



Raynham Parish Council

Meeting Minutes

Tuesday 29 March 2022, 7pm

Parish Councillors present: David Sidell (Chairman), Richard Brooke (Vice Chairman), Andrew Buck, Tracey Fenn, Tim Mudd, Barry Sergeant, Tom FitzPatrick (County Councillor). Also in attendance: Jodie Bond (Parish Clerk). There were no members of the public present.

1. Welcome and to receive apologies for absence

The Chairman welcomed all those present.

There were no apologies received.

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 25 January 2022

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

4. To hear from NNDC officer Rob Henry with an update on the Governance Review and to take questions

Mr Henry was unable to attend, which was disappointing.

It was discussed and AGREED that a letter will be sent to Mr Henry with our concerns and questions.

Clerk advised that the warding may be deferred until a later date as advised by Mr Henry in an email prior to this meeting.

5. To receive reports from NCC Cllr & NNDC Cllr, if attending

Cllr Tom FitzPatrick (County Councillor)

Sources of Covid information can be found via Public Health England, NHS and NCC websites.

A 'Homes for Ukraine' scheme has been set up where people can provide refuge at home for a minimum of 6 months.

NCC Children Services are prepared for extra children from Ukraine and schools are supporting with donations.

County are trying to recruit more social workers and retired social workers are also being sought.

Fire and Rescue Service has received funding for training towers which allows life like training exercises.

Also, over 5000 items of various kit and equipment has been donated to Ukraine fire fighters.

A climate emergency has been called.

Requests have been received for the northern ring road not to be completed, however Cllr Fitzpatrick's view is that if the time saved could save more lives it is worth it.

Cllr Brooke asked whether the Highway Rangers could clean the gateways which Cllr Fitzpatrick believes they could, he also agreed to ask Highways to give more notice of Ranger visits.

Cllr FitzPatrick confirmed that the NCC Parish Partnership Scheme is still available and agreed to look at the budget to see whether the new trod, adjacent to Bowling Green, is included.

Clr Nigel Housden (District Councillor)

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 LED streetlighting update

Clerk advised that the orders have been placed with K&M Lighting and Westcotec. Works will commence as soon as possible.

7.2 Receive update on bus shelter at The Orchard

Clr Mudd reported that there was a hold up as there was interest from the MoD but following their assessment have no further interest so the application can move forward again. The Council AGREED to remove this item from the agenda until further notice.

7.3 Discuss and report any highways issues

Clerk to request the Village Gateways are cleaned and the school signs removed.

Clr Buck reported the pothole near Peartree on Norman Burrow track, which has not been filled since it was last reported. Also, the 30mph speed sign in Helhoughton on the Raynham Road is broken. Clerk to report.

7.4 Receive report on the SAM2

Location: The Stud, East Raynham

Location/Name: Incoming

Report Generated: 03/03/2022

Speed Intervals 5 MPH

Traffic Report From 01/30/2022 16:00:00 through 03/03/2022 17:59:59

85th Percentile Speed 45.8 MPH

85th Percentile Vehicles 46876

Max Speed 85 MPH on 02/11/2022 18:46:00

Total Vehicles 55148

7.5 Discuss and agree plans and funding for the Queen's Jubilee

The Clerk completed two funding applications, with the aid of Raynham Estate. NCF is oversubscribed and it is expected that no funding will be received via this route, however we await a further update from The National Lottery bid. Following discussion, the Council RESOLVED not to purchase a beacon without confirmed grant funding, as the budget does not allow. Clerk to inform the Estate.

7.6 Agree to purchase a new litter bin for the play area.

The Council RESOLVED to defer this item until further notice.

8. Planning Matters

8.1 To receive results of applications

PF/20/0756 | 9 & 10 West Raynham Road, South Raynham, Fakenham, NR21 7HG
NNDC decision – Pending.

LA/20/0757 | 9 & 10 West Raynham Road, South Raynham, Fakenham, NR21 7HG
NNDC decision – Pending.

PF/20/0763 | Plot opposite No. 9 West Raynham Road, South Raynham
NNDC decision – Pending

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

PF/20/1591 | 1 Swaffham Road, East Raynham, Fakenham, NR21 7EE
NNDC decision – APPROVED.

PF/20/1580 | 8-10 Swaffham Road, East Raynham, Fakenham, NR21 7EE
NNDC decision – Pending.

PF/20/1581 | 7 Swaffham Road, East Raynham, Fakenham, NR21 7EE
NNDC decision – APPROVED

PF/21/3152 | Area Between Hangar 1 and Hangar 2 , Blenheim Way
NNDC decision - APPROVED

PF/21/3415 | Unit 1, Hangar 4, Blenheim Way, West Raynham, Norfolk, NR21 7PL
NNDC decision – APPROVED

PF/22/0109 - Raynham - 12 The Drove, West Raynham,
NNDC decision - APPROVED

8.2 To receive and consider new applications

PF/22/0459 - Raynham – Gallond House, 3 Home Farmyard, Hollow Lane
Erection of rear conservatory
PC comment – SUPPORT

Planning reconsultation **LA/20/0757** - 9 & 10 West Raynham Road, South Raynham
Internal & external works including underpinning, associated with conversion of two dwellings to a single dwelling
PC comment – NEUTRAL

PF/20/0763 - Raynham - Plot Opposite No. 9 West Raynham Road, South Raynham
Change of use of agricultural land to residential and erection of two-storey detached dwelling
PC comment – NEUTRAL

Planning reconsultation **PF/20/0756** - 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
PC comment - NEUTRAL

PF/22/0622 - Raynham - Pollywiggle Cottage, 40 The Drove, West Raynham
Replacement windows
PC comment – NEUTRAL

9. Receive and consider and correspondence

NRF support to Community Resilience email. AGREED not to progress with this due to lack of volunteers.

10. Financial Matters

10.1 To approve the payment of accounts list

The Council RESOLVED to approve the payments list (below)

Payment to	Description	Ref	Payment
K&M Lighting	Street Lighting	Online	50.18
Clerk	Salary (Feb-Mar)	Online	244.32
Hempton PC	Clerk Mobile, Laptop & Stationery	Online	16.47
Samantha Jackson	Payroll services	Online	50.00
Community Heartbeat Trust	Defibrillator Support	Online	162.00
NALC	Annual Subscription	Online	119.22
Total payments to be approved			£642.19
Receipt from	Description	Ref	Amount
Barclays	Interest on reserves	DC	0.09
Total receipts received			£0.09

Payments to be made online.

10.2 To review the asset register

Following review, the Council RESOLVED to approve the asset register presented by the Clerk.

10.3 To agree subscriptions for the coming year

The Council RESOLVED to approve the direct debit with Npower, subscription to NALC and the ICO.

10.4 To approve the payroll agents fee for the coming year

The Council RESOLVED to approve the payroll agents fee of £55 for the coming year.

10.5 To receive report from Councillor checking the finances and appoint a councillor as Internal

The Council RESOLVED to appoint Cllr Fenn as the internal audit control officer for the coming year.

11. To review and approve the Risk Management Policy

Following review, the Council RESOLVED to approve the Risk Management Policy.

12. To consider clerk/councillor training and events for 2022

The Council AGREED to consider some dates for group councillor training with the Clerk's other PCs if possible. Clerk to action.

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 the Annual Parish Meeting, starting at 6pm followed by the Annual Parish Council Meeting on Tuesday 31 May 2022. The Chairman then closed the meeting at 8.30pm.

Signed by Chairman: Date:

14. To pass a resolution (under the Public Admission to Meetings Act 1960) to exclude members of the public and press for the following confidential items:

- 14.1 Consider quotations and approve grass cutting contractor for the 2022 season
Following consideration of the quotations received the Council RESOLVED to award this year's contract to CGM Ltd.
- 14.2 To consider and approve Clerk's pay increase and change to the Clerk's working week
Following consideration, the Council RESOLVED to approve the Clerk's salary increase to SCP20 and approve the national pay increase of 1.75% to be backdated to 1st April 2021. It was also AGREED that the Clerk's contracted hours may be fulfilled flexibly between Monday-Thursday.