

SOUTHREPPS ANNUAL PARISH MEETING MINUTES

Wednesday 1st June 2022

@ 6.30pm – Southrepps Village Hall

To be followed by the
Southrepps Annual Parish Council Meeting

Present - Lesley Sparrow - Chair to Parish Council
Elaine Pugh - Clerk
Members of the Public: 7

1. CHAIR'S REVIEW/REPORT for the year 2021-2022

The chair thanked the Councillors and Clerk for their hard work and input over the last year. Donations have been made to Southrepps Support Scheme for £100 and the RBL for £75.00

The parish council oversees hedge and tree trimming, dog bins, allotments, grass cutting and play equipment.

A tree survey has been completed on the recreation ground and appropriate action will be taken.

The white gates in the village have been cleaned and new defibrillator batteries purchased. The village hall was able to re-open in May 2021 and the toilets, hallway and shower areas have all been renovated.

Speedwatch and SAM2 continue to monitor traffic in the village and thanks go to both voluntary teams. Thanks are also extended to Southrepps Society who have refurbished one village sign with one being scheduled to be completed in due course. Southrepps football club continue to utilise the playing field on the recreation ground and we wish them well for the next season. An outside service was held on remembrance Sunday at St James Church and the village is looking forward to the Queens Platinum Jubilee Celebrations.

Finally I would like to say a big thank you to all the volunteers and helpers who have kept clubs and societies running in our village.

2. TO SIGN ANNUAL MEETING MINUTES - 26th May 2021

These had been circulated and it was resolved that they be signed by the Chair.

3. TO RECEIVE REPORTS FROM VILLAGE CLUBS AND SOCIETIES

Southrepps Football Club informed that despite issues with ongoing COVID they had missed one match however, the league allowed that. There was one "free" play and no points involved. Currently the team are fourth in the league in division 4 and being fourth means you can be promoted. In the second half of the season a number of younger players were recruited which was good news. The football team has now been together for ten years. The furthest they have travelled to for a match is Thetford.

4. OPEN MEETING FOR THE PARISH

A member of the public introduced herself and the members welcomed them to the meeting.

There being no further business the meeting closed at 18.38 and continued with the Annual Parish Council Meeting.

Southrepps Parish Council

Annual Parish Council Meeting

☎ 01692 402998 – clerk to council – elainepugh15@hotmail.com

Raynham house, 10 new road, north Walsham, Norfolk, nr28 9df

Minutes of the Annual Parish Council Meeting

Wednesday 1st June 2022

commencing at 6.40pm following the Annual Parish Meeting

@ Southrepps Village Hall

Present: Lesley Sparrow (Chair), Roger Swift (Vice Chair), Louise Marriner, Louis de Soissons, Chris Shaw, Graham McCabe and Tish Peal
Others: 1 member of the public

1. **Appointment of Chair and acceptance of office**
It was resolved that Lesley Sparrow continues as Chair and the acceptance of office was duly signed.
2. **Appointment of Vice Chair**
It was resolved that Roger Swift continues as Vice Chair.
3. **To consider apologies for absence**
There were no apologies - all members were present.
4. **To receive declarations of interest and Pecuniary interest authority**
There were none declared or received.
5. **To approve Minutes**
Ordinary Parish Council Meeting Wednesday 13th April 2022
These had been circulated - it was agreed that P1 be amended as follows:

“Chris Shaw was not present and the Council accepted his apologies”

These minutes were amended and it was resolved that they be signed by the Chair.
6. **Resolution to adjourn the meeting for public participation, Police and District and County Councillor Reports (15 minutes maximum)**
It was resolved that as no members of the public wished to speak that this item be deferred as required.
7. **Financial Matters**
 - 7.1 **To Approve Southrepps Parish Council Accounts March 2022**
These had been circulated and it was resolved that they be duly signed. It was noted that a partial VAT return had been made earlier in the year.
 - 7.2 **To Approve AGAR and Audit and Governance Form March 2022**
The Clerk informed that as the Council had expenditure and income over £25k that it could not complete an exemption form.
It was resolved that this document be duly signed.
 - 7.3 **To re-confirm appointment of Internal Auditor 2022 -2023**
It was resolved that Ros Calvert be retained as the Internal Auditor.
 - 7.4 **To consider and review Internal Auditors report**
The report was noted and points raised would be addressed at the next meeting. Agenda
 - 7.5 **To consider and approve yearly risk assessment**
It was resolved that this be approved

- 7.6 **To consider and approve asset list**
The asset list needed further attention and review. **Agenda**
- 7.7 **To approve payments**

Cheques to be raised at meeting	
Mr Cheney	225.00
TT Jones (maintenance)	102.66
Ros Calvert (internal auditor)	63.00
CT Baker (materials play area)	94.68
Elaine Pugh	481.70
HMRC	94.90
AJ Gallagher (insurance)	1,263.09
Kevin Richardson	660.00
N Power – April	30.63
Total monthly expenditure	3,015.66

Resolved to pay enbloc.

8. **Clerks report and matters arising (updates and information only)**
- 8.1 **Community speedwatch & SAM 2**
The speedwatch team were scheduled to go out again when the volunteers were available. SAM2 the figures had been circulated which showed an increase in speed and numbers. The unit was currently at the Bradfield Road crossroads and would be moved to the telephone exchange in due course.
- 8.2 **Dividing screen between the Vernon Arms - Enforcement Team 20/0216** - this is still being progressed by NNDC. The Clerk would follow this up again. EP
- 8.3 **106 Agreement - Long Lane** - Additional paperwork supplied to NNDC and funds due to be released
The Clerk reported that NNDC had sent a remittance advice which stated that an amount of £25,673 has been forward to the Council's Account. All were pleased that this had been finalised and that proactive work could commence.
- 8.4 **Southrepps Footpath FP5 & BR11** - referred to Open Spaces and the location needed to be clarified.
- Highways matters**
- 8.5 **Parish Partnership Bids** - 20mph zone in High Street - waiting on redesign. A communication from Tim Adams had been received and it was agreed that sufficient consultation had been undertaken.
The Clerk would respond to Tim Adams. EP
- 8.6 **Stump Cross** - road flooding issues - no update.
- 8.7 **Wellspring Road** - repairs - no update.
- 8.8 **Flooding along Long Lane** - Tim Adams and the Clerk are liaising on this to try and resolve this matter.
9. **To agree expenditure for purchase of replacement of notice board at Lower Southrepps**
The Clerk circulated a selection of notice boards for discussion.
All agreed that it would be preferable to utilise a local tradesperson and that the unit be in Oak. It was resolved that a budget figure of £1,500-£2,000 be allowed for this purpose. The Clerk and Chair would endeavour to source a local supplier and report back to the Council. LS/EP

10. **To agree repair costs for maintenance of Multiplay unit at play area**
 The Clerk had checked the small multiplay unit and the clutter bridge had become unattached and was on the floor. A price had been sourced from a local contractor of £458 plus VAT. The Council suspended financial standing orders to enable the works to be completed by a competent supplier and be ready for the summer months. The Clerk would arrange. EP

11. **To consider and review Planning if received prior to meeting**
 No new planning had been received.

12. **To review Correspondence**

NCC - notice of decision modification order to Southrepps FP16	Forwarded
NCC - restricted Byway C292 Sandy Lane to Thorpe Road	Forwarded
Resident Flooding at Long Lane	Tim Adams
ICO - Guidance	Noted
NGF - quotation for repair of play equipment	Forwarded
SAM 2 figures	Forwarded
Tim Adams - 20mph zone through village - feedback	Forwarded
Resident re FOI request	Noted

13. **To review Council procedures**

13.1 **Standing Orders**

13.2 **Financial Orders**

13.3 **Data Protection**

These were reviewed and there were no amendments made.
 The Clerk would alter the date. EP

14. **To Receive Reports from Councillors and items for August Agenda**

Remind NNDC that there is a no street lighting policy in Southrepps however, the new development in Long Lane appears to have this. EP

A property in Crown Loke is extending their curtilage - the Clerk would investigate further. EP

There were issues with the toddler swings and a deterrent of some description needed to be put in situ to stop the birds sitting on the top. The clerk would ask the caretaker to review. EP

The grass at "The Hill - Lower Southrepps" needed cutting. The Clerk would ask the caretaker to complete the task. EP

15. **To Confirm the Date of the next meetings**
Southrepps Ordinary Parish Council Meeting
Wednesday 3rd August 2022 - commencing at 6.30pm

There being no further business the meeting concluded at 19.42pm