# REEDHAM PARISH COUNCIL

Minutes of the Parish Council meeting held on Monday 6th November 2023 in the Village Hall.

**Present -** Councillors D Hale (Chair), L Bassett, M Barnes, R Endall, L George, C Mutten, S Pittam, M Smith, and the Parish Clerk C Dickson. 2 members of the public were in attendance. The Council meeting commenced at 7.30 pm.

**1-11-23) Apologies for Absence**

Cllr P Bagshaw, Cllr D Rushbrook.

**2-11-23) Declarations of Interest on the Agenda**

None.

**3-11-23) Minutes of Previous Meetings**

The minutes of the Parish Council meeting held on the 2nd October 2023 were **approved**, and were signed by Cllr Hale as Chair of the meeting.

**4-11-23) Matters Arising**

In response to the letter sent to Broadland DC regarding the lease of parts of Riverside quay to the Broads Authority the Clerk has spoken to the Community Assets Management Officer. He queried how the BA charging mooring fees is any different to the Nelson charging for their section of quay. The Nelson give a refund to those who use eat or drink with them and this has been fed back to BDC. The BA pay rent for the quay but this is offset by BDC contributing towards the Quay Ranger. They are hoping to take a percentage of the income generated from the mooring fees which could help to pay for improvements along Riverside. The lease negotiations are still ongoing.

He also gave an update on the dropped kerb for disabled access to the benches under the trees. Highways were not interested in helping so Broadland will be doing this themselves and tarmacking an area of hardstanding. There is no timescale for the works at the moment but it will be revisited in January when the budgets are reviewed. The Council would prefer a mesh in the grass to tarmac, the **Clerk** will feed back to BDC.

The officer has also reported a blocked drain near to the floodgates. This is more likely to be overflow flooding from the river. The flap valve was investigated by the Environment Agency a few years ago and was found to be working correctly but flooding continued therefore a fracture in the pipe is suspected.

**Public Participation**

County Councillor Lana Hempsall sent apologies.

District Councillor Grant Nurden sent his apologies but provided the following report:

The in person Town and Parish Council Forum on the 9th November at the Horizon Centre still has places available. Having attended the last online Forum I learnt about the Community Grant Scheme from the Communities Officer. The closing date for applications was last Friday and in that week I submitted two applications – one from Freethorpe PC and one from a community group in Reedham as well as 2 enquiries from other community groups.

The last of my Ward members grant was spent on equipment for a community group in Halvergate and I have already committed half of next year’s grant to a community group in Freethorpe. I am pleased that the message is getting out to community groups as I am now regularly receiving enquiries about grants.

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

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

Unfortunately due to illness the defibrillator training from the Freethorpe First Responders in October had to be cancelled. It is likely to be rearranged for the New Year.

Fundraising: our next Film Night, showing What’s Love got to do with it is on the 10th November at 7.30pm. Tickets cost £5 each and can be booked through the website. This is the last film showing for this year.

The October Cash Bingo jackpot wasn’t won therefore the jackpot for this month stands at £250 in 59 numbers or less.

On Saturday 2nd December we have a Christmas Party, from 5pm to 10pm. There will be a disco including an entertainer, Santa’s Grotto, and carols round the tree.

Bonfire Night was very well attended with the largest number of people we have ever had come to see the fireworks display. Cllr Hale thanked the Community Association and all involved for their work in putting on an excellent event and firework display.

Public

A member of the public raised the winter opening hours of the toilets. They are used by visitors, delivery van drivers, and cyclists but are now only open at the weekend. The **Clerk** will query this again with BDC.

**5-11-23) Parish Councillor vacancies**

1 application was received from Mr Robert Allen. He was unable to attend the meeting but was unanimously co-opted on to the Council. The Clerk will get him to sign the Declaration of Acceptance of Office before the next meeting.

**6-11-23) Planning Applications**

There were 2 planning applications for consideration:

1. 2023/3096 – single storey rear extension & associated internal reordering works at Oaklea 37B Witton Green, NR13 3HH. The Council were in favour of the application.
2. BA/2023/0405/HOUSEH – first floor extension and internal alterations at Reedling Cottage, 46 Riverside. The Council were in favour of the application.

**7-11-23) Biodiversity Policy**

The Natural Environment and Rural Communities Act 2006 places a duty on public authorities in England to have regard to conserving biodiversity as part of their policy or decision making. The Clerk presented a Biodiversity Policy to address this and it was unanimously **approved**.

**8-11-23) War Memorial Railings**

The neighbour of the War Memorial land has very kindly offered to weld the railings but will wait until after the Remembrance Service.

**9-11-23) Bike repair stand on Riverside**

The Clerk presented a selection of bike repair stands similar to the one behind the bus stop outside Folly Tree House in Acle. Costs were between £850 (without a pump) and £1500. There are no funds for this cost so the **Clerk** will look for grants. The Village Hall might be a better location than Riverside.

**10-11-23) To Discuss Updates on the Following**

1. **Speed Sensor**

In September the sensor was located at the top of Station Drive facing Freethorpe. The 85th percentile was 27.1mph, in September 2022 it was 31.1mph. The average number of vehicles per day was 369, fewer than last year.

In October it was on Station Road looking north up towards the station. The average number of cars was 795 per day, double last year’s figures. It is possible the data has been affected by heavy rain. The 85th percentile was 27mph, about the same as the last time it was there.

1. **Allotments**

The Allotment Association met and discussed the proposed increase in rents. They were not keen on a 60% increase so suggested a £5 per full size plot increase immediately and another £5 per full size plot next year. This would mean a small surplus each year and leave an acceptable amount in the account, which would be monitored.

They also discussed the cutting back of the reeds. Cllr Bassett has received advice from 2 environmentalists who have suggested dividing the reed bed into 2 or 3 sections and then cutting back one per year, rotating which one is cut each year. This would protect some of the habitat for wildlife. Any cut reeds need to be raked off and out of the ditch.

A social event is being planned with a speaker to talk about pruning fruit trees. The hedges are also being cut back.

Cllr Bassett was thanked for all the organisation she has done.

1. **Neighbourhood Plan**

The Regulation 16 Consultation is currently underway and finishes in the next few weeks. If there are minimal comments it will progress to examination.

1. **Woodland Walk**

It has been too wet to do anything in the last few weeks but the **Clerk** will organise a site visit with John Allaway to confirm the work that needs doing alongside the working party to repair the handrails to the steps. The steps are quite slippery at the moment due to the weather.

A tree has fallen across the top footpath, **Cllr Hale** will investigate and remove if safe to do so.

NCC Trails have confirmed they will repair the barrier at the start of the footpath from Holly Farm Road.

**11-11-23) Highways Issues**

CCllr Lana Hempsall provided the following Highways updates:

1. Witton Green – works to alleviate the flooding issues are programmed into the current schedule of works. There is not a timeframe for the work but it will be done
2. Church Dam – it does not look like the necessary work can/will be done as the road serves no houses or people therefore they cannot find the funding. They will ensure the Pettits hedge is cut back but that is a much as they can do.
3. Middle Hill – the last plan received had the bollard in the wrong place. Peter Smith and the Clerk did a site visit and marked where we thought the bollard(s) should go and this was forwarded on to Highways. CCllr Hempsall confirmed Highways will go with our suggestion.

The **Clerk** will send thanks to Highways for the flood alleviation work completed last year at the 2nd Limpenhoe turning. This has prevented flooding even in the recent heavy rain. The **Clerk** will also chase the new post on Church Road for the speed sensor.

**12-11-23) Correspondence Received**

* The East Norfolk Transport Users Association is publishing a document called Rail for Great Yarmouth – the next 10 year and is holding a launch event on Tuesday 21st November at Great Yarmouth Rail Station a 11am.
* A letter was received regarding the 80th anniversary of the downing of the 2 B17 bombers on the 21st February 2024 and asking if the Parish Council would consider organising an act of remembrance. This will be an agenda item for December and in the meantime Cllr Smith will contact RAF Lakenheath. Humpty Dumpty will be producing a commemorative beer.
* A letter was received this morning regarding the future of the Outlook magazine and a request for an increase in the donation from the Parish Council. This will be discussed at the December meeting.

**13-11-23) Financial Matters**

1. The monthly Income and Expenditure report for October was noted (see below). In addition the Actuals vs Budget figures to 30th September 2023 were reported and noted (see below).
2. The payments made in October were confirmed by Cllr Smith. This was noted by the Council.
3. Payments presented for approval were circulated to Councillors in advance. It was agreed to donate £88 to the Royal British Legion, a 10% increase on the donation from last year.

The following payments were **approved:**

Staff costs October 23 £ 575.84

Information Commissioner – annual Data Protection fee (DD 8.12.23) £ 35.00

Claudia Dickson – expenses Oct 23 £ 23.00

Moulton Nurseries – plants for the Riverside planters £ 44.02

Royal British Legion – donation for 2 poppy wreaths £ 88.00

Reedham Community Association – hall hire Sept 23 £ 33.00

Reedham Community Association – hall hire Oct 23 £ 33.00

**Total =** **£ 831.86**

**14-11-23) Items for the Next Agenda**

Outlook

Salary award

Update on the Barn Owl Close planning application

Public

Chris Bradbury reported that 4 goats were dumped in Pettitts car park overnight. They are trying to find the owners as they are all tagged.

A member of the public will be reporting 2 street name plates that have rotting wooden posts.

**15-11-23) Time and Date of Next Meeting.**

The next scheduled meeting is Monday 4th December 2023 at 7.30pm, at the Village Hall. The meeting finished at 20.45.

**16-11-23) Closed Session**

The Clerk has tendered her resignation due to being offered the position of Clerk and RFO to Brundall Parish Council. A 7 week notice period is required. Clerks to neighbouring Councils will be alerted to the vacancy. The **Clerk** will circulate current pay details and suggestions for a job advert.

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

**13-11-23) Financial Matters**

1. Income and Expenditure report for October 2023

|  |
| --- |
| **INCOME AND EXPENDITURE REPORT BARCLAYS BANK** |
| **AS AT 20.10.23** |
|  |  |  |  |  |  |  |
|  | **MONTH** | **YEAR TO DATE** |  |  | **MONTH** | **YEAR TO DATE** |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| PRECEPT | 10,876.00 | 21,752.00 |  | GROUND MAINTENANCE |  |  |
| GRANT |  |  |  | STATY/POST/PHONE ETC | 16.80 | 206.71 |
| TRAINING |  |  |  | VILLAGE WORK |  | 2,239.40 |
| BANK INTEREST |  |  |  | PROF/SUBS/TRAINING | 5.00 | 279.99 |
| NCC |  |  |  | STAFF SALARY/TAX/PENSION | 575.84 | 4,070.66 |
| GLASS |  | 556.62 |  | AUDIT & INSURANCE |  | 796.47 |
| MISCELLANEOUS |  | 104.72 |  | RECYCLING | 30.00 | 118.25 |
| ALLOTMENT A/C |  |  |  | SECTION 137 |  |  |
| PERMISSIVE PATH |  |  |  | ROOM HIRE/GRANTS |  | 251.00 |
| GRASS CUTTING |  |  |  | MISCELLANEOUS |  |  |
| **TOTAL** | 10,876.00 | 22,413.34 |  | **TOTAL** | 627.64 | 7,962.48 |
| Neighbourhood Plan |  | 3,850.00 |  | Neighbourhood Plan - Locality |  | 6,279.00 |
| HMRC VAT |  | 4,511.35 |  | Neighbourhood Plan - BDC |  | 344.79 |
| NCC EV points grant |  |  |  | VAT | 6.00 | 1,263.12 |
| S106 |  |  |  | NCC EV points grant |  | 3,044.00 |
| TRANSFER |  |  |  | Unkrainian grant |  | 270.00 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AT 20.10.23 |  | **BANK ACCOUNT** | AT 20.10.23 |  |
| BALANCE CD/FWD | 19,441.21 |  |  | CURRENT ACCOUNT | 29,683.57 |  |
| INCOME | 10,876.00 |  |  |  |  |  |
| EXPENDITURE |  (627.64) |  |  |  | 29,683.57 |  |
|  | **29,689.57** |  |  | Less unpresented chqs |  |  |
|  |  |  |  |  |  |  |
| TRANSFER |  -  |  |  |  |  |  |
| Neighbourhood Plan |  -  |  |  |  |  |  |
| Net VAT |  (6.00) |  |  |  |  |  |
| Ukrainian grant |  -  |  |  |  |  |  |
| NCC EV points grant |  -  |  |  |  |  |  |
| BALANCE | **29,683.57** |  |  | BALANCE | **29,683.57** |  |
|  |  |  |  |  |  |  |

|  |
| --- |
| **ALLOTMENT ACCOUNT** |
| **AS AT 20.10.23** |
|  |  |  |  |  |  |  |
|  | **MONTH** |  **YEAR TO DATE**  |  |  | **MONTH** |  **YEAR TO DATE**  |
| **INCOME** |  |  |  |  **EXPENDITURE**  |  |  |
| RENT |  168.75  |  232.29  |  |  MAINTENANCE  |  |  |
| DEPOSIT |  |  60.00  |  |  RENT/DEPOSIT  |  12.50  |  307.50  |
| **TOTAL** |  168.75  |  292.29  |  |  **TOTAL**  |  12.50  |  307.50  |
|  |  |  |  |  |  |  |
| **CASH BOOK** |  AT 20.10.23  |  |  **BANK ACCOUNT**  |  AT 20.10.23  |
| BLANCE CD/FWD |  1,122.32  |  |  |  CURRENT ACCOUNT  |  1,278.57  |  |
| INCOME |  168.75  |  |  |  less: unpresented cheques  |  |  |
| EXPENDITURE |  (12.50) |  |  |  add: unpresented deposits  |  |  |
| **BALANCE** |  **1,278.57**  |  |  |  |  **1,278.57**  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **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:** | **46,564.91**  |  |  |  **Earmarked funds:**  | **24,801.38**  |  |
|   |   |   |   |   |   |   |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Actuals vs Budget for the quarter ending 30.9.2023 |  |  |  |
|  | Actual |  |  | Actual | Budget |  |
|  | 31.3.2023 | **Income** |  | as at 30.9.2023 | 2024 | % |
|  | £ |  |  |  |  |  |
|  |  21,668  | Precept |   |  21,752.00  | 21,752 | 100% |
|  |  57  | Miscellaneous |   |  50.00  |   |   |
|  |  177  | Grass Cutting |   |   | 162 | 0% |
|  |  65  | Recycling |   |  611.34  | 200 | 306% |
|  |  283  | Interest |   |   |   |   |
|  |  22,250  |  |  | 22,413.34 | 22,114 | 101% |
|  |  | **Expenditure** |  |  |  |  |
|  |  7,327  | Clerk's salary |   |  3,494.82  | 7,500 | 47% |
|  |  200  | External Audit |   |  210.00  | 315 | 67% |
|  |  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 |   |  119.91  | 500 | 24% |
|  |  412  | Village Hall rent |   |  251.00  | 400 | 63% |
|  |  200  | S137 |   |   | 250 | 0% |
|  |  1,271  | Village work |   |  90.40  | 500 | 18% |
|  |   | Woodland Walk tree works |   |  1,800.00  | 200 | 900% |
|  |  138  | Glass recycling |   |  88.25  | 150 | 59% |
|  |  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  |  |  | 7,334.84 | 22,114 | 33% |
|  |  |  |  |  |  |  |
|  |  3,382  | Surplus / (Deficit) |  |  15,078.50  |  -  |  |
|  |  |  |  |  |  |  |
|  |  27,321  | balance b/f |  | 33,675.04 |  |  |
|  |  |  |  |  |  |  |
|  |  -  | VAT (income) |   |  4,511.35  |  |  |
|  |  (4,511) | VAT (expenditure) |   |  (1,257.12) |  |  |
|  |  -  | 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 |   |  (270.00) |  |  |
|  |  8,557  | S106 receipts |   |  -  |  |  |
|  |  (9,769) | S106 payments |   |  -  |  |  |
|  |  7,500  | Neighbourhood Plan grant |   |  3,850.00  |  |  |
|  |  (4,350) | Neighbourhood Plan expenditure |   |  (6,250.00) |  |  |
|  |  4,500  | Neighbourhood Plan grant BDC |   |  -  |  |  |
|  |  (458) | Neighbourhood Plan expend BDC |   |  (373.79) |  |  |
|  |  (1,929) | Earmarked Reserves expenditure |   |  -  |  |  |
|  |  |  |  |  |  |  |
|  |  33,675  |  |  | 45,919.98 |  |  |
|  18,072  |  | Current Account |  |  | 30,317.21  |  |
|  15,603  |  | BDC Parish Deposit |  |  | 15,602.77  |  |
|  |  |  |  |  |  |  |
|  | 5,493 | General Reserves |   | 22,215.92 |  |  |
|  | 28,182 | Earmarked Reserves |   | 23,704.06 |  |  |
|  | 33,675.04 | balance c/f |  | 45,919.98 |  |  |
|  |  |  |  |  |  |  |