

Southrepps Parish Council

Ordinary Parish Council Meeting

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Raynham house, 10 New Road, North Walsham, Norfolk, nr28 9df

Minutes of the Ordinary Parish Council Meeting

Wednesday 7th August 2024 - 6.30pm@ Southrepps Village Hall

Present: Lesley Sparrow (Chair), Roger Swift (Vice Chair),
Louise Marriner, Chris Shaw, Grahame McCabe,
Louis de Soissons and Fiona Hall
Others: Roy MacDonald - NNDC and Tim Adams - NCC
Public: 1 member of the public

1. **To consider apologies for absence - To note and approve apologies received by the Clerk prior to the meeting**
All members were present.
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)**
Chris Shaw - personal - planning 24/1620 and 24/1614
3. **To confirm receipt - Annual Parish Meeting Minutes 29th May 2024**
Members confirmed receipt of the Minutes.
4. **To approve the Annual Parish Council Minutes - 29th May 2024**
Resolved to approve and they were duly signed by the Chair.
5. **Resolution to adjourn the meeting for public participation - NNDC and CC Reports (10 minutes allowance)**

Tim Adams, NCC - informed that speeding along Hall Road had been reported to him and asked if the SAM2 could be installed along the route. The Council would investigate.

CS

The Footpath FP5 and BR11 was still being worked on.

The 20mph zone proposal within Southrepps had been accepted and work would commence imminently by Highways.

Discussion took place with regard to flooding from Church Street down to the playing field and that a number of drains needed investigating. Tim Adams would liaise with the Highways Engineer to assess the situation.

Roy MacDonald, NNDC - spoke about the response in connection with the level 1 complaint raised to the planning department. A meeting would be set up by Roy MacDonald and 2 Council members with planning to discuss this further. In the meantime a letter would be sent to reserve the option to escalate to a stage 2 complaint if required.

6. To review and consider Planning if received

24/0862	Windrush, Chapel Rd	Single storey ext	Approved
24/1297	Barn Cottage, Thorpe Rd	Single storey side/rear ext	No comment
24/1614	6 Sandy Lane, Southrepps	Erection - single storey side ext	No comment
24/1620	Holly Cottage, 5 Meadow Lane	Alts to detached garage to facilitate part conversion to home/office studio	See below*

**Chris Shaw had been approached by a member of the public in connection with 24/1620 with concern that it might be turned into a business. It was informed that there was a strict covenant on these properties. No other members had issues/comments with this application and therefore a comment would not be made on behalf of the Council.*

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

GENERAL

7.1 SAM 2

The figures for SAM were discussed and were in alignment with previous data downloads.

7.2 Southrepps Footpath FP5 & BR11 - LDS - investigations were continuing on this - Tim Adams would liaise with the Trails Team

This matter was ongoing and would be followed up.

7.3 Formal response to NNDC - Director of Planning regarding EF/23/2307

This is covered in Agenda item 5 - agreement that 2 Councillors attend a meeting with the NNDC Planning Team. In the interim a response would be sent to the Planning Team stating that we reserve the position to escalate this matter to a level 2 within the 30 day period.

EP

HIGHWAYS MATTERS

7.4 Parish Partnership Bids - 20mph zone Southrepps

This project had finally been authorised and the Council would monitor progress. It was hoped that work would commence soon.

7.5 White hatching refreshing - Chapel St - reported 900265221

Tim Adams would investigate when this would take place - it might be part of the 20mph scheme.

7.6 Signage Chapel Street - informed NNDC - on list to be replaced Roy MacDonald - would review this issue at NNDC.

7.7 Grass at Long Lane by village sign - this had been cut

7.8 Works at Long Lane by Flagship Housing on the Green

Members considered that the works had not been completed to a reasonable standard and that the ground needed levelling and reseeded. The Clerk would contact Flagship.

EP

7.9 Drainage - Church Street - information forwarded to Highways

A meeting would be set up with the Highways Team and it was considered that a "grip" may be the best way forward.

PLAYING FIELD

7.10 Replacement of play area perimeter fencing - quotes being sought

The Clerk would finalise the quotations as it was noted that the fence was now beyond lifespan and deteriorating quickly.

Agenda

7.11 Car parking provision at Bowls Club and Village Hall car park; to provide suitable parking surface for LAMS vehicles and for additional parking for users and allotments holders

Members agreed to remove this item from the Agenda.

7.12 Pot Holes along the footpath to the Bowls Club

This was deferred for further investigation and monitoring.

Letter sent to remind Bowls Club to slow down

Members agreed to remove this from the Agenda.

7.13 Village Hall Car Park - cars being removed - owner reminded again

7.14 Southrepps Football Club

At the present time there was no movement on the formal development of Southrepps Football Club. The difficulty with the facility is that of parking for vehicles especially when the hall is being utilised.

8. To consider and review correspondence

Councillor re resident requests - actioned	Agenda
Southrepps Village Hall - re external changing unit	Agenda
Bowls Club re electric supply	Agenda
NPTS - thank you for subscription	Noted
SAM2 - traffic figures	Noted
Resident re speeding on Antingham Road	Responded
Southrepps History Hub - on website	Actioned
SBA - re AGAR - questions	Actioned
Resident re dead ash trees	Actioned
NCC - re confirmation of 20mph delegated authority - AGREED	Circulated
NCC - Notification of Roadside Nature Reserve Designation	Circulated
Public - request for photo collages - forwarded to VH	Circulated
The Norfolk Marathon and half Marathon - 13/04/25	Comment to be sent to the organisers
Benjamin Court Campaign	Discuss
Resident & Councillor - blocked drains - Crown Loke/Village Hall	Meeting to be held with Highways
Councillor re responsibility for water pipes	Investigate
NCC Parish Partnership Scheme	Agenda
NNDC - response from Planning re stage 1 complaint	Meeting at NNDC
Resident - earth removal and trees	Responded

9. To consider Financial Matters

9.1 To receive bank reconciliation and note receipts and review reserves

The Clerk outlined the bank reconciliation and members reviewed reserves to ensure sufficient funds for the installation of the new fence for the play area.

9.2 To agree payment schedule and approve payments

Mick Kinder – various caretaking	£152.00
Southrepps Village Hall – water usage at allotments	£44.50
Mr Overton Pest Control	£210.00
Secret Gardens – maintenance works	£222.00
Secret Gardens – maintenance works	£630.00
Country style – glass recycling	£123.00
NNDC – dog bin emptying	£990.30
Elaine Pugh – Clerk	£647.95
HMRC	£70.40
Wix – website renewal – reimbursement to Clerk	£123.24
Kevin Richardson (grass cutting)	£700.00
Secret Gardens – installation of zip wire	£240.00
NPOWER – monthly lighting charge - June	£38.79
NPOWER – monthly lighting charge – May	£42.80
NPOWER – monthly lighting charge - July	£40.05
CHT – outstanding balance due for defibrillator parts	£120.50

9.3 To review allotment rents payable in September 2024

The Clerk informed that the current charge for an allotment was £12 per annum and £13.00 for water. Water utilised to date £44.50. Members considered the income from this and resolved that the rents together with the water charge are not increased. EP

9.4 To consider upgrade of Electricity junction box to Bowls Club and costs/contributions involved

It had been drawn to the Council's attention that the electric junction box located on the recreation field needed to be upgraded. UK Power Network had supplied a guide quotation. Members were advised that the total cost would be circa £4,500. The Council discussed this at length and it was resolved that the Clerk write to the Bowls Club suggesting a financial contribution for this project to ensure that the work was carried out promptly. EP

10. Installation of signage at Southrepps Village Hall Car Park - to agree wording and agree budget for expenditure - circa £300

The Clerk provided 3 wording options for members to select from and the approximate sizing. Option 1 was selected being the most appropriate applicable. The dimensions needed to be reduced and this would be dependent on the size of the wording. Details would be circulated prior to the sign being procured. It was resolved that £300 be allocated for this purpose. EP

11. To consider approach from Southrepps Village Hall regarding the adoption of the Football Club unit by the Parish Council

Members discussed this at length and it was resolved that this matter be deferred until the September meeting. During this period the Football Club Chair would contact the Village Hall to discuss the matter further. It was estimated that the unit was valued upto £3k for Parish Council insurance purposes.

12. To formally transfer ownership of the SCT container to Norfolk Wildlife Trust and remove from asset list

It was resolved that now sufficient time had now lapsed and that NWT were in full management of the Common the SCT container could be transferred to NWT. The Clerk had liaised with NWT and they would be more than willing to accept the donation of the container together with insurance liability. Clerk to write to NWT to confirm. EP

13. To consider installation of additional bench/seating or bus shelter at Long Lane (by the notice board)

Residents had approached the Council to install an additional bench at the Green at Long Lane. This area is owned by Norfolk County Council not the Parish Council. It was considered that there was a need to supply additional seating as passengers wait for the bus at this location although, it is not a designated bus stop.

Members resolved that the Clerk investigate the purchase of an additional bench and report back. EP

14. To Receive Reports from Councillors and items for the next Agenda

Land Registry for the playing field and car park.

The dog bag dispenser installed on the playing field did not dispense efficiently and a new one would be investigated. The bags were expensive and being taken/used in high volumes. EP

**15. To confirm date of the next Meeting
Southrepps Ordinary Parish Council Meeting -
Wednesday 18th September 2024 - Southrepps Village Hall @ 6.30pm**

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

17. To consider and review staff realignment of salary and ancillary payments

The Council discussed and reviewed the realignment and it was resolved that the proposed salary and ancillary payments be authorised. A letter would be forwarded to the Clerk.

There being no further business the meeting was concluded at 8.45pm.

LESLEY SPARROW - CHAIR

18th September 2024