# REEDHAM PARISH COUNCIL

Minutes of the Parish Council meeting held on Monday 4th December 2023 in the Village Hall.

**Present -** Councillors D Hale (Chair), Cllr R Allen, Cllr P Bagshaw, L Bassett, M Barnes, R Endall, L George, C Mutten, S Pittam, Cllr D Rushbrook, M Smith, DCllr Grant Nurden, and the Parish Clerk C Dickson. 4 members of the public were in attendance. The Council meeting commenced at 7.30 pm.

**1-12-23) Apologies for Absence**

None.

**2-12-23) Declarations of Interest on the Agenda**

None received.

**3-12-23) Minutes of Previous Meetings**

The minutes of the Parish Council meeting held on the 6th November 2023 were **approved** with 2 abstentions, and were signed by Cllr Hale as Chair of the meeting.

**4-12-23) Matters Arising**

New Councillor Rob Allen was welcomed to the Council. He was co-opted at the last meeting and signed his declaration of acceptance of office in the presence of Cllr George.

The Community Assets Management Officer at BDC is pushing for the tarmac not grid for the wheelchair access to the benches on Riverside. The Council confirmed they would prefer mesh to support the grass. The **Clerk** will feed back to BDC.

**Public Participation**

County Councillor Lana Hempsall sent apologies.

District Councillor Grant Nurden gave the following report:

Please note the article on page 15 in the most recent Broadland newsletter detailing the Ward grants, and in particular the funds given to Reedham Community Association.

Nominations for the Business Awards for 2024 close on the 15th December.

An update on Nutrient Neutrality was provided. All mitigations will be in the locality of need.

Broadland are providing a Winter Pressures Grant of up to £1500 per group for support during the colder months. It is aimed at vulnerable households and communities.

Pride in Place grants are still available. The Council discussed the recently advertised Clean up and Bloom grant for £300. Cllr Mutten proposed applying for a planter near the public toilets, as suggested by Peter Smith, to be the same design as the ones on Riverside. The costs of the project would be: £248 for the planter, £30 for compost, and £25-£50 for plants. Cllr Mutten would be happy to support any shortfall and contribute to the ongoing maintenance of the planter. The Council unanimously **approved** applying for the grant.

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

The December play equipment safety inspection has not yet been carried out.

Fundraising: We have a Christmas Quiz Night on the 13th December at 7.30pm.

The November Cash Bingo jackpot wasn’t won therefore the jackpot on the 18th December is £260 in 60 numbers or less.

The RCA Stage School proudly presents “The Heist Before Christmas”, a comedy set in a museum. Join the Clause family as they attempt to pull off their biggest heist yet. Performances are the 21st and 22nd December at 7.30pm, and the 23rd December at 2.30pm.

Our next Film Night is Agatha Christie’s “A Haunting in Venice” on the 12th January 2024 at 7.30pm. Tickets cost £5 each and can be booked through the website.

The Christmas Party on the 2nd December went very well. The magic show was excellent, and the DJ did a very good job of keeping the children entertained throughout the evening. My thanks to the WI ladies, and the RCA stage school children who, with their best singing voices, put on a great performance around the outside Christmas Tree on a very cold night.

Public

A member of the public commented that it would be nice if Broadland repair the wall outside the toilets, and that a tarmac area on the grass on Riverside will impact on the tree.

**5-12-23) Staffing Matters**

The Clerk and Cllr Hale met Aileen Beck for an informal chat. She has been invited to interview on Monday 11th December. Councillors will let the Clerk know who will be in attendance and the Clerk will circulate her CV.

**6-12-23) Planning Applications**

No planning applications were received.

The Clerk has emailed Helen Bowman to ask for an update on the Barn Owl Close extension but has received no reply. DCllr Nurden suggested copying in Phil Courtier to expedite a response.

**7-12-23) Meeting dates 2024**

The following meeting dates for 2024 were **approved**:

January - Monday 8th

February - no meeting

March - Monday 4th

April - Monday 8th

Annual Parish Meeting - Monday April 15th

Annual Parish Council Meeting – Monday 13th May

June - Monday 3rd

July - Monday 1st

August - no meeting

September - Monday 2nd

October - Monday 7th

November - Monday 4th

December - Monday 2nd

**8-12-23) B17 80th anniversary commemoration**

Cllr Smith gave an update on progress. 2 meetings have been held to coordinate the event and fundraising. Ian McLaughlan, who began the investigations into the downed planes in 1964, attended the second meeting and is keen to help. We are hoping to hold another meeting next week to continue the planning, which includes organising closure of the road, fundraising quiz night, and potential grants. Any funds raised will be held by the Council in an earmarked reserve.

Cllrs George, Bassett, and Mary Blanche are in charge of producing posters, a flyer, and the brochure. We are hoping children from the school will attend to lay flowers and possibly read out the names of the fallen. Cllr Bassett has created a Facebook page for the event. The press will be contacted nearer the time to help with publicity. The church will be in charge of the memorial part of the service. The American Taps, rather than the Last Post, will be played followed by Reveille.

David Breeze is helping to search for family members of the men, and to see if we can find pictures for all of them, we are missing 3. An honour guard will be provided by RAF Mildenhall, and representatives of the local RBL branches will attend.

The Village Hall is booked for the 21st February. Cllr Endall was asked if he could be the official photographer, and agreed.

A provisional date of the Tuesday 16th January has been set for a talk by Ian McLaughlan and a showing of the Time Team dig in 1998.

Chris Woollands is rounding up volunteers to help on the day, and the WI may be approached to help with refreshments at the Village Hall afterwards. Ian McLaughlan is also investigating some singers who perform music from the 1940s.

Humpty Dumpty are brewing a beer for the event.

**9-12-23) The future of the Outlook magazine and a request for an increased donation**

Publishing the Outlook is costing the church about £500 per year to produce. They are considering a twice yearly magazine instead of the current monthly one and sent a request for the Council to increase their annual contribution to £350. Councillors wished to know the costs of production and what income the magazine is generating from which sources before making a decision on any increased funding being offered. The **Clerk** will action.

**10-12-23) To Discuss Updates on the Following**

1. **Speed Sensor**

In October it was on Station Road looking north towards the station. The average number of cars was 458 per day, which equates to about 27 per hour, with the busiest periods being around school drop off and pick up. The 85th percentile was 27.5mph.

1. **Allotments**

Very quiet with not much going on.

1. **Neighbourhood Plan**

An examiner has been appointed.

1. **Woodland Walk**

Cllr Hale was hoping to combine a site visit with John Allaway with repair of the handrails but due to John’s busy schedule this isn’t going to be possible. Cllrs Hale, Smith, and Allen will mend the handrail and organise the working party to clear the undergrowth when John has visited.

The Clerk has located the minutes that confirm the purchase of the land: 24th January 1981. Cllr Barnes will take the minute book to search for the solicitors involved in order to track down the deeds.

1. **Public Toilets**

The Contracts Manager at Broadland has been contacted for an update but no reply received as yet.

**11-12-23) Highways Issues**

The Acting Head at Reedham Primary and Nursery School, Beth Spaul, attended the meeting. Councillors chose 4 posters produced by children at the school for a road safety project to warn motorists to slow down past the school. The Council will provide prizes for when they are erected.

She gave an update on the school’s progress: I was initially appointed for 1 term to cover after the departure of Chris Edwards. This has now been extended to the end of the academic year. The school has become an associate member of Consortium Trust and is likely to join on a permanent basis at the end of the associate membership, becoming an academy. We will be working closely with the cluster school, Winterton. We will be holding a Rudolph Run next week to raise money for Nelson’s Journey. More links with the Parish Council are very welcome and it would be great if we could combine for more competitions. A request for help with visibility on the blind corner of the Ship was discussed. The **Clerk** will contact Highways to see what help can be given.

Mary Blanche asked if she could give a talk at the school about the B17 commemoration, and if 2 children could be asked to lay flowers on the day. **Cllr George** will coordinate.

The school Christmas Fayre will be on Thursday at 2pm.

A regular report from the school to the Council would be welcomed.

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

None received.

**13-12-23) Financial Matters**

1. The monthly Income and Expenditure report for November was noted (see below).
2. The payments made in November were confirmed by Cllr Smith. This was noted by the Council.
3. Payments presented for approval were circulated to Councillors in advance.

The following payments were **approved:**

Staff costs November 23 including back pay £ 918.35

Lesley George – flowers for Diane £ 12.00

Broads Society – annual membership £ 16.00

John Self – churchyard maintenance 2023 £ 3,540.00

Staff costs December 23 £ 384.94

Broadland District Council – dog waste bin collection 2022-2024 £ 664.38

Reedham Community Association – hall hire Oct 23 £ 5,187.24

**Total =** **£10,722.91**

1. The pay award and new NJC scales for 2023/24 were received and noted.

**14-12-23) Items for the Next Agenda**

Precept budget

Public

Cllr Nurden reported that the next Marshes Cluster meeting will be held on the 17th January 2024 in Freethorpe Village hall at 7.30pm. If Councillors have any actions or agenda items please send them to the Clerk.

**15-12-23) Time and Date of Next Meeting.**

The next scheduled meeting is Monday 8th January 2024 at 7.30pm, at the Village Hall. The meeting finished at 21.12.

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

**13-12-23) Financial Matters**

1. Income and Expenditure report for November 2023

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **INCOME AND EXPENDITURE REPORT BARCLAYS BANK** | | | | | | |
| **AS AT 21.11.23** | | | | | | |
|  |  |  |  |  |  |  |
|  | **MONTH** | **YEAR TO DATE** |  |  | **MONTH** | **YEAR TO DATE** |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| PRECEPT |  | 21,752.00 |  | GROUNDS MAINTENANCE |  |  |
| GRANT |  |  |  | STATY/POST/PHONE ETC | 23.00 | 229.71 |
| TRAINING |  |  |  | VILLAGE WORK | 124.69 | 2,364.09 |
| BANK INTEREST |  |  |  | PROF/SUBS/TRAINING |  | 279.99 |
| NCC |  |  |  | STAFF SALARY/TAX/PENSION | 575.84 | 4,646.50 |
| GLASS |  | 556.62 |  | AUDIT & INSURANCE |  | 796.47 |
| MISCELLANEOUS |  | 104.72 |  | RECYCLING |  | 118.25 |
| ALLOTMENT A/C |  |  |  | SECTION 137 |  |  |
| PERMISSIVE PATH |  |  |  | ROOM HIRE/GRANTS | 66.00 | 317.00 |
| GRASS CUTTING |  |  |  | MISCELLANEOUS |  |  |
| **TOTAL** | 0.00 | 22,413.34 |  | **TOTAL** | 789.53 | 8,752.01 |
| 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 | 7.33 | 1,270.45 |
| S106 |  |  |  | NCC EV points grant |  | 3,044.00 |
| TRANSFER |  |  |  | Unkrainian grant |  | 270.00 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AT 21.11.23 | |  | **BANK ACCOUNT** | AT 21.11.23 |  |
| BALANCE CD/FWD | 29,683.57 |  |  | CURRENT ACCOUNT | 28,886.71 |  |
| INCOME | 0.00 |  |  |  |  |  |
| EXPENDITURE | (789.53) |  |  |  | 28,886.71 |  |
|  | **28,894.04** |  |  | Less unpresented chqs |  |  |
|  |  |  |  |  |  |  |
| TRANSFER | - |  |  |  |  |  |
| Neighbourhood Plan | - |  |  |  |  |  |
| Net VAT | (7.33) |  |  |  |  |  |
| Ukrainian grant | - |  |  |  |  |  |
| NCC EV points grant | - |  |  |  |  |  |
| BALANCE | **28,886.71** |  |  | BALANCE | **28,886.71** |  |
|  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **ALLOTMENT ACCOUNT** | | | | | | |
| **AS AT 21.11.23** | | | | | | |
|  |  |  |  |  |  |  |
|  | **MONTH** | **YEAR TO DATE** |  |  | **MONTH** | **YEAR TO DATE** |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| RENT | 121.25 | 328.54 |  | MAINTENANCE |  |  |
| DEPOSIT |  | 60.00 |  | RENT/DEPOSIT |  | 307.50 |
| **TOTAL** | 121.25 | 388.54 |  | **TOTAL** | - | 307.50 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AT 21.11.23 | |  | **BANK ACCOUNT** | AT 21.11.23 | |
| BLANCE CD/FWD | 1,278.57 |  |  | CURRENT ACCOUNT | 1,399.82 |  |
| INCOME | 121.25 |  |  | less: unpresented cheques |  |  |
| EXPENDITURE | - |  |  | add: unpresented deposits |  |  |
| **BALANCE** | **1,399.82** |  |  |  | **1,399.82** |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **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:** | **45,889.30** |  |  | **Earmarked funds:** | **23,704.06** |  |
|  |  |  |  |  |  |  |