



# Raynham Parish Council

## Annual Meeting of the Parish Council

### Meeting Minutes

Tuesday 25 May 2021, 7.30pm

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Parish Councillors present: David Sidell, Andrew Buck, 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. To elect a Chairperson for the coming year**

Clerk invited nominations for the office of Chairman. Cllr Sidell was nominated by councillors' present and it was agreed to elect Cllr Sidell to serve as Chairman for the coming twelve months. Proposed by Cllr Brooke 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-Chairperson for the coming year**

Cllr Sidell invited nominations for Vice-Chairman. Cllr Brooke was nominated by Cllr Fenn and seconded by Cllr Mudd. With no further nominations, all agreed to elect Cllr Brooke to serve as Vice-Chairman for the coming twelve months.

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

Apologies received from Nigel Housden (District Councillor). Apologies accepted.

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

There were none.

**5. To approve the minutes of meeting held on 23 March 2021**

The minutes were approved without amendment.

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

There were none.

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

There were none.

**8. Open Spaces**

**8.1 White village gateways update**

The roundels have now been painted and the gates look good. Cllr Sidell will ask Tom Raynham if his maintenance team could help keep the gateways clean.

- 8.2 Receive update on highways related issues and consider any highways issues to be reported.  
Cllr Fenn reported that the hole under the septic tank outside the green bungalow on Hollow Lane was filled but it is still constantly wet, so the hole may have burst. Three properties feed into this tank so it is getting full quickly and there is no tail drain from it.  
Cllr FitzPatrick asked for the location details so that he may follow up with the Highways Engineer. The tank should be emptied more frequently and surface water should run off elsewhere.
- Cllr Buck reported large potholes to both sides of the road approx. 50m past Norman's Burrows Road, South Raynham. Clerk to report to Highways.
- 8.3 LED streetlighting progress report  
Clerk submitted an outline proposal for the LED funding; however no response has been received yet.  
Cllr Brooke reported that the Red Phone Kiosk light is not working, and that the bulb needs to be replaced. All AGREED to replace the bulb. Clerk to request K&M Lighting to replace the bulb.
- 8.4 Receive update on footpath behind The Drove  
A letter with photos had been received from a resident from Hollow Lane regarding the footpath access. The letter was circulated to all Councillors. Cllr Fenn had also contacted Highways directly and is awaiting a response.
- Highways had responded to the Clerk with details and a further map showing the footpath that was originally formed behind the properties on Hollow Lane and The Drove, which appears to allow public access, either through or behind the gardens. Following discussion, it was agreed the best option is to meet Highways on site to clarify the situation. Clerk to action.
- 8.5 Receive an update on the NNDC Governance Review  
Cllr Fenn suggested writing a letter and or survey to all residents of Raynham, to include residents at The Kiptons (currently in Helhoughton) to ascertain the parishioners views on the proposed boundary change (this is subject to NNDC accepting comments after the consultation deadline). Whether they wish to remain as it currently is, move into Raynham or wish to have a separate parish for the RAF base. If residents from the Kiptons move into Raynham it is likely that their precept would reduce. Raynham Parish Councils precept figure would however increase. This would be due to the number of additional properties in the parish.
- If a separate governance review to create a separate parish for the RAF base properties was permitted by NNDC in the future it may not require a Parish Council, as services would be provided by the management company, therefore residents would not have to pay twice for some services as they do currently. Clerk to calculate the reduction in the precept that would occur if the properties moved out of Raynham.
- 8.6 Receive update on bus shelter at The Orchard  
No further update received, however please see the District Councillor report via our website.

## 9. Planning Matters

### 9.1 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. *NNDC decision – Pending.*

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. *NNDC decision – Pending.*

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. *NNDC decision – Pending*

PF/17/0729 - Erection of 94 dwellings - *NNDC decision – pending.*

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. *NNDC decision – Approved*

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. *NNDC decision – Pending.*

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

Demolition of existing house and erection of three replacement dwellings. *NNDC decision – Pending.*

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

Demolition of existing house and erection of replacement dwelling & garage. *NNDC decision – Pending*

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

Outdoor swimming pool 25m x 3.5m x 1.2m deep. *NNDC decision – Approved.*

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); *NNDC decision - Approved*

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

Interpretation board within grounds. *NNDC decision - Approved*

9.2 To receive and consider new applications

PF/21/0812 - Raynham - Vere Lodge, West Raynham Road, South Raynham

Upgrading of existing rear access including replacement gates

PC comment - Neutral | NNDC decision - Pending

LA/21/0318 - Raynham - Hillside Cottage, The Street, West Raynham

Works to replace single-glazing to windows with slimline double-glazed units

PC comment - Neutral | NNDC decision - Approved

PF/21/0952 - Raynham - Unit 5, 21 Blenheim Way, West Raynham

Change of use from General Industrial (Class B2) to use for indoor sport, recreation or fitness (Class E(a))

PC comment – Supports | NNDC decision - Pending

PF/21/0994 - Raynham - Meadow House, 19 West Raynham Road, South Raynham

Conversion of garage to ancillary accommodation.

PC comment - Neutral | NNDC decision - Pending

**10. Correspondence**

Cllr Sidell had received notification that the West Raynham Primary School has closed. The Parish Council did not receive the courtesy of being informed in advance, Cllr FitzPatrick was also not notified in advance, as he should have been.

**11. Finance**

11.1 To review the asset register for year ending 31 March 2021

The council RESOLVED to agree the asset register presented by the Clerk. The total asset figure for 2020/21 was then confirmed.

11.2 Note the Internal Audit Report

Di Dann carried out the internal audit. In her report she commented all matters were in good order, however she has made some minor advisory notes. It was agreed that these notes will be implemented by the Clerk.

11.3 To approve the Certificate of exemption

The Clerk read out the total payments and receipts. The Council RESOLVED to approve the Certificate of Exemption. The Chairman and the Clerk agreed to sign Certificate of Exemption after the meeting on behalf of the Council.

11.4 To approve the Annual Governance Statement in the 2020-21 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 2020-21 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 agreed to sign the AGAR on behalf of the Council after the meeting.

11.6 To approve the payment of accounts list  
 The Council RESOLVED to approve the payments list (below)

Payment to	Description		Payment
Eon	Electricity	DD	97.16
Eon	Electricity	DD	49.40
Clerk	Salary	Online	234.70
Hempton PC	Clerk Mobile, Laptop & Stationery Contribution	Online	21.51
Di Dann	Internal Audit	Online	30.00
CGM Ltd	Grass Cutting	Online	244.78
Clerk	Annual Website Hosting	Online	74.25
Total payments to be approved			£751.80
Receipt from	Description	Ref	Amount
NNDC	Precept	DC	3268.00
HMRC	Vat Refund	DC	469.18
Total receipts received			£3737.18

Payments to be made online.

11.7 To appoint a Councillor as Internal Audit Control Officer for the coming year  
 Following discussion, the Council RESOLVED to appoint Cllr Fenn as the internal audit control officer for the coming year.

**12. To review and approve the Information Audit, Standing Orders and Co-option Policy**

Following consideration and discussion the Council RESOLVED to approve the Information Audit presented by the Clerk.

Cllr Sidell proposed that an additional clause is added to the standing orders for all new members to have resided in the parish for a minimum of 5 years prior to joining the Council. The Council's co-option policy includes a question about the length of time a potential Councillor has resided in the village. The Council therefore RESOLVED to leave the standing orders and co-option policy as they are for the time being.

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

The date of next meeting will be Tuesday 27 July 2021 .

The Chairman closed the meeting at 8.55pm

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