

SOUTHREPPS PARISH COUNCIL ORDINARY PARISH COUNCIL MEETING

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MINUTES OF THE ORDINARY PARISH COUNCIL MEETING

Wednesday 16th September 2026 @ 6.30pm held at Southrepps Village Hall

Present: Lesley Sparrow (Chair), Roger Swift (Vice Chair),
Louis deSoissons, Fiona Hall and Louise Marriner
Others: Roy MacDonald - NNDC, Callum Ringer - NCC and
6 Members of the public

A statement by the Chair was read out in advance of the Council Meeting regarding operational procedures at a Council Meeting. Agenda item 4 - the “open session” for the public was also detailed. The Clerk informed that the meeting was being recorded.

1. **To consider apologies for absence - To note and approve apologies received by the Clerk prior to the meeting**
Chris Shaw - personal and accepted by the Council.
2. **To receive declarations of pecuniary interests and dispensations - interests in Agenda items and individual dispensations. To receive from the Clerk whole council dispensation or individual(s)**
No interests were declared or dispensations authorised.
3. **To approve Ordinary Parish Council Minutes 5th August 2026**
The Minutes had been circulated and it was resolved that they be signed by the Chair.
4. **Resolution to adjourn the meeting for public participation - NNDC and CC Reports (10 minutes allowance)**
Members of the public are invited to give their views on Parish affairs at the discretion of the Chair. A 10 minute allowance is given for this purpose. A member of the public can speak for no more than 1 minute unless agreed by the Chair.

Resolved to open the meeting to the public.

Roy MacDonald - NNDC - spoke about the joint open parish surgery with Callum Ringer - NCC. This was being held in Southrepps Village Hall on the 26th September. Details about the website were also given. A Parish Council were interested in contacting the Council regarding the 20mph project - Members confirmed that they looked forward to sharing the experience.

Callum Ringer - NCC - informed that he had circulated leaflets around the village in connection with the open surgery on 26th September 2026. The various monthly reports forwarded had been circulated to members. The LGR had been postponed - District elections will be held in May 2027. Discussions were taking place in connection with County Broadband and general digital connectivity and that County Broadband had not connected homes.

White lining at the top of Long Lane and “stop” wording had been completed. However, the buildouts as yet had not been actioned - Highways have a backlog - the replacement wooden bollards should be re-instated soon.

As the public participation session had been utilised it was resolved to extend the time limit for a further 5 minutes.

Members of the public - spoke about the need to have the bollards more visible to drivers - this would be discussed with Highways. A point was raised with regard to Agenda item 6 - the reasoning and need for this was clearly explained by the Council and supported by the County/District Councillor.

Resolved to close the meeting to the public.

5. To review and consider Planning if received

No new planning had been received.

6. To consider and review a new Council policy for vexatious and/or habitual requests and complainants'

This had been circulated to members for their consideration and it was resolved that it be adopted by the Council. EP

**7. Matters Arising and Monthly updates and for information only:
Clerks report and matters arising (updates and information only)**

GENERAL

7.1 SAM 2 and SAM3

The figures were reviewed and the downloads highlighted that 65% of drivers exceed the 20mph. Speeding is still a problem and the Police were aware of the statistics which had been supplied to them.

There was a Police initiative to set up speed watch voluntary teams which the parish council had operated previously; but due to lack of volunteers could no longer function.

7.2 Allotments - payments being received and leases issued

7.3 White Village gates- clearance completed

Lower Southrepps planter - removed and a new planter was not required.

7.4 Norfolk Police - speed checks to be completed in the Village - predominantly at Gables Avenue - this links into Agenda 7.1.

7.5 Wildflowers - anti-social behaviour - reported to Flagship/Police and NNDC. A case officer from Flagship has been appointed to monitor this matter.

HIGHWAYS MATTERS

7.6 20mph traffic calming - white lining and replacement bollard
- in hand with Highways - with Callum Ringer

PLAYING FIELD

7.7 Grass/hedge cutting

The Clerk had instructed the urban grass cut and hedge cutting at the playing field. There is an area which is uncut and the Clerk would liaise with the contractor again. EP

8. To consider and review correspondence

Sheringham TC - screening of the People's Emergency film	Circulated
Southrepps Parochial Church Council - thank you	Noted
Callum Ringer - NCC County Councillor report	Circulated
Resident - regarding questions on Parish matters	Circulated/responded
SAM2 and SAM3 - report	Circulated

9. **To consider Financial Matters**
- 9.1 **To receive bank reconciliation and note receipts and review reserves**
The Clerk detailed the bank reconciliation and Council discussed and noted reserves held.
- 9.2 **To agree payment schedule and approve payments**
- | | |
|---|--------|
| Payments paid external to meeting | |
| Npower - streetlighting D/D | 32.73 |
| Service charge (August) | 4.25 |
| Councillor (SAM3 locks) | 19.98 |
| Payments to be authorised at meeting | |
| Kevin Richardson | 264.10 |
| Countrystyle Recycling | 24.00 |
| Southrepps Village Hall (water/allots) | 269.69 |
| Clerk | 577.01 |
| Secret Gardens | 378.00 |
| HMRC | 41.00 |
- Resolved to pay enbloc.**
- 9.3 **To note expenditure to date against budget**
The Clerk circulated expenditure to date against budget which was noted by the Council. The next instalment of Precept was due in October 2026.
- 9.4 **AGAR completed and returned from PFK Littlejohn**
The AGAR had been signed off with comments which were noted and would be addressed in 2027-2028.
10. **To consider an appropriate manner to acknowledge and thank residents' long service to the Southrepps community**
Members discussed this at length and in the past photo montages had been presented to residents. It was resolved that a certificate be produced on a case by case basis to extend the Council's thanks to an individual.
11. **To consider, review and update:**
- 11.1 **Review of Standing orders**
Members reviewed Standing Orders and it was resolved that no changes were required. EP
- 11.2 **Review of Financial regulations**
Members reviewed Financial Regulations and comments would be forthcoming for amendments to be reviewed in November 2026. EP
12. **To Receive Reports from Councillors and items for the next Agenda**
Fiona Hall - Trunch Neighbourhood Plan - this originated to mitigate the impact of "infill" building and to ensure that housing was for social and local people. It was agreed to receive a report on this from Trunch Parish Council.
13. **To confirm date of the next Meeting**
Southrepps Ordinary Parish Council Meeting -
Wednesday 4th November 2026 - Southrepps Village Hall @ 6.30pm

14. **To resolve under the public bodies (Admission to Meetings Act 1960) to exclude members of the public for the purpose of confidential items:**

Council resolved to close the meeting to the public.

15. **To review and consider quotations received to remove the decking area; which is beyond lifespan and install replacement patio to the rear of the village hall**

The Clerk had worked with the Village Hall to receive 3 quotations for the replacement decking area. The decking area was now beyond lifespan and was not useable or accessible and was becoming a major health and safety risk. The decking had been taped and cordoned off however, this was frequently removed by the public and the tape had to be constantly reinstated.

It was becoming extremely evident that albeit Parish Council funds were tight that the decking be replaced with a more robust external area to mitigate risk. This would also enable the hall to accommodate larger events.

The 3 Quotations were discussed with the Village Hall Committee and been circulated to the Council members for their consideration together with the outline specification.

Supplier A - £17,280, supplier B - £17,268 and supplier C - £23,875.60. All excluding VAT. There was also an additional allowance of up to £5,000 for railings to secure the area when not in use.

Members were concerned that the level of expenditure was substantial however, the Village Hall were able to contribute approximately £11,000. The Council had secured a donation from a resident of £5,000. The Council held £7,967.71 from the Southrepps Support Group who had confirmed they wished to utilise these funds for this project for the benefit of the Southrepps Community. Other funding may also be secured but as yet, not confirmed.

£23,967.71 was available for the scheme at the present time.

16. **To appoint contractor to install new replacement patio to the rear of the village hall**

Council debated and considered the 3 quotations at length and resolved to appoint a local contractor Charlbury Developments Limited (Supplier B) at a cost of £17,268. Additional costs for the railings to be supplied and agreed with Council prior to installation.

The Clerk would write a letter of confirmation to the supplier. EP

There being no further business the meeting was concluded at 7.40pm