# REEDHAM PARISH COUNCIL

Minutes of the Parish Council meeting held on Monday 31st July 2023 in the Village Hall.

**Present -** Councillors D Hale (Chair), P Bagshaw, L Bassett, L George, C Mutten, S Pittam, M Smith, and the Parish Clerk C Dickson. 5 members of the public were in attendance. The Council meeting commenced at 7.30 pm.

**1-07-23) Apologies for Absence**

M Barnes, D Rushbrook.

**2-07-23) Declarations of Interest on the Agenda**

Cllr Mutten – agenda item 10, ownership of the Permissive Path land

**3-07-23) Minutes of Previous Meetings**

The minutes of the Parish Council meeting held on the 5th June 2023 were unanimously **approved**, and were signed by Cllr Hale as Chair of the meeting.

**4-07-23) Matters Arising**

None received.

**Public Participation**

County Councillor Lana Hempsall sent apologies.

District Councillor Grant Nurden sent his apologies but provided the following report: at the full Council meeting last week SNBDC declared a Climate emergency. The Conservatives did not think the motion had enough measurables so did not support it.

The Members Ward Grant was increased to £1,000 per annum, backdated to April 2023. I have spent £500 on lighting at Reedham Village Hall and the additional £500 will be spent on grass cutting equipment for Halvergate.

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

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

On the 6th October we have arranged with Freethorpe First Responders to give some defibrillator training. It will be completely free and open to anyone who wishes to attend. It starts at 7pm.

Fundraising: the RCA Stage School performances of Jack and the Beanstalk were very well attended and received some great feedback.

We have a jumble sale on the 12th August 11-1pm, this is the first jumble sale since Covid.

The July Cash Bingo jackpot wasn’t won therefore the jackpot for August stands at £220 in 56 numbers or less.

On the 19th August we have a Psychic Medium evening with Steve Gill, starting at 7.30pm. Tickets are £10 each.

At the end of August, on the 30th , we have a Quiz Night starting at 7.30pm.

We had our second Road Race this year on the 2nd July, with approximately 400 runners taking part.

Public

A member of the public highlighted correspondence from Norfolk County Council Highways department in response to the new Barn Owl Close planning application suggesting a village-wide 20mph speed limit would satisfy the restrictions in the village of limited pavements for children to safely walk to school. There has been no progress with the planning application for some months.

**5-07-23) Parish Councillor vacancies**

There have been no applications for the vacancies to date.

**6-07-23) Planning Applications**

To ratify comments submitted:

1. BA/2023/0244/HOUSEH – replace shed with workshop (revised siting) at Wherrymans Mill, Ferry Road. No objections.
2. BA/2023/0208/HOUSEH – x2 Dorma windows in front roof, extension to outbuilding at The Rectory, Church Road. No comment or objection.

The comments submitted were **approved**.

To consider planning applications received, including:

1. 2023/1765 – demolition of conservatory, new side garden room with entrance lobby and cloakroom at 4B Mill Road, NR13 3TT. The Council had **no objections**.

To consider Enforcement Appeal notices received, including:

1. BA/2023/0002/ENF – appeal against Enforcement Notice at the Berney Arms Inn, Berney Arms, Great Yarmouth. Appeal reference APP/E9505/C/23/3322890, APP/E9505/C/23/3322891
2. BA/2023/0003/ENF – appeal against Enforcement Notice at the Berney Arms Inn, Berney Arms, Great Yarmouth. Appeal reference APP/E9505/C/23/3322948, APP/E9505/C/23/3322949

The Council had no comments to submit for either enforcement appeal.

**7-07-23) Review of Policies and Documents**

The Clerk presented current and revised documents for consideration.

1. Equal Opportunities Statement: there were no amendments proposed and the document was **approved**.
2. Equality and Diversity Policy: there were no amendments proposed and the document was **approved**.
3. FOI Publication Scheme: there were no amendments proposed and the document was **approved**.
4. Members Code of Conduct: reference to BDC has been updated to SNBDC throughout and some small grammatical alterations were made. The revised document was **approved**.
5. Review of Audit: there were no amendments proposed and the document was **approved**.

**8-07-23) To Discuss Updates on the Following**

1. **Speed Sensor**

The speed sensor was in Newtown in May/June facing Reedham. The 85% was 42.2mph of around 800 vehicles per day, which is similar to the last time in January of 43mph for 856 vehicles per day.

In July it has been at the Pottles Lane/Witton Green junction where the 85% average was 32.8. It will be located on Church Road next.

1. **Allotments**

A meeting of allotment plot holders took place on the 23rd June. Cllr Bassett is now the Chairman of the Allotment Association. Several items were discussed including replacement of the fence along Mill Road, which is the responsibility of the Parish Council. Highways will be chased for an update on adjusting the entrance to prevent water running off the road and through the car park. The next meeting will be in October.

The hedge along the northern boundary has become very overgrown. Beckhithe are able to cut the other side but nothing has been done to the internal growth. Cllrs Hale and Bassett have offered their hedge cutters for each plot holder to do their own section.

The cutting back of the reeds was also discussed. They will be cut back when necessary under the guidance of one plot holder who has the relevant experience.

Whilst there the Clerk and Cllr Bassett inspected all the plots. 4 were a bit overgrown but Cllr Basset has spoken to the plot holders and things are now under control.

The lease for the allotment land ran out in May 2022 with neither party realising. Norwich Diocese are happy to renew but are proposing to increase the rent by 30% in line with inflation. The Council wishes to continue to provide the allotments for residents therefore will accept the increase however the rents for the allotment plots will have to increase also.

1. **Neighbourhood Plan**

It was hoped that the finalised plan could be submitted to Broadland by the end of June but there was a last minute submission regarding one of the policies and it had to be rewritten slightly, including the Regulation 14 Consultation Statement. It is hoped that it will be sent to Broadland in the next few weeks.

1. **Cluster Meeting**

The meeting was very useful for all Councils in attendance, Reedham, Beighton, and Freethorpe. The invitation to Halvergate had not been passed on by their Clerk but the Councillors have been sent the notes from the meeting. Each Council gave a summary of their situation and regular issues they have. Speeding was a common problem.

1. **Mindful Towns and Villages Project**

Cllr Smith gave an update from his recent training. In order to receive a Mindful Town/Village designation each place needs a minimum number of people to have attended the course. On population size Reedham will need a minimum 4. Cllr Smith has completed Wellbeing Mental Health and Mental Health for England training and is Mental Health first aid qualified. Cllr Bassett is waiting for her training. The project is aiming for local businesses and community groups, as well as Parish Councils, to have training also. Cllr Smith has been invited to attend the SNBDC Networking Community. The premise is to promote open conversations around mental health and if additional help is needed then signposting residents to the Help Hub. Cllr Smith will write something for the Outlook, separate from the minutes summary. A member of the public asked for the information as well. Thanks were given to Cllr Smith for the information and promoting the project.

1. **Woodland Walk**

Cllrs Hale, Pittam and Smith have cleared the undergrowth. The handrails on the steps are a bit loose and need some wire to make them firm. Several members of the public have spoken to Cllr George about the Woodland Walk and would be happy to join a working party to clear undergrowth and help tidy up the area.

Cllr Basset reported that the barriers on Holly Farm Road are completely broken. **Cllr Hale** will investigate. Repair and replacement of furniture on footpaths is the responsibility of the landowner, however the landowner is unknown. The **Clerk** will check on Land Registry.

**9-07-23) Highways Issues**

1. Middle Hill Closure

The Clerk was contacted by a Highways Engineer to confirm the location of the bollard to close the road to through traffic. It will be just round the first bend travelling up from Riverside.

Overhanging trees being a problem were reported to Cllr George. These can be reported directly to Norfolk County Council on their website.

1. Church Road speed limit reduction

A member of the public requested the Parish Council support a request for a reduction in the speed limit on Church Road from 40mph to 30mph to be in line with the rest of the village. There are around 520 cars per day travelling in one direction along the road. Cllr George will look for a suitable post to site the speed sensor to record traffic speeds. It was noted that the average speed does not always give an accurate picture of vehicle speeds and the number of vehicles exceeding the speed limit should also be taken into account. At 40mph there is a 90% chance of being killed, at 30mph this reduces to 50%. There are no pavements on Church Road.

It was suggested that the speed limit in Newtown should also be reduced to 30mph to be consistent.

The **Clerk** will make enquiries from Highways as to the process.

**10-07-23) Grass cutting schedule for the Permissive Path**

The Permissive Path, particularly under the steps, has been very overgrown this year. The weather conditions have been good for growing grass. The grass contractor does cut the grass more regularly than the 3 per year the schedule requires if other paths do not need cutting but this has not been enough this year. The **Clerk** will arrange a site visit, to include Cllr Bagshaw, and ask what they are currently doing and whether this is enough. The contract is up for renewal in 2024.

Cllr Bagshaw reported that NCC have cut FP1, and the Permissive Path. FP1 was very overgrown as it had been removed from their footpath schedule when the Permissive Path was closed. It has now been reinstated.

**11-07-23) Correspondence Received**

1. Reedham WI passed on a request for wheelchair access to under the trees on Riverside as this is the only shade available. The Clerk contacted Broadland as they are the landowners. They have suggested 2 disabled parking bays next to the trees and have asked NCC Highways if they could put in a dropped kerb.

**12-07-23) Financial Matters**

1. The monthly Income and Expenditure report for July was noted (see below).
2. The Actuals vs Budget figures for the first quarter were reported (see below).
3. The payments made in April and June were confirmed by Cllr Smith.
4. Payments presented for approval, circulated to Councillors in advance:

The following payments were **approved.**

Staff costs June 23 (retrospective) £ 575.84

Reedham Community Association – room hire May 23 (underpayment) £ 14.50

Countrystyle Recycling – glass recycling Riverside May 23 £ 18.00

Countrystyle Recycling – glass recycling Village Hall May 23 £ 27.00

Reedham Community Association – room hire June 23 £ 62.00

Countrystyle Recycling – glass recycling Riverside June 23 £ 9.00

Countrystyle Recycling – glass recycling Village Hall June 23 £ 9.90

Collective Community Planning – Neighbourhood Plan consultancy £ 3,000.00

Staff costs July 23 £ 575.84

Defib Warehouse – Village Hall defib pads £ 77.94

Claudia Dickson – expenses May-Jun 23 £ 11.13

PKF Littlejohn LLP – External Audit fee 2022-23 £ 252.00

**Total =** **£ 4,633.15**

Allotment payment **approved:**

P Bagshaw – return of deposit (retrospective) £ 30.00

**Total =** **£ 30.00**

**13-07-23) Items for the Next Agenda**

Allotment rents

Public

Cllr Bagshaw asked if a card could be sent to the departing Head of the Primary and Nursery school. This was agreed.

Cllr Smith attended the unveiling of a Memorial in Halvergate to 3 aircraft that crashed on the marshes in WWII.

The Clerk to Halvergate has been collecting the advertising signs on the Halvergate Road but they have now disappeared from where he was storing them. They have not been returned to Reedham Community Association.

**14-07-23) Time and Date of Next Meeting.**

The next scheduled meeting is Monday 4th September 2023 at 7.30pm, at the Village Hall. The meeting finished at 20.40.

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

**12-07-23) Financial Matters**

1. Income and Expenditure report for May 2023

|  |
| --- |
| **INCOME AND EXPENDITURE REPORT BARCLAYS BANK** |
| **AS AT 21.7.23** |
|  |  |  |  |  |  |  |
|  | **MONTH Jun-Jul** | **YEAR TO DATE** |  |  | **MONTH Jun-Jul** | **YEAR TO DATE** |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| PRECEPT |  | 10,876.00 |  | GROUND MAINTENANCE |  |  |
| GRANT |  |  |  | STATY/POST/PHONE ETC |  | 138.82 |
| TRAINING |  |  |  | VILLAGE WORK | 374.45 | 2,174.45 |
| BANK INTEREST |  |  |  | PROF/SUBS/TRAINING |  | 274.99 |
| NCC |  |  |  | STAFF SALARY/TAX/PENSION | 1,151.68 | 2,343.14 |
| GLASS |  | 556.62 |  | AUDIT & INSURANCE | 501.47 | 586.47 |
| MISCELLANEOUS |  | 104.72 |  | RECYCLING |  | 35.00 |
| ALLOTMENT A/C |  |  |  | SECTION 137 |  |  |
| PERMISSIVE PATH |  |  |  | ROOM HIRE/GRANTS | 33.00 | 156.00 |
| GRASS CUTTING |  |  |  | MISCELLANEOUS |  |  |
| **TOTAL** | 0.00 | 11,537.34 |  | **TOTAL** | 2,060.60 | 5,708.87 |
| Neighbourhood Plan |  |  |  | Neighbourhood Plan | 314.50 | 4,103.89 |
| HMRC VAT |  | 4,511.35 |  | VAT | 65.09 | 683.48 |
| NCC EV points grant |  |  |  | NCC EV points grant |  | 3,044.00 |
| S106 |  |  |  | S106 |  |  |
| TRANSFER |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AT 21.7.23 |  |  | **BANK ACCOUNT** | AT 21.7.23 |  |
| BALANCE CD/FWD | 23,020.91 |  |  | CURRENT ACCOUNT | 20,580.72 |  |
| INCOME | 0.00 |  |  |  |  |  |
| EXPENDITURE |  (2,060.60) |  |  |  | 20,580.72 |  |
|  | **20,960.31** |  |  | Less unpresented chqs |  |  |
|  |  |  |  |  |  |  |
| TRANSFER |  -  |  |  |  |  |  |
| Neighbourhood Plan |  (314.50) |  |  |  |  |  |
| Net VAT |  (65.09) |  |  |  |  |  |
| S106 |  -  |  |  |  |  |  |
| NCC EV points grant |  -  |  |  |  |  |  |
| BALANCE | **20,580.72** |  |  | BALANCE | **20,580.72** |  |
|  |  |  |  |  |  |  |
| **ALLOTMENT ACCOUNT** |
| **AS AT 21.7.23** |
|  |  |  |  |  |  |  |
|  | **MONTH Jun-Jul** |  **YEAR TO DATE**  |  |  | **MONTH Jun-Jul** |  **YEAR TO DATE**  |
| **INCOME** |  |  |  |  **EXPENDITURE**  |  |  |
| RENT |  |  13.54  |  |  MAINTENANCE  |  |  |
| DEPOSIT |  |  60.00  |  |  RENT/DEPOSIT  |  30.00  |  295.00  |
| **TOTAL** |  -  |  73.54  |  |  **TOTAL**  |  30.00  |  295.00  |
|  |  |  |  |  |  |  |
| **CASH BOOK** |  AT 21.7.23  |  |  **BANK ACCOUNT**  |  AT 21.7.23  |
| BLANCE CD/FWD |  1,127.32  |  |  |  CURRENT ACCOUNT  |  1,097.32  |  |
| INCOME |  -  |  |  |  less: unpresented cheques  |  |  |
| EXPENDITURE |  (30.00) |  |  |  add: unpresented deposits  |  |  |
| **BALANCE** |  **1,097.32**  |  |  |  | **1,097.32**  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **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:** |  **37,280.81**  |  |  |  **Earmarked funds:**  |  **23,771.28**  |  |
|   |   |   |   |   |   |   |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Actuals vs Budget for the quarter ending 30.6.2023 |  |  |  |
|  |  |  |  |  |  |  |
|  | Actual |  |  | Actual | Budget |  |
|  | 31.3.2023 | **Income** |  | as at 30.6.2023 | 2024 | % |
|  | £ |  |  |  |  |  |
|  |  21,668  | Precept |   |  10,876.00  | 21,752 | 50% |
|  |  57  | Miscellaneous |   |  50.00  |   |   |
|  |  177  | Grass Cutting |   |   | 162 | 0% |
|  |  65  | Recycling |   |  611.34  | 200 | 306% |
|  |  283  | Interest |   |   |   |   |
|  |  22,250  |  |  | 11,537.34 | 22,114 | 52% |
|  |  | **Expenditure** |  |  |  |  |
|  |  7,327  | Clerk's salary |   |  1,767.30  | 7,500 | 24% |
|  |  200  | External Audit |   |   | 315 | 0% |
|  |  75  | Internal Audit |   |  85.00  | 80 | 106% |
|  |  304  | Insurance |   |  501.47  | 350 | 143% |
|  |  7,470  | Grass Cutting |   |   | 8,000 | 0% |
|  |  115  | Training/Travel exps |   |   | 100 | 0% |
|  |  365  | Subscriptions |   |  274.99  | 330 | 83% |
|  |  293  | Office expenses |   |  68.82  | 500 | 14% |
|  |  412  | Village Hall rent |   |  156.00  | 400 | 39% |
|  |  200  | S137 |   |   | 250 | 0% |
|  |  1,271  | Village work |   |  25.45  | 500 | 5% |
|  |   | Woodland Walk tree works |   |  1,800.00  | 200 | 900% |
|  |  138  | Glass recycling |   |  35.00  | 150 | 23% |
|  |  664  | Village Hall grant |   |   | 700 | 0% |
|  |  | Play Equipment inspection |   |   | 150 | 0% |
|  |   | Permissive Path |   |  349.00  | 349 | 100% |
|  |  35  | Website |   |  70.00  | 50 | 140% |
|  |   | Election costs |   |   | 640 | 0% |
|  |   | Sundry |   |   |   |   |
|  |   | Maintenance accrual |   |   | 1,550 |   |
|  |  18,869  |  |  | 5,133.03 | 22,114 | 23% |
|  |  |  |  |  |  |  |
|  |  3,382  | Surplus / (Deficit) |  |  6,404.31  |  -  |  |
|  |  |  |  |  |  |  |
|  |  27,321  | balance b/f |  | 33,675.04 |  |  |
|  |  |  |  |  |  |  |
|  |  -  | VAT (income) |   |  4,511.35  |  |  |
|  |  (4,511) | VAT (expenditure) |   |  (683.48) |  |  |
|  |  -  | CIL receipts |   |  -  |  |  |
|  |  -  | CIL expenditure |   |  -  |  |  |
|  |  6,088  | EV Charging points grant |   |  -  |  |  |
|  |  (3,044) | EV Charging points expenditure |   |  (3,044.00) |  |  |
|  |  500  | CAN Ukrainian grant |   |  -  |  |  |
|  |  (111) | CAN Ukrainian grant |   |  -  |  |  |
|  |  8,557  | S106 receipts |   |  -  |  |  |
|  |  (9,769) | S106 payments |   |  -  |  |  |
|  |  7,500  | Neighbourhood Plan grant |   |  -  |  |  |
|  |  (4,350) | Neighbourhood Plan expenditure |   |  (3,750.00) |  |  |
|  |  4,500  | Neighbourhood Plan grant BDC |   |  -  |  |  |
|  |  (458) | Neighbourhood Plan expenditure BDC |   |  (353.89) |  |  |
|  |  (1,929) | Earmarked Reserves expenditure |   |  -  |  |  |
|  |  |  |  |  |  |  |
|  |  33,675  |  |  | 36,759.33 |  |  |
|  18,072  |  | Current Account |  |  |  21,156.56  |  |
|  15,603  |  | BDC Parish Deposit |  |  |  15,602.77  |  |
|  |  |  |  |  |  |  |
|  | 5,493 | General Reserves |   | 14,115.37 |  |  |
|  | 28,182 | Earmarked Reserves |   | 22,643.96 |  |  |
|  | 33,675.04 | balance c/f |  | 36,759.33 |  |  |