# REEDHAM PARISH COUNCIL

Minutes of the Parish Council meeting held on Monday 8th January 2024 in the Village Hall.

**Present -** Councillors D Hale (Chair), Cllr R Allen, Cllr P Bagshaw, L Bassett, M Barnes, R Endall, L George, Cllr D Rushbrook, M Smith, DCllr Grant Nurden, and the Parish Clerk C Dickson. 2 members of the public were in attendance. The Council meeting commenced at 7.30 pm.

**1-1-24) Apologies for Absence**

Cllrs C Mutten, S Pittam.

**2-1-24) Declarations of Interest on the Agenda**

None received.

**3-1-24) Minutes of Previous Meetings**

The minutes of the Parish Council meeting held on the 4th December 2023 were **approved**, and the minutes of the Parish Council meeting held on the 20th December 2023 were **approved** with 4 abstentions. Both sets of minutes were signed by Cllr Hale as Chair of the meeting.

**4-1-24) Matters Arising**

None received.

**Public Participation**

District Councillor Grant Nurden gave the following report:

A Winter Pressures Grant is available.

The wall by the toilets will be repaired.

A conversation has been had with Helen Bowman about Barn Owl Close, and asked her to contact the Clerk with an update. The Assistant Director of Planning, Helen Mellors retires at the end of March and will be replaced by Ben Burgess who used to be a senior planning officer with Broadland.

The BDC comms team have been in touch with Cllr Smith to see what help they can give.

There is a Keep it Going fund, which Freethorpe Girl Guides received funding from, which might be able to help with the Outlook.

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

There were no issues with the January play equipment safety inspection.

Fundraising: we will be showing “A Haunting in Venice” on the big screen this Friday, 12th January at 7.30pm.

The Christmas Quiz Night was very well attended with 8 tables.

The December Cash Bingo jackpot was won and the lucky winter took home £260. The jackpot for January £150 in 49 numbers or less.

The RCA Stage School performed their Christmas production of “The Heist Before Christmas” in December. The children did really well. It was well attended and received good feedback. We are looking forward to both the adult and children’s productions for 2024 starting in March with the adult group’s Agatha Christie “And then there were none”.

We have a Road Race on Sunday 23rd January but we do not have confirmation of the number of runners taking part yet.

Public

A member of the public reported that the doctor’s surgery will be opening on a Wednesday.

Congratulations were given to Chris Bradbury, Chairman of the Community Association, on receiving a British Empire Medal in the New Year’s honours. He was thanked for all he does for the village.

**5-1-24) Planning Applications**

No planning applications were received.

**6-1-24) Grass cutting tender documents**

The tender documents for the next period of grass cutting grounds maintenance, April 2024-March 2027, were considered by the Council. The maintenance of the Permissive Path has been changed to once a month not 3 times per year, to keep the path to 1.2m wide, and to strim the steps, boardwalk and bridge every month.

Cllr Hale has spoken to Jo Lester regarding the churchyard maintenance as the original plan was to get the conservation level high enough for another body to take over. She is confirming if this is still possible.

The tender documents were **approved**.

**7-1-24) B17 80th anniversary commemoration 21st February 2024**

Nick Moore will be asked to read the Exhortation. He is a Reedham resident and a serving soldier.

We are having fortnightly meetings to coordinate the plans. Photos of all the airmen have been found.

Fundraising is going well with a £500 grant from Clarion promised. This will cover the costs of printing the commemoration booklet and flyers. We are looking for quiz and bingo prizes with a value over £5.

We are getting good feedback on the talk Ian McLaughlan will be giving on the 2nd February.

Volunteers from Norfolk aviation museums will help on the day. We hope to have bunting and table decorations in the hall and a display of WWII artefacts.

We are spreading the work on Facebook.

Details of the service are in hand and the booklet is just about complete.

We are still hoping that children from the school will be in attendance to lay flowers. We will need parental permission for photos but Mary Blanche is hoping to do a presentation at the school in advance to promote the event.

Cllr Smith is worried about the number of people who may wish to come back to the hall afterwards and invitation only is being considered, although this would be difficult to police.

The Parish Council agreed that a wreath should be laid on their behalf. The **Clerk** will organise.

**8-1-24) The future of the Outlook magazine and a request for an increased donation**

The Outlook receives some income from advertisements and none from sales in Reedham. The Council felt there should be an ‘opt in’ system for receiving the magazine rather than an ‘opt out’. This would reduce the costs of production considerably.

The Council **approved**, with 2 abstentions, continuing to support the Outlook but were not prepared to contribute over and above the current £120 per year.

**9-1-24) Woodland Walk ownership and Land Registry registration**

The deeds have been found and they confirm that we own the land. However the ownership was not documented properly at the time with Land Registry. In order to correct that now it will need to be completed by lawyers at a cost of £1,500. This was **approved** by the Council.

The **Clerk** was asked to contact the insurers to inform them of the land ownership.

There is a future discussion needed on the safeguarding of Parish Council documents. Where should they be stored and who should have responsibility for them. Thanks were given to Cllr Barnes for all his work on locating the deeds. The minute book was returned to the Clerk.

**10-1-24) To Discuss Updates on the Following**

1. **Speed Sensor**

In December it was on Riverside looking towards the Lord Nelson. The 85th percentile was 18.6mph. This is perhaps not the best location for it on Riverside as traffic naturally slows there but there are no other suitable posts. The average number of cars was 297 per day. It is now located at the school.

1. **Allotments**

There are problems finding someone to cut the reeds back as we want, 1/3rd at a time with a tall cut then a short cut an hour later to allow any animals to evacuate. Cllr Hale will contact Beckhithe to ask if they could help.

There has also been difficulty sourcing any woodchippings. Cllr Hale will ask Reedham Builders and Cllr Bassett will ask John Allaway.

The Allotment Association held a social event, Christmas dinner, at the Cantley Cock and are planning a BBQ in the summer.

1. **Neighbourhood Plan**

A meeting will be held in the next couple of weeks to discuss any feedback from the examiner. The good news is that GLNP site 3003, Maypole Hill, has been dropped from the Local Plan

1. **Woodland Walk**

The handrails have not yet been mended but Cllrs Hale, Bassett, Smith and Pittam met John Allaway for a site visit and he will send a summary of what they talked about. There is nothing dangerous to attend to and he highlighted areas where bits can be done. There are some areas where the sun comes through that can be cleared to encourage ground growth, and ivy on the top path can be cut back.

There is a small amount of litter to be cleared. We have more responsibility now that we know we own the land.

1. **Public Toilets**

There has been no response on transferring ownership of the toilets to the Parish Council. But the flower bed outside has been replanted.

Cllr Hale reported that the disabled door does not shut and the basin doesn’t work. The **Clerk** to report.

1. **Clean up and Bloom grant application**

The application was submitted and we have received £300.

**11-1-24) Highways Issues**

Nothing received.

**12-1-24) Correspondence Received**

None received.

**13-1-24) Budget and Precept 2024/25**

The Clerk presented the budget for 2024/25 (see below). The Clerk and Cllrs Hale and Basset met last week to finalise the budget. There have been 2 amendments since that meeting (included in the budget presented). The Internal Auditor, Sonya Blythe, has increased her price this year to £120. This was **accepted** by the Council. No allowance for the dog waste bin emptying had been included.

The budget and precept for 2024/25 was unanimously **approved** at £23,392.

**14-1-24) Financial Matters**

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

The following payments were **approved:**

Reedham Community Association – hall hire Nov & Dec 23 £ 147.00

Countrystyle Recycling – glass recycling hall & Riverside Nov-Dec 23 £ 45.00

NALC – Cllr Endall new councillor training £ 36.00

Unity Trust bank – bank charges 17.11-4.12.23 £ 3.52

HMRC – PAYE Jan 24 £ 96.20

**Total =** **£ 327.72**

Allotment account:

Unity Trust bank – bank charges 17.11-4.12.23 £ 3.52

**Total =** **£ 3.52**

The Council may need to consider paying for the Allotment bank charges as it was the Council’s decision to move bank accounts.

**15-1-24) Items for the Next Agenda**

Document storage

Public

B17 flyers for Ian McLaughlan talks need circulating.

Cllrs Hale and Bassett are meeting the new Clerk on Thursday to walk round the village. Cllr George invited them for tea or coffee at the brewery. The expected start date for the new Clerk is the 23rd February 2024.

The next Cluster meeting will be on the 17th January 2024 in the sports pavilion in Freethorpe.

**16-1-24) Time and Date of Next Meeting.**

The next scheduled meeting is Monday 4th March 2024 at 7.30pm, at the Village Hall. The meeting finished at 20.49.

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

**13-1-24) Budget and Precept 2024/25**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Forecast Accounts to 31.3.2024 | |  |  |  |  |  |
| Budget & Precept to 31.3.2025 | |  |  |  |  |  |
| Actual |  | Actual | Forecast | Actual & Forecast | Budget | Precept |
| 31.3.2023 |  | 8m to 14.11.23 | Est. 4 mths | 31.3.2024 | 31.3.2024 | 31.3.2025 |
| £ |  | £ | £ | £ | £ | £ |
|  | **Expenditure** |  |  |  |  |  |
| 7,327 | Clerk's salary | 4,647 | 3,510 | 8,157 | 7,500 | 8,560 |
| 200 | External Audit | 210 |  | 210 | 315 | 250 |
| 75 | Internal Audit | 85 |  | 85 | 80 | 120 |
| 304 | Insurance | 501 |  | 501 | 350 | 550 |
| 7,470 | Grass Cutting |  | 7,863 | 7,863 | 8,000 | 8,700 |
| 115 | Training/Travel exps |  | 100 | 100 | 100 | 100 |
| 365 | Subscriptions | 280 | 51 | 331 | 330 | 400 |
| 293 | Office expenses | 160 | 80 | 240 | 500 | 400 |
| 412 | Village Hall rent | 317 | 100 | 417 | 400 | 400 |
| 200 | S137 |  |  | 0 | 250 |  |
|  | Dog bin emptying |  |  |  |  | 250 |
| 1,271 | Village work | 215 | 108 | 323 | 500 | 750 |
|  | Woodland Walk tree work | 1,800 |  | 1,800 | 200 | 500 |
| 138 | Glass recycling | 118 | 59 | 177 | 150 | 200 |
| 664 | Village Hall grant |  | 700 | 700 | 700 | 700 |
|  | Play Equipment inspection |  | 150 | 150 | 150 | 150 |
|  | Permissive Path | 349 |  | 349 | 349 | 349 |
| 35 | Website | 70 |  | 70 | 50 | 90 |
|  | Election costs |  |  | 0 | 640 |  |
|  | Maintenance Accrual |  | 1,550 | 1,550 | 1,550 | 1,700 |
|  | **Income** |  |  |  |  |  |
| (57) | Miscellaneous Income | (50.00) |  | (50.00) |  |  |
| (177) | Grass Cutting BDC |  | (177.11) | (177.11) | (162.00) | (177.00) |
| (65) | Recycling credits | (611.34) |  | (611.34) | (200.00) | (300.00) |
| (283) | Interest |  | (300.00) | (300.00) |  | (300.00) |
|  |  |  |  |  |  |  |
| 18,286 |  | 8,091 | 13,793 | 21,884 | 21,752 | 23,392 |
|  |  |  |  |  |  |  |
| 21,668 | Precept | 21,752 |  | 21,752 | 21,752 | 23,392 |
|  |  |  |  |  |  |  |
| 3,382 | Surplus / (Deficit) |  |  | (132.15) | - | - |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| 441 | Band D Properties |  |  | 445 |  | 441 |
| 49.13 | Estimated Band D tax rate |  |  | 48.88 |  | 53.04 |
|  | % change |  |  | -0.51% |  | 8.5% |
|  | difference (£) |  |  | -0.25 |  | 4.16 |
|  | difference per month (£) |  |  | -0.02 |  | 0.35 |

**14-1-24) Financial Matters**

1. Income and Expenditure report for December 2023

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **INCOME AND EXPENDITURE REPORT BARCLAYS BANK** | | | | | | |
| **AS AT 31.12.23** | | | | | | |
|  |  |  |  |  |  |  |
|  | **MONTH** | **YEAR TO DATE** |  |  | **MONTH** | **YEAR TO DATE** |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| PRECEPT |  | 21,752.00 |  | GROUND MAINTENANCE | 7,862.70 | 7,862.70 |
| GRANT |  |  |  | STATY/POST/PHONE ETC | 3.52 | 233.23 |
| TRAINING |  |  |  | VILLAGE WORK | 553.65 | 2,917.74 |
| BANK INTEREST |  |  |  | PROF/SUBS/TRAINING | 51.00 | 330.99 |
| NCC |  |  |  | STAFF SALARY/TAX/PENSION | 1,303.29 | 5,949.79 |
| GLASS |  | 556.62 |  | AUDIT & INSURANCE |  | 796.47 |
| MISCELLANEOUS |  | 104.72 |  | RECYCLING |  | 118.25 |
| ALLOTMENT A/C |  |  |  | SECTION 137 |  |  |
| PERMISSIVE PATH |  |  |  | ROOM HIRE/GRANTS |  | 317.00 |
| GRASS CUTTING | 177.11 | 177.11 |  | MISCELLANEOUS |  |  |
| **TOTAL** | 177.11 | 22,590.45 |  | **TOTAL** | 9,774.16 | 18,526.17 |
| 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 | 975.27 | 2,245.72 |
| S106 |  |  |  | NCC EV points grant |  | 3,044.00 |
| TRANSFER |  |  |  | Unkrainian grant |  | 270.00 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AT 31.12.23 | |  | **BANK ACCOUNT** | AT 31.12.23 |  |
| BALANCE CD/FWD | 28,886.71 |  |  | CURRENT ACCOUNT | 18,314.39 |  |
| INCOME | 177.11 |  |  |  |  |  |
| EXPENDITURE | (9,774.16) |  |  |  | 18,314.39 |  |
|  | **19,289.66** |  |  | Less unpresented chqs |  |  |
|  |  |  |  |  |  |  |
| TRANSFER | - |  |  |  |  |  |
| Neighbourhood Plan | - |  |  |  |  |  |
| Net VAT | (975.27) |  |  |  |  |  |
| Ukrainian grant | - |  |  |  |  |  |
| NCC EV points grant | - |  |  |  |  |  |
| BALANCE | **18,314.39** |  |  | BALANCE | **18,314.39** |  |
|  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ALLOTMENT ACCOUNT** | | | | | | |
| **AS AT 31.12.23** | | | | | | |
|  |  |  |  |  |  |  |
|  | **MONTH** | **YEAR TO DATE** |  |  | **MONTH** | **YEAR TO DATE** |
| **INCOME** |  |  |  | **EXPENDITURE** |  |  |
| RENT |  | 328.54 |  | MAINTENANCE | 3.52 | 3.52 |
| DEPOSIT |  | 60.00 |  | RENT/DEPOSIT |  | 307.50 |
| **TOTAL** | - | 388.54 |  | **TOTAL** | 3.52 | 311.02 |
|  |  |  |  |  |  |  |
| **CASH BOOK** | AT 31.12.23 | |  | **BANK ACCOUNT** | AT 31.12.23 | |
| BLANCE CD/FWD | 1,399.82 |  |  | CURRENT ACCOUNT | 1,396.30 |  |
| INCOME | - |  |  | less: unpresented cheques |  |  |
| EXPENDITURE | (3.52) |  |  | add: unpresented deposits |  |  |
| **BALANCE** | **1,396.30** |  |  |  | **1,396.30** |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **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:** | **35,313.46** |  |  | **Earmarked funds:** | **23,704.06** |  |
|  |  |  |  |  |  |  |