR TO DATE** |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| PRECEPT |  | 21,668.00 |  | GROUND MAINTENANCE |  | 7,469.73 |
| GRANT |  | 500.00 |  | STATY/POST/PHONE ETC | 78.62 | 328.06 |
| TRAINING |  |  |  | VILLAGE WORK | 77.77 | 2,120.65 |
| BANK INTEREST |  |  |  | PROF/SUBS/TRAINING | 70.00 | 480.16 |
| NCC |  |  |  | STAFF SALARY/TAX/PENSION | 615.62 | 7,327.30 |
| GLASS |  | 64.65 |  | AUDIT & INSURANCE |  | 579.30 |
| MISCELLANEOUS |  | 57.00 |  | RECYCLING |  | 801.33 |
| ALLOTMENT A/C |  |  |  | SECTION 137 |  | 200.00 |
| PERMISSIVE PATH |  |  |  | ROOM HIRE/GRANTS | 33.00 | 412.00 |
| GRASS CUTTING |  | 177.11 |  | MISCELLANEOUS |  | 110.99 |
| **TOTAL** | 0.00 | 22,466.76 |  | **TOTAL** | 875.01 | 19,829.52 |
| Neighbourhood Plan |  | 12,000.00 |  | Neighbourhood Plan | 2,558.15 | 4,808.15 |
| HMRC VAT |  |  |  | VAT | 1,322.57 | 4,511.35 |
| NCC EV points grant |  | 6,088.00 |  | Permissive Path fundraising |  | 1,079.16 |
| S106 |  | 8,557.15 |  | S106 | 4,415.95 | 9,769.15 |
| TRANSFER |  |  |  | NCC EV points grant |  | 3,044.00 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AT 31.3.23 |  |  | **BANK ACCOUNT** | AT 31.3.23 |  |
| BALANCE CD/FWD | 27,243.95 |  |  | CURRENT ACCOUNT | 18,138.27 |  |
| INCOME | 0.00 |  |  |  |  |  |
| EXPENDITURE | (875.01) |  |  |  | 18,138.27 |  |
|  | **26,368.94** |  |  | Less unpresented chqs |  |  |
|  |  |  |  | 414 | (33.00) |  |
| TRANSFER | - |  |  | 423 | (33.00) |  |
| Neighbourhood Plan | (2,558.15) |  |  |  |  |  |
| Net VAT | (1,322.57) |  |  |  |  |  |
| S106 | (4,415.95) |  |  |  |  |  |
| NCC EV points grant | - |  |  |  |  |  |
| BALANCE | **18,072.27** |  |  | BALANCE | **18,072.27** |  |
|  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ALLOTMENT ACCOUNT** | | | | | | |
| **AS AT 31.3.23** | | | | | | |
|  |  |  |  |  |  |  |
|  | **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 31.3.23 | |  | **BANK ACCOUNT** | AT 31.3.23 | |
| 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 31.3.2023** | | | | | | |
|  |  |  |  |  |  |  |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| TRANSFERS |  |  |  | TRANSFERS |  |  |
| INTEREST | 283.49 | 283.49 |  | BANK CHARGES |  |  |
| **TOTAL** | 283.49 | 283.49 |  | **TOTAL** | - | - |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 31.3.2023 | |  | **ACCOUNT** | AS AT 31.3.2023 | |
| BLANCE B/FWD | 15,319.28 |  |  | BDC ACCOUNT | 15,602.77 |  |
| INCOME | 283.49 |  |  |  |  |  |
| EXPENDITURE | - |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **BALANCE** | **15,602.77** |  |  |  | **15,602.77** |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Total Cash Assets:** | **34,993.82** |  |  | **Earmarked funds:** | **28,181.85** |  |
|  |  |  |  |  |  |  |

1. Actuals vs Budget 2022/23

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Actuals vs Budget for the quarter ending 31.3.2023 | | |  |  |  |
|  | Actual |  |  | Actual | Budget |  |
|  | 31.3.2022 | **Income** |  | as at 31.3.2023 | 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 |  | 283.49 |  |  |
|  | 17,223 |  |  | 22,250.25 | 22,130 | 101% |
|  |  | **Expenditure** |  |  |  |  |
|  | 6,624 | Clerk's salary |  | 7,327.30 | 7,500 | 98% |
|  | 300 | External Audit |  | 200.00 | 300 | 67% |
|  | 75 | Internal Audit |  | 75.00 | 80 | 94% |
|  | 304 | Insurance |  | 304.30 | 350 | 87% |
|  | 7,209 | Grass Cutting |  | 7,469.73 | 7,500 | 100% |
|  | 110 | Training/Travel exps |  | 115.00 | 100 | 115% |
|  | 308 | Subscriptions |  | 365.16 | 300 | 122% |
|  | 320 | Office expenses |  | 293.06 | 550 | 53% |
|  | 283 | Village Hall rent |  | 412.00 | 450 | 92% |
|  | 180 | S137 |  | 200.00 | 250 | 80% |
|  | 2,010 | Village work |  | 1,270.65 | 500 | 254% |
|  | 104 | Glass recycling |  | 137.50 | 150 | 92% |
|  |  | Village Hall grant |  | 663.83 | 500 | 133% |
|  | 35 | Website |  | 35.00 | 50 | 70% |
|  | 346 | Sundry |  |  |  |  |
|  |  | Toilets |  |  | 2,000 |  |
|  |  | Maintenance accrual |  |  | 1,550 |  |
|  | 18,209 |  |  | 18,868.53 | 22,130 | 85% |
|  |  |  |  |  |  |  |
|  | (986) | Surplus / (Deficit) |  | 3,381.72 | - |  |
|  |  |  |  |  |  |  |
|  | 34,791 | balance b/f |  | 27,320.97 |  |  |
|  |  |  |  |  |  |  |
|  | 13,088 | VAT (income) |  | - |  |  |
|  | (9,846) | VAT (expenditure) |  | (4,511.35) |  |  |
|  | - | 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 |  |  |
|  |  | CAN Ukrainian grant |  | (110.99) |  |  |
|  | 4,516 | S106 receipts |  | 8,557.15 |  |  |
|  | (3,300) | S106 payments |  | (9,769.15) |  |  |
|  | 5,700 | Neighbourhood Plan grant |  | 7,500.00 |  |  |
|  | (5,700) | Neighbourhood Plan expenditure |  | (4,350.00) |  |  |
|  |  | Neighbourhood Plan grant BDC |  | 4,500.00 |  |  |
|  |  | Neighbourhood Plan expend BDC |  | (458.15) |  |  |
|  | (2,860) | Earmarked Reserves expenditure |  | (1,929.16) |  |  |
|  |  |  |  |  |  |  |
|  | 27,321 |  |  | 33,675.04 |  |  |
| 12,002 |  | Current Account |  |  | 18,072.27 |  |
| 15,319 |  | BDC Parish Deposit |  |  | 15,602.77 |  |
|  |  |  |  |  |  |  |
|  | 8,385 | General Reserves |  | 5,493.19 |  |  |
|  |  | CIL |  | 0.00 |  |  |
|  | 18,936 | Earmarked Reserves |  | 28,181.85 |  |  |
|  | 27,320.97 | balance c/f |  | 33,675.04 |  |  |