



Raynham Parish Council

Annual Meeting of the Parish Council Minutes

Tuesday 31 May 2022, 6.37pm

Parish Councillors present: Richard Brooke, David Sidell (from item 3), Andrew Buck, Tracey Fenn, Tim Mudd, Barry Sergeant. Also in attendance: Jodie Bond (Parish Clerk). There were no members of the public present.

1. To elect a Chairman for the coming year

Cllr Brooke 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 Buck and seconded by Cllr Sergeant. Cllr Sidell signed his declaration of acceptance.

2. To elect a Vice Chairman for the coming year

Cllr Brooke 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. Cllr Brooke proceeded to take the remainder of the meeting as Vice Chairman in Cllr Sidell's absence.

3. Welcome and to receive apologies for absence

The Vice 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

There were none.

5. To approve the minutes of meeting held on 29 March 2022

The minutes will be amended to note that no climate emergency was called at County Council, as corrected by Tom FitzPatrick. Minutes to then be signed at the next meeting.

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

All LED lights have been replaced except for the Victorian lights.

Clerk to inform K&M Lighting that light 001 is out following a power surge. UKPN are fixing it so it is just for their information.

Funding for the Victorian lights is expected from The Solar Committee in due course, as agreed.

7.2 Receive update on bus shelter at The Orchard

Remove this item from the agenda.

7.3 Discuss and report any highways issues

It is believed that the gritting route from Station Road round to the old airbase will be included this winter following further lobbying from Tom FitzPatrick to Highways. Confirmation to follow.

Cllr Mudd added that the speed limit should be reduced to 40mph along this whole road as it is busy and dangerous.

7.4 Receive report on the SAM2

Location: The School

Location/Name: Incoming

Traffic Report From 01/04/2022 through 07/05/2022

Max Speed 75 MPH

Total Vehicles 67407

Cllr Sidell agreed to bring the SAM2 to the next meeting so that the data summary can be downloaded.

7.5 Receive update on plans and funding for the Queen's Jubilee

Clerk noted that there is a difference in costs between the invoices and quotations for the Jubilee supplies. The Council RESOLVED to settle payments with grant funding only.

Clerk to keep a separate tally of Jubilee payments.

Clerk to confirm with the Estate whether the beacon will remain the property of the Parish Council or the Estate and whether it may be stored at the Estate but used for future PC events.

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

NNDC decision – Pending.

PF/22/0459 - Raynham – Gallond House, 3 Home Farmyard, Hollow Lane

Erection of rear conservatory

PC comment – SUPPORT | NNDC decision - APPROVED

PF/22/0622 - Raynham - Pollywiggle Cottage, 40 The Drove, West Raynham

Replacement windows

PC comment – NEUTRAL | NNDC decision - APPROVED

8.2 To receive and consider new applications

There were none.

8.3 Discuss the impact of nutrient neutrality on planning applications

Cllr Mudd reported that the day before the s106 was to be agreed a directive came out from Natural England which meant the Planning Dept had to cease approvals until they can look closely at the nutritional impact of any kind of housing on the Norfolk Broads and Wensum.

Information is being given out but at the moment everything has ground to a halt.

Cllr Sergeant added that applications will have to prove nutrient neutrality, but at present there is no guidance on how to apply for this. This is having an effect on the 94 dwellings.

9. Receive and consider and correspondence

Parishioner email requesting allotments at The Kiptons – Clerk advised that allotments had been discussed as a requirement under the s106 for the 94 dwelling development.

Raynham Estate have been approached in the past and they agreed to consider offering some land if there was enough demand. It is believed 30 plus people would be interested in renting a plot. It was agreed to obtain a list of contact details of interested people and present it to the Estate.

Clerk to confirm with Cllr Housden whether allotments have been included in the s106 agreement.

10. Financial Matters

10.1 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.

10.2 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.

10.3 To approve the Annual Governance Statement in the 2021-22 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.

10.4 To approve the Statement of Accounts in the 2021-22 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.

10.5 To approve the renewal of insurance with BHIB

Following consideration of two quotes, the Council RESOLVED to approve the renewal of the insurance policy with BHIB and to commit to a 3 yr LTA. Clerk to action.

10.6 To approve the bank reconciliation and payment of accounts list

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

RAYNHAM PARISH COUNCIL																
CASH BOOK FOR COMMUNITY ACCOUNT																
Date	Ref / Ch N	Supplier	Detail	Receipts					Balance	Payments						
				Precept	Grant	VAT	Transfer	other		Gross	Salary	Admin	Lights	Op Spaces	VAT	
Balance c/f									£1,267.92							
19.04.22	DD	Npower								£252.17			£240.16		£12.01	
19.04.22	DC	TNL	Jubilee Grant		£5,492.00											
29.04.22	Transfer	NNDC	Precept 1st Installment				£4,768.00									
23.05.22	DD	Npower	Electricity							£72.01			£68.58		£3.43	
31.05.22	Online	Clerk	Salary (Apr-May)							£250.96	£250.96					
31.05.22	Online	Hempton PC	Clerks Expenses							£18.91	£18.91					
31.05.22	Online	CGM Ltd	Grass Cutting							£771.06			£642.54		£128.52	
31.05.22	Online	BHIB Ltd	Insurance 1 of 3yr LTA							£360.77		£360.77				
31.05.22	Online	Hero Site Solu	Portable Loos for Jubilee							£660.00				£550.00	£110.00	
31.05.22	Online	NUAV Ltd	Cinema Screen for Jubilee							£2,700.00				£2,250.00	£450.00	
31.05.22	Online	K&M Lighting	Street Lighting Maintenance							£50.18			£41.82		£8.36	
31.05.22	Online	K&M Lighting	New LED Lighting							£2,868.00			£2,390.00		£478.00	
31.05.22	Online	Clerk	Wix Website Hosting							£93.60		£78.00			£15.60	
31.05.22	Online	Clerk	Wix Website Domain							£12.46		£10.39			£2.07	
				£0.00	£5,492.00	£0.00	£4,768.00	£0.00		£8,110.12	£269.87	£449.16	£2,740.56	£3,442.54	£1,207.99	
Total								£10,260.00		Total						£8,110.12
									Balance							£3,417.80
Balances as at 31.05.22																
CASHBOOK																
CB Balance (Com)		£3,417.80														
CB Balance (Bus.)		£3,094.62														
ADD		£7,785.94 o/s payments due for approval														
Total Cashbook		£14,298.36														
BANK																
Total in Bank(Comm Acc)		£11,203.74														
Total in Bank(Bus. Acc)		£3,094.62														
Total in Bank		£14,298.36														

Payments to be made online.

11. To review and approve the GDPR, Information Audit and Privacy Notice

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

12. 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 26 July 2022 at 7pm. The Vice Chairman closed the meeting at 7.36pm.

Signed by Chairman: Date: