



# Raynham Parish Council

## Annual Parish Council Meeting Minutes

Wednesday 23 May 2023, 7.15pm

---

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

---

**1. To elect a Chairman for the coming year**

The Clerk invited nominations for the office of Chairman. Cllr Sidell was nominated by councillors present. With no further nominations 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 Chairman for the coming year**

The Chairman invited nominations for Vice-Chairman. Cllr Brooke was nominated by Cllr sergeant and seconded by Cllr Sidell. 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**

The Chairman welcomed all those present. There were no apologies received.

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

Cllr Brooke declared a pecuniary interest in item 10.2. It was RESOLVED to grant Cllr Brooke a dispensation to participate in the consideration of item 10.2.

**5. To approve the minutes of meeting held on 29 March 2023**

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 were none.

**7. To hear from NCC and NNDC Cllrs**

Tom FitzPatrick (County Councillor)

Please see the minutes from the Annual Parish Meeting for Cllr Fitzpatrick's report.

Nigel Housden (District Councillor)

Please see the minutes from the Annual Parish Meeting for Cllr Housden's report.

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

There were none.

**9. Open Spaces**

Cllr Sidell noted that the grass cutters have not been to site for approx. 3 weeks and the grass is getting long. Clerk to follow up on this and confirm the scheduled dates before the contract expires on 2<sup>nd</sup> July.

9.1 Discuss and report any highways issues

Clerk has not received the exact location of the potholes on Norman Burrow Road, however the Chairman confirmed that the details had been reported directly to Highways and they have been filled.

The white village gateways have been reported to the Highway Rangers to be cleaned during their next visit in June.

9.2 Receive SAM2 report

Cllr Sergeant noted that the data reflects that the SAM2 is effective in bringing the speed down. Clerk to request a local police speed check.

9.3 To receive update on funding for new trod adjacent to Bowling Green

It has been confirmed that we have successfully been awarded the funding from NCC PPS. However, we are still waiting to hear from the Solar Committee and Cllr Sidell advised that the application cannot be submitted until August time. Clerk to complete and submit the application form.

Cllr Housden asked why the date of receiving the annual contributions has been pushed back until August. Funds used to be received in March, then June, now August and a decision won't be made until November. So effectively there is almost a year delay in receiving funding. Cllr Housden suggested that Committee Members make enquires about this as there should be a contractual date to receive funds by.

Cllr Sidell again mentioned the suggestion of having bollards installed around the trod to prevent cars from parking on it. Cllr FitzPatrick agreed to take this forward with the Highways Department once the trod is confirmed.

9.4 To receive update on low voltage street light reported to UKPN

Clerk advised that K&M Street Lighting agreed to report this on our behalf due to the lengthy process of making this request to UKPN, however no further update has been received.

**10. Planning Matters**

10.1 To receive results of applications

PF/17/0729 - Erection of 94 dwellings

NNDC decision – PENDING

PF/22/2289 | Lodge Farm , Swaffham Road, East Raynham

Conversion and extension of farm buildings to form: i) farm shop, ii) retail units and iii) cafe/restaurant; use of land as an outdoor plant centre; and erection of bin/cycle store and garden retail building. Formation of new access onto Swaffham Road (A0165), creation of car park and associated hard/soft landscaping

PC comment – SUPPORT subject to speed limit reductions | DC 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, access routes and use of existing barn for parking and cycle storage; landscape, woodland and ecological management and landscaping

PC comment – NEUTRAL | DC decision - PENDING

## 10.2 To receive and consider new applications

PF/22/2300 - Field 750M North East Of Helhoughton Church, Fakenham Road, Helhoughton

A balanced cut and fill irrigation reservoir (up to 120,000m<sup>3</sup>), water pumping station, landscaping works and associated buried pipeline(s)

PC comment – SUPPORT with comments:- The lack of rainfall and the continuing patterns with climate, capturing water is essential, also wildlife may be welcomed once it has all settled.

PF/23/0837 - Rectory Cottage, South Raynham Road, West Raynham

Demolition of two-storey side extension and outbuilding; Erection of two- storey/single-storey side & rear extensions & conversion/extension of existing outbuilding to provide artist's studio

PC comment – SUPPORT.

PF/23/1004 – West Raynham Auto Clinic, Massingham Road, West Raynham, NR21 7AJ

Demolition of existing workshop and construction of new dwelling

PC comment – SUPPORT with comments:- We would need to be confident that there are no chemicals or contamination in the ground before works are commenced and would recommend that testing is carried out for health and safety.

## 11. Receive and consider and correspondence

There was none.

## 12. Financial Matters

### 12.1 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.

### 12.2 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.

- 12.3 To approve the Annual Governance Statement in the 2022-23 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.

- 12.4 To approve the Statement of Accounts in the 2022-23 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.

- 12.5 To approve the renewal of the insurance

Following consideration, the Council RESOLVED to approve the year 2 of 3 insurance renewal with BHIB Ltd.

- 12.6 To approve the bank reconciliation and payment of accounts list

The Council RESOLVED to approve the bank reconciliation and payments list (see below)

Payments

Clerk	Salary (Apr-May)	£242.00
Hempton PC	Clerk Exps	£23.96
CGM Ltd	Grass Cutting	£637.97
K&M Lighting	Street Light Maintenance	£21.44
NALC	Subscription	£143.06
BHIB	Insurance (Yr 2 of 3)	£385.27

Receipts

NNDC	Precept (1 <sup>st</sup> Instalment)	£4,768.00
------	--------------------------------------	-----------

- 13. To adopt the General Power of Competence following the elections on 4th May**

Following consideration, the Council RESOLVED to adopt the General Power of Competence.

- 14. To review and approve the Information Audit (IA)**

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

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

For inclusion:- To fill a Parish Councillor vacancy by co-option. The next meeting will be held on 25 July. The Chairman thanked everyone for attending and closed the meeting at 8.18pm.

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