



# Raynham Parish Council

## Meeting Minutes

Tuesday 23 March 2021, 7pm

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Parish Councillors present: David Sidell (Chairman), Andrew Buck, (Vice Chairman), Richard Brooke, Tim Mudd, Barry Sergeant, Tracey Fenn, Tom FitzPatrick (County Councillor).

Also in attendance: Jodie Bond (Parish Clerk), there were no members of the public.

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**1. Welcome and to receive apologies for absence**

Chairman welcomed all those present. Apologies received from Andrew Buck (Vice Chairman). Apologies accepted.

**2. To receive declarations of interest in items on the agenda and consider any requests for dispensations**

There were none.

**3. To approve the minutes of meeting held on 26 January 2021**

The minutes were approved without amendment.

**4. To report progress on items not on the agenda from the last meeting**

There were none.

**5. Receive reports from NCC & NNDC Councillors and PC if attending**

*Councillors reports are available to view via our website [www.raynhampc.info](http://www.raynhampc.info)*

**NCC Cllr FitzPatrick**

*Full report available from our website.*

**NNDC Cllr Housden**

*Not present.*

**6. Open forum for Public Participation: an opportunity to hear from members of the public**

There were none.

**7. Open Spaces**

**7.1 White village gateways update**

The East and South Raynham gateways have now been installed. Clerk to chase up the roundels for the East Raynham gateway.

**7.2 Receive update on highways related issues**

Clerk had reported the grass triangle at the top of The Drove to Highways and Steve White at NCC Highways agreed to consider installing a bollard. However, following discussion, it was agreed that

since the contractors have left the nearby work site there is no longer any damage to the green and it was agreed to leave it for now and monitor it.

Clerk had also forwarded the photos of the damaged verge to the entrance of Bowling Green. Highways have advised that they may be able to source some funding towards installing a trod along this verge. Cllr FitzPatrick agreed to follow this up with Highways on our behalf.

The Chairman may also approach the developers, whose contractors caused the damage, for a contribution towards the repairs of the verge.

Cllr Brookes asked about the sewerage leaking on Hollow Lane. Chairman advised that it was due to an over full septic tank owned by one of the properties, but this had now been rectified and should remedy the situation.

7.3 Consider and agree replacing street lighting with LED lights

A refund had been received of £964.22 from Eon following the recent update to the UKPN supply certificate. Clerk to complete a funding application for Sheringham Shoal for the full amount of the funding required.

K&M Lighting Services contract is due for renewal. Following discussion, the Council RESOLVED to renew the annual maintenance contract.

7.4 Receive update on footpath behind The Drove

The Chairman had spoken to the homeowner regarding the shed and fence. The fence had now been moved but the shed is not obstructing the footpath.

Cllr Fenn remained concerned with the access along the footpath and maintaining the correct width of the footpath. Clerk to contact Highways and request for it to be surveyed and clarified for our records. Update to follow.

7.5 Consider defibrillator annual support subscription

Cllr Brooke had reported an error message on the defibrillator electrodes. The defib has been temporarily taken out of service. The cost to replace the electrodes would be £42 each set of pads + £4 P&P + VAT, however if we subscribe to the annual support package with CHT for £135 + VAT per year, these consumables would be covered. Following discussion, the Council RESOLVED to subscribe to the annual support package and arrange for the electrodes to be replaced ASAP. Clerk to action.

7.6 Consider any highways issues to be reported

There were none.

7.7 Receive update on bus shelter at The Orchard

Cllr Mudd advised that he had liaised with FW Properties regarding the location of the bus shelter, which they agreed would be inside the gate of The Orchard. The Clerk had then forwarded the details and plan showing the preferred location of the new bus shelter Cllr Housden and NNDC Planning Department. Clerk to follow up.

## 8. Planning Matters

### 8.1 To receive results of applications

PF/20/0756 | 9 & 10 West Raynham Road, South Raynham, Fakenham, NR21 7HG

Variation of condition 2 (approved plans) of planning permission PF/18/0034 to allow for changes to internal layout, installation of air source heat pump with enclosure, new lean-to extension to north elevation following demolition of existing lean-to; alterations to windows.

**PC Comment – Neutral | NNDC decision - Awaiting**

LA/20/0757 | 9 & 10 West Raynham Road, South Raynham, Fakenham, NR21 7HG

Variation of condition 2 (approved plans) of listed building consent LA/18/0027 to allow for amendments to approved works associated with changes to internal layout, installation of air source heat pump with enclosure, new lean-to extension to north elevation following demolition of existing lean-to; alterations to windows.

**PC comment – Neutral | NNDC decision - Awaiting**

PF/20/0763 | Plot opposite No. 9 West Raynham Road, South Raynham

Variation of Condition 2 of Planning permission PF/18/0041 to allow for changes in design detailing and finishes

**PC comment – Neutral | NNDC decision – Awaiting**

PF/17/0729 - Erection of 94 dwellings - Objection – No decision

**PC comment – Objection | – NNDC decision - Awaiting**

PF/20/1384 | Change of use of agricultural field and woodland to camping site for 10 yurts

Land west of walled garden, Raynham Hall, Raynham

**PC comment – Neutral - The white tops of the yurts are not in keeping with the natural surroundings.**

**NNDC decision – Awaiting**

PF/20/1591 | 1 Swaffham Road, East Raynham, Fakenham, NR21 7EE

Two storey detached dwelling following demolition of existing dwelling: new vehicular access to Swaffham Road (A1065) via Hall Farm

**PC comment – Supports | NNDC decision – Awaiting**

PF/20/1580 | 8-10 Swaffham Road, East Raynham, Fakenham, NR21 7EE

Demolition of existing house and erection of three replacement dwellings

**PC comment – Supports | NNDC decision – Awaiting**

PF/20/1581 | 7 Swaffham Road, East Raynham, Fakenham, NR21 7EE

Demolition of existing house and erection of replacement dwelling and garage

**PC comment – Supports | NNDC decision – Awaiting**

LA/20/1977 | Vere Lodge, West Raynham Road, South Raynham, Fakenham, NR21 7HE

Restoration of existing windows, replacement doors and windows, new entrance portico and new fencing

**PC comment – No objection | NNDC decision - Approved**

8.2 To receive and consider new applications

PF/21/0269 | Manor Farm, West Raynham Road, South Raynham, Norfolk, NR21 7HE

Outdoor swimming pool 25m x 3.5m x 1.2m deep

**PC comment – Neutral**

PF/20/1384 | Land West Of Walled Garden, Raynham Hall, Raynham

Change of use of agricultural field and woodland to camping site for use by 10 yurts (retrospective);

**PC comment – Neutral** (Previous comment noted regarding the white tops not blending with the surroundings).

ADV/21/0663 | Ruins of St Margaret's Church, The Street, West Raynham

Interpretation board within grounds

**PC comment – Support**

## 9. Correspondence

NNDC governance review boundary change letters had been sent to residents at The Kiptons, however FW Properties had not received a copy. All affected residents will therefore have the opportunity to comment on the proposal. Two positive responses had been received by NNDC from residents so far. If the boundary change goes ahead the precept would increase for the Parish Council and the whole Solar Farm would also fall within Raynham Parish.

Following discussions there were some concerns with having many additional properties within Raynham. Cllr FitzPatrick advised that there is a tendency to have larger councils now, to help get more people interested in becoming Councillors etc, and an advantage would be the increase in precept. People may have to petition for a separate Parish Council for the RAF base, if required. The consultation period will end on 30<sup>th</sup> April 2021.

**10. Finance**

10.1 To approve the payment of accounts list

The Council RESOLVED to approve the payments list (below)

Payment to	Description		Payment
Clerk	Salary	Online	£234.70
Hempton PC	Clerk Mobile, Laptop & Stationery Contribution	Online	£19.25
HMRC	PAYE	Online	£5.40
D Sidell	Drain Cover Replacement Expenses	Online	£15.55
CGM Ltd	Grass Cutting	Online	£237.65
NALC	Subscription for 2021-22	Online	£115.75
Eon	Electricity costs Feb	DD	£120.89
ICO	Subscription	DD	£35.00
<b>Total payments to be approved</b>			<b>£784.19</b>
Receipt from	Description	Ref	Amount
Barclays	Interest earned on savings	DC	£0.01
Eon	Electricity refund	DC	£964.22
<b>Total receipts received</b>			<b>£964.23</b>

Payments to be made online.

10.2 To agree subscriptions to associations for 2021/22 (NALC/NPTS)

Quotations had been received from NALC (£115.75) and NPTS (£65.36). Following discussion, the Council RESOLVED to renew their subscription to NALC for £115.75.

10.3 To discuss and agree new payroll services for the Clerks salary

Clerk presented various price options of payroll agent fees. The most competitive price was from Samantha Jackson for £50 per annum. The current annual fee is £49.50. Following discussion, the Council RESOLVED to go ahead with Samantha Jackson and maintain professionalism.

**11. To approve the Risk Management Policy**

Following review, The Council RESOLVED to adopt the Risk Management Policy without amendment.

**12. To receive any items for inclusion on the next agenda and to note the date of the next meeting**

Date of next meeting will be Tuesday 25 May 2021.

The Chairman closed the meeting at 8.15pm

Signed by Chairman: ..... Date: .....