# REEDHAM PARISH COUNCIL

Minutes of the Parish Council meeting held on Monday 5th June 2023 in the Village Hall.

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

**1-06-23) Apologies for Absence**

P Bagshaw (family), D Rushbrook (unwell).

**2-06-23) Declarations of Interest on the Agenda**

None received.

**3-06-23) Minutes of Previous Meetings**

The minutes of the Parish Council meeting held on the 11th May 2023 were unanimously **approved**, and were signed by Cllr Hale as Chair of the meeting.

**4-06-23) Matters Arising**

None received.

**Public Participation**

County Councillor Lana Hempsall sent apologies.

District Councillor Grant Nurden gave the following report: there is a new administration in charge of Broadland District Council. The three former opposition parties have formed a partnership with the lead party being the Liberal Democrats. The following members are the Cabinet portfolio holders:

Cllr Sue Holland (Lib Dem) – Leader and Policy & Strategy

Cllr Natasha Harpley (Labour) – Deputy Leader and Communities & Housing

Cllr Martin Booth (Labour) – Economic Development

Cllr Jan Davis (Greens) – Environment Excellence

Cllr Steve Riley (Lib Dem) – Finance

Cllr Dan Roper (Lib Dem) – Organisational Development and Transformation

Cllr Stuart Beadle (Lib Dem) – Planning

The Gypsy and Traveller Sites is having a further consultation on the additional sites that were put forward following the January to March 2023 consultation, there were 287 responses with only 18 in favour. This will run from the 5th June to the 3rd July and is referred to as the Additional Focussed Consultation. I am pleased to report that the A47 Burlingham Junction site has been removed altogether.

I am also pleased to report that my Ward Member grant has been fully spent on sound equipment for the Reedham Village Hall.

There is the Town and Parish Council Forum on Wednesday at 10.30am and members are encouraged to attend. The link to join the virtual meeting will have been sent to the Clerk, who will forward it to all Councillors.

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

There were two issues with the play equipment safety inspections for June. The repairs by Fenland Leisure a few months ago required attention, on the Basket Swing a 6mm shackle has split open and on the Cone Climber the button heads sockets fixing has come loose. Hopefully these items were repaired today.

The 2 new EV car charging points supplied by Anglia Car Charging are now working. The black cover is not very visible so a new design will be replacing it soon.

Fundraising: we will be showing “I Wanna Dance with Somebody” this Friday 9th of June starting at 7.30pm. The next film showing will be in September. Our film showing of “Matilda the Musical”, intended for children, unfortunately was not very well attended. Normal attendances for films are between 25 and 40 people.

The May Cash Bingo jackpot wasn’t won therefore the jackpot for June stands at £200 in 54 numbers or less.

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.

Public

No comments or questions received.

**5-06-23) Parish Councillor vacancies**

There have been no applications for the vacancies to date.

**6-0-23) Planning Applications**

1. BA/2023/0162/FUL – install 56 solar PV panels, 3 x 250m ground loops for a ground source heat pump, & replace septic tank with a sewage treatment plant at Seven Mile House, The Marshes. The Council approved supporting the application.
2. 2023/1238 – conversion of barn from workshop/gym/storage area into residential use at Owls Barn, Church Road, NR13 3TZ. The Council approved supporting the application.
3. Consultation on Green Spaces in the Greater Norwich area – an online questionnaire accessed via <https://www.greaternorwichgrowth.org.uk/projects/>. This was noted.

**7-06-23) Review of Policies and Documents**

The Clerk presented current and revised documents for consideration.

1. Business Continuity Plan: there were no amendments proposed and the document was **approved**.
2. Financial Regulations: there were no amendments proposed and the document was **approved**.
3. Financial Risk Assessment: this has been updated in line with the new insurance policy and was **approved**.
4. Review of Internal Control: the payment procedure has been updated to current protocol and was **approved**.
5. Risk Assessment: a couple of minor corrections to last year’s document. This was **approved**.
6. Standing Orders: item 18 was updated to the latest contract procurement rules. This was **approved**.

**8-06-23) To Discuss Updates on the Following**

1. **Speed Sensor**

No update as the sensor was only moved a couple of weeks ago.

1. **Allotments**

The Chairman of the Allotment Association has been contacted. Cllr Hale will call a meeting of all plot holders, **Clerk** to organise. An AGM needs to be held in October and Cllr Bassett will Chair it if no other plot holder comes forward.

1. **Neighbourhood Plan**

The steering group met on the 31st May and to discuss the comments and feedback received from the Regulation 14 Consultation. The consultants are making the amendments approved at the meeting, and writing the Statement of Basic Conditions and Statement of Community Involvement. They will be sending everything to the steering group by the 18th June and then once approved it can be sent to Broadland. Broadland then have to:

* Consult for 6 weeks
* Appoint an examiner (in consultation with the steering group)
* The examiner will draft a report for fact checking
* The examiner will then finalise their report
* The steering group, or BDC, have to make any changes
* BDC hold a referendum on the final plan

The timescale is probably 6 months.

1. **Woodland Walk maintenance**

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

1. **Cluster Meeting**

Freethorpe, Beighton, and Halvergate have been invited to the inaugural meeting on Thursday 22nd June at 7.30pm in Reedham Village Hall. Freethorpe are sending 3 Councillors but there has been no attendance information yet from either Beighton or Halvergate.

**9-06-23) Highways Issues**

Cllr Mutten was thanked for contacting and dealing with CCllr Hempsall about the flooding on Witton Green. Remedial works have been identified and planned into NCC’s works schedule.

The Council was asked to make sure the closure of Middle Hill will be wheelchair friendly and accessible.

The recent cones at the junction of Freethorpe Road and Station Road have disappeared.

**10-06-23) Correspondence Received**

1. Update from the Primary and Nursery School. The current Head, Chris Edwards, is leaving at the end of term to take up a new headship at Blundeston.
2. Barclays have finally responded to the Clerk’s complaint, which has been upheld. They have given £50 compensation, however the Clerk still needs to phone the mandate team.
3. A resident sent information on rubbish being dumped on Sanderson’s slipway. The Broads Authority planning enforcement team are aware and CCllr Hempsall is assisting. The sand would have been allowed under the last planning permission but that has recently lapsed without being renewed. The slipways are Victorian and are not useable. Floodgates were installed at the request of Steve Sanderson in the 1990’s but they are now beyond their life use and need urgent repair. The Environment Agency is aware as if they are breached Riverside will flood. The EA are reviewing the flood defences around Broadland. The contract to maintain the riverbanks expired last year and there has been no new contract awarded.

**11-06-23) Financial Matters**

1. The insurance quote received from the current provider was £666.56. This is a 119% increase on 2022. The Clerk sought alternative quotes and accepted the one from BHIB for £501.47. This was **approved**.
2. The monthly Income and Expenditure report for May was noted (see below).
3. The payments made in May were confirmed by Cllr Smith. The April payments will be confirmed next month.
4. Payments presented for approval, circulated to Councillors in advance:

The following payments were **approved.**

Staff costs May £ 575.84

C Mutten – Permissive Path rent £ 349.00

Moulton Nurseries – bedding plants for Riverside planters £ 30.54

Reedham Community Association – room hire May 23 £ 47.50

BHIB – annual insurance £ 501.47

Collective Community Planning – Neighbourhood Plan consultancy £ 360.00

**Total =** **£ 1,864.35**

**12-06-23) Items for the Next Agenda**

None received.

Public

No further public participation.

**13-06-23) Time and Date of Next Meeting.**

The next scheduled meeting is Monday 31st July 2023 at 7.30pm, at the Village Hall. The meeting finished at 20.15.

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

**11-06-23) Financial Matters**

1. Income and Expenditure report for May 2023

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **INCOME AND EXPENDITURE REPORT BARCLAYS BANK** | | | | | | |
| **AS AT 19.5.23** | | | | | | |
|  |  |  |  |  |  |  |
|  | **MONTH** | **YEAR TO DATE** |  |  | **MONTH** | **YEAR TO DATE** |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| PRECEPT |  | 10,876.00 |  | GROUND MAINTENANCE |  |  |
| GRANT |  |  |  | STATY/POST/PHONE ETC | 119.71 | 138.82 |
| TRAINING |  |  |  | VILLAGE WORK | 1,800.00 | 1,800.00 |
| BANK INTEREST |  |  |  | PROF/SUBS/TRAINING | 274.99 | 274.99 |
| NCC |  |  |  | STAFF SALARY/TAX/PENSION | 575.84 | 1,191.46 |
| GLASS | 556.62 | 556.62 |  | AUDIT & INSURANCE | 85.00 | 85.00 |
| MISCELLANEOUS | 50.00 | 104.72 |  | RECYCLING |  | 35.00 |
| ALLOTMENT A/C |  |  |  | SECTION 137 |  |  |
| PERMISSIVE PATH |  |  |  | ROOM HIRE/GRANTS | 123.00 | 123.00 |
| GRASS CUTTING |  |  |  | MISCELLANEOUS |  |  |
| **TOTAL** | 606.62 | 11,537.34 |  | **TOTAL** | 2,978.54 | 3,648.27 |
| Neighbourhood Plan |  |  |  | Neighbourhood Plan | 3,779.00 | 3,789.39 |
| HMRC VAT | 4,511.35 | 4,511.35 |  | VAT | 2.59 | 618.39 |
| NCC EV points grant |  |  |  | NCC EV points grant |  | 3,044.00 |
| S106 |  |  |  | S106 |  |  |
| TRANSFER |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AT 19.5.23 |  |  | **BANK ACCOUNT** | AT 19.5.23 |  |
| BALANCE CD/FWD | 24,663.07 |  |  | CURRENT ACCOUNT | 23,020.91 |  |
| INCOME | 606.62 |  |  |  |  |  |
| EXPENDITURE | (2,978.54) |  |  |  | 23,020.91 |  |
|  | **22,291.15** |  |  | Less unpresented chqs |  |  |
|  |  |  |  |  |  |  |
| TRANSFER | - |  |  |  |  |  |
| Neighbourhood Plan | (3,779.00) |  |  |  |  |  |
| Net VAT | 4,508.76 |  |  |  |  |  |
| S106 | - |  |  |  |  |  |
| NCC EV points grant | - |  |  |  |  |  |
| BALANCE | **23,020.91** |  |  | BALANCE | **23,020.91** |  |
|  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ALLOTMENT ACCOUNT** | | | | | | |
| **AS AT 19.5.23** | | | | | | |
|  |  |  |  |  |  |  |
|  | **MONTH** | **YEAR TO DATE** |  |  | **MONTH** | **YEAR TO DATE** |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| RENT |  | 13.54 |  | MAINTENANCE |  |  |
| DEPOSIT |  | 60.00 |  | RENT/DEPOSIT | 265.00 |  |
| **TOTAL** | - | 73.54 |  | **TOTAL** | 265.00 | - |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AT 19.5.23 | |  | **BANK ACCOUNT** | AT 19.5.23 | |
| BLANCE CD/FWD | 1,392.32 |  |  | CURRENT ACCOUNT | 1,127.32 |  |
| INCOME | - |  |  | less: unpresented cheques |  |  |
| EXPENDITURE | (265.00) |  |  | add: unpresented deposits |  |  |
| **BALANCE** | **1,127.32** |  |  |  | **1,127.32** |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **BDC PARISH DEPOSIT ACCOUNT** | | | | | | |
| **AS AT 1.4.2023** | | | | | | |
|  |  |  |  |  |  |  |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| TRANSFERS |  |  |  | TRANSFERS |  |  |
| INTEREST |  |  |  | BANK CHARGES |  |  |
| **TOTAL** | - | - |  | **TOTAL** | - | - |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AS AT 1.4.2023 | |  | **ACCOUNT** | AS AT 1.4.2023 | |
| BLANCE B/FWD | 15,602.77 |  |  | BDC ACCOUNT | 15,602.77 |  |
| INCOME | - |  |  |  |  |  |
| EXPENDITURE | - |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **BALANCE** | **15,602.77** |  |  |  | **15,602.77** |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Total Cash Assets:** | **39,751.00** |  |  | **Earmarked funds:** | **28,181.85** |  |
|  |  |  |  |  |  |  |