

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 6th August 2025 @ 6.30pm Southrepps Village Hall

Present: Lesley Sparrow (Chair), Roger Swift (Vice Chair), Chris Shaw
Louis de Soissons, Louise Marriner, Grahame McCabe
and Fiona Hall

Others: Roy MacDonald - NNDC, Tim Adams - NCC (partial)
and 2 members of the public

- 1. To consider apologies for absence - To note and approve apologies received by the Clerk prior to the meeting**
No apologies were required - all members were in attendance.
- 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 declarations were received or dispensations authorised.
- 3. To approve Annual Parish Council Minutes 28th May 2025**
Council resolved to approve the Minutes which were signed by the Chair.
- 4. To confirm receipt of the Annual Parish Minutes 28th May 2025**
Council confirmed receipt of the Minutes - to be signed in 2026.
- 5. 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.

A member of the public spoke about the land adjacent to Sandy Lane which formed a peninsular area and owned by NCC. The area had been cut recently. The Clerk explained that this was part of the Urban grass cutting contract delegated to the Parish Council. Members asked the Clerk to liaise with Highways to assess if a 1 metre strip could be cut around the peninsular area and the rest left uncut to allow wildflowers to self-seed. EP

Roy MacDonald, NNDC - discussed the report which had been circulated to members.

Tim Adams, NCC - spoke about Wellspring Road and the Clerk would write to a nearby landowner to liaise regarding access to the wooded area. EP
The new road signage relating to RB20 would be installed near to the bridge by Highways and the Parish Council had authorised the design. There would be buildout line markings placed onto the road to reinforce the message to drivers regarding the speed reduction. 3 white slow lines needed to be refreshed. Trees/foliage needed to be heavily cut back along Chapel Road which hid the 20mph Highways' signage. Clerk would supply information and photo of foliage. EP

6. To review and consider Planning (if received)

25/1112	14 Church St	Erection of conservatory	Approved
25/1314	20 Church St	Int alts and ext repairs to masonry and update heating system	Circulated

7. To consider the adoption of the Christmas Santa Sleigh event and review risk assessment

The Council resolved to adopt the Christmas Santa Sleigh community event and a risk assessment would be written and approved by the Council.

EP

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

GENERAL

8.1 SAM 2

The figures were reviewed for the telephone exchange on entering the village. This showed that 68% of drivers were adhering to the 20mph speed limit with only 6% over 30mph. Bradfield crossroads - the speeds are down especially for those driving over 40mph.

It had been noticed that the Police had not been in attendance to complete speed checks for some time. Council would try to identify the times of the regular speeders and endeavour to encourage the Police to attend at those times.

RS/EP

The purchase of a SAM3 was discussed and the Clerk would research and place on the Agenda for September. This would form part of an application to NCC for the Parish Partnership Scheme.

EP

8.2 Replacement bench by the Church - restored and installed

8.3 Dog bin in Clipped Hedge Lane - repaired and emptied

8.4 Bench on Common - resident informed

8.5 Dumped car on Village Hall car park - No response had been received and the vehicle was causing a nuisance to users.

The Clerk was requested to forward another letter to the owner of the vehicle.

EP

HIGHWAYS MATTERS

8.6 Drainage - Church Street/Loke - in progress

Highways had attended with a camera to make an assessment of the drains.

8.7 RB20 - new signage - new signage authorised to remind drivers that walkers could be in the road.

8.8 20mph traffic calming - Highways installing additional road markings.

PLAYING FIELD

8.9 Legal registration with the Land Registry of the Playing Field and allotments - circulated

8.10 Dead tree branch at side of playing field - removed

9. To consider Financial Matters

9.1 To receive bank reconciliation and note receipts and review reserves

The Clerk informed on the bank reconciliation and Council noted reserves held.

9.2 To agree payment schedule and approve payments

TT Jones (streetlights 2024)	116.52
DT Overton	300.00
Colin Bartle (repair of Church bench)	300.00
Elaine Pugh	920.36
HMRC	127.00
Kevin Richardson	663.20
Southrepps Church	500.00
Secret Gardens	234.00
NNDC - dog bin emptying	1,085.76
Countrystyle Recycling	81.00

Resolved to pay enbloc.

The Clerk informed that the unmetered supply monthly charge had not been debited by NPower due to use of unmetered supply investigated.

9.3 To review expenditure to date

Expenditure for the period April-August 2025 was discussed. It was noted that income from Highways for grass cutting had been received and that the second tranche of Precept was due in October.

9.4 To consider replacement bench at Lower Southrepps (current unit is beyond lifespan)

Members discussed the replacement for the bench at Lower Southrepps and all were in agreement that an allowance of £800 plus VAT be made from reserves. This would be for a solid teak bench.

The Chair and Clerk would investigate and report back. LS/EP

10. To consider and review correspondence

Tim Adams - traffic calming	Circulated
HMRC Land Registry - NK249375	Circulated
NNDC - dumped cars at Southrepps Village Hall	Informed
Westcotec - new SAM2	Circulated
PFK Littlejohn - various queries on AGAR	Responded
Norfolk Vanguard - general vesting declaration	Circulated
Roy MacDonald - NNDC	Circulated
NNDC - modification to local plan	Circulated

11. To consider and review provision of additional parking at Southrepps Village Hall

Members discussed this at length and there was an agreement that the Bowls Club should be utilised for overflow car parking (the land opposite the Clubhouse) for which they paid a peppercorn rent. Members resolved that this car park should be utilised as an overflow community car park.

The Clerk would write to the Bowls Club asking them to remove the Bowls Club signage and replace it with Overflow car park. This would enable additional parking spaces when needed. It was agreed to source a quotation to clear back the overhanging trees/foliage and complete remedial works to the main car park. EP

The car parking issue with vehicles being left for long periods of time was also being addressed albeit this was not an easy or simple task.

12. **To Receive Reports from Councillors and items for the next Agenda**
Plastic debris located at the end of Gables Avenue - this had been reported however, Highways could not locate it. A photo was requested so that it could clearly inform Highways where this debris was located. CS/EP
13. **To confirm date of the next Meeting**
Southrepps Ordinary Parish Council Meeting -
Wednesday 17th September 2025 - 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:**
Resolved to close the meeting to the public.
15. **To consider and review staff salary and ancillary payments**
The Clerk's salary was reviewed and agreed. A letter would be forwarded for confirmation.

There being no further business the meeting was concluded at 8pm.

LESLEY SPARROW - CHAIR

17th September 2025