



Raynham Parish Council

Annual Parish Council Meeting Minutes

Wednesday 14 May 2024

Parish Councillors present: David Sidell (Chairman), Richard Brooke (Vice Chairman), Tim Mudd, Barry Sergeant and Tom Raynham. Also in attendance: Jodie Bond (Parish Clerk). There were no members of the public present.

1. To elect a Chairman for the coming 12 months

The Chairman invited nominations for the office of Chairman. Cllr Sidell was nominated by councillor's present. With no further nominations it was agreed to elect Cllr Sidell to serve as Chairman for the coming twelve months. Proposed by Cllr Raynham and seconded by Cllr Sergeant. Cllr Sidell thanked councillors and signed his declaration of acceptance. Cllr Sidell took the remainder of the meeting as Chairman.

2. To elect a Vice Chairman for the coming 12 months

The Chairman invited nominations for the office of Vice Chairman. Cllr Brooke was nominated by councillor's present. With no further nominations it was agreed to elect Cllr Brooke to serve as Vice Chairman for the coming twelve months. Proposed by Cllr Mudd and seconded by Cllr Sergeant.

3. Welcome and to receive apologies for absence

The Chairman welcomed all those present. Apologies were received from Andrew Buck and Nigel Housden (District Councillor). Apologies accepted.

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

Cllr Brooke declared an interest in item 9.2. Councillor present granted Cllr Brooke a dispensation to participate in item 9.2.

5. To approve the minutes of meeting held on 27 March

The minutes were approved without amendment and signed by the Chairman as a correct record.

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

There was none.

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

There were none.

8. Open Spaces

8.1 Discuss and report any highways issues

It was noted that the grass was very long along the verges of the road approaching the cherry tree green in West Raynham, Clerk to report to the contractor.

8.2 Receive SAM2 data report

For Project: East Raynham March

Traffic Report From 30/03/2024 06:00:00 through 12/05/2024 04:59:59

85th Percentile Speed 46.1 MPH

85th Percentile Vehicles 62098

Max Speed 80 MPH on 13/04/2024 22:55:00

Total Vehicles 73056

8.3 To receive update on progress of new trod adjacent to Bowling Green

Cllr Tom FitzPatrick kindly agreed to contribute the shortfall towards this project from his LMF. Clerk and Chairman to sign of the updated acceptance form and return to NCC.

9. Planning Matters

9.1 To receive results of applications

PF/17/0729 - Erection of 94 dwellings

NNDC decision – PENDING

PF/23/0628 | Raynham Estate , The Lake , Harlands Road, West Raynham, NR21 7EZ

Erection of 9 boathouse/lodges for use as holiday accommodation,

PC comment – NEUTRAL | DC decision - PENDING

PF/23/2330 | West Raynham Auto Clinic, Massingham Road, West Raynham, NR21 7AJ

Demolition of existing garage workshops and construction of new single storey dwelling

PC comment - SUPPORT | DC decision - PENDING

RV/24/0468 - Raynham - 9 & 10 West Raynham Road, South Raynham,

Erection of extension to side/rear following demolition of existing extension, external alterations including additional windows, formation of retaining wall/raised patio to rear and re-positioning of vehicular access without complying with condition 2 (approved plans) of planning permission PF/20/0756 to allow amendments to design

PC comment – SUPPORT | DC comment - WITHDRAWN

PF/24/0522 - Plot Opposite, 9 West Raynham Road, South Raynham, NR217HG

Erection of two-storey detached dwelling and detached garage

PC comment – NEUTRAL DC decision - PENDING

RV/24/0523 - Raynham - 9 & 10 West Raynham Road, South Raynham

Internal & external works including underpinning, associated with conversion of two dwellings to a single dwelling without complying with condition 2 (approved plans) of listed building consent LA/20/0757 to allow amendments to design.

PC comment – SUPPORT | DC comment - WITHDRAWN

9.2 To receive and consider new applications

LA/24/0595 | Rectory Cottage, South Raynham Road,

Internal and external works associated with alterations to dwelling and the extension of an existing outbuilding to provide an artist's studio

PC comment - NEUTRAL

PF/24/0594 | Rectory Cottage, South Raynham Road, West Raynham, NR21 7HH

Demolition of rear projecting walls and lean-to studio; Erection of two-storey rear extension and extension to existing outbuilding to provide artist's studio

PC comment - NEUTRAL

10. Receive and consider any correspondence

Email regarding septic tank installation – Cllrs agreed that the principal is good, but could not promote one company over another. Agreed to share the website provided as a guide for people to consider themselves.

11. Financial Matters

11.1 To approve the asset register

Following review, the Council APPROVED the asset register presented by the Clerk.

11.2 Note the Internal Audit Report

Dan Andrews carried out the internal audit, which has been completed and the accounts are in order.

11.3 To approve the Certificate of exemption

The Clerk read out the total annual payments and receipts. The Council then RESOLVED to approve the Certificate of Exemption. The Chairman and the Clerk signed the Certificate of Exemption on behalf of the Council.

11.4 To approve the Annual Governance Statement in the 2023-24 Annual Governance Annual Return (AGAR)

The Clerk read out the statements in the Annual Governance section of the Annual Return requiring councillors to respond to each statement. The Council RESOLVED to approve the Annual Governance Statement.

11.5 To approve the Statement of Accounts in the 2023-24 AGAR

The Clerk read out the figures in the Accounting Statement. The Council RESOLVED to approve the Statement of Accounts. The Chairman and the Clerk signed the AGAR on behalf of the Council.

11.6 To approve the bank reconciliation and payment of accounts list

The Council RESOLVED to approve the bank reconciliation and payments list below.

Payments

Clerk	Salary (Apr-May)	£332.70
HMRC	PAYE	£5.05
EG Care Ltd	Grass Cutting	£540.00
Clear Councils	Insurance (yr 3 of 3)	£525.61
NALC	Subscription	£162.29
Dan Andrews	Internal Audit	£30.00

Draft until approved at next meeting

Receipts

NNDC	Precept	£4709.50
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- 11.7 To approve the renewal of insurance with BHIB (year 3 of 3-year policy)
Following consideration, the Council RESOLVED to approve the yr 3 of 3 insurance renewal with BHIB Ltd. It was noted that BHIB has changed their name to Clear Insurance.
- 12. To review and approve the Risk Management Policy, Privacy Notice and Data Protection Policy**
Following review, the Council RESOLVED to approve the RMP. Privacy Notice & DP Policies presented by the Clerk.
- 13. To receive any items for inclusion on the next agenda and to note the date of the next meeting**
The next meeting will be held on Tuesday 23 July. The Chairman thanked everyone for attending and closed the meeting at 7.55pm.

Signed by Chairman: Date: