

SOUTHREPPS ANNUAL PARISH MEETING

MINUTES

Wednesday 28th May 2025

@ 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: 6 (including NNDC and NCC Councillors)

1. CHAIR'S REVIEW/REPORT for the year 2023-2024

"First I would like to thank our Parish Clerk Elaine Pugh who works hard for the parish council and the village. I also thank my fellow parish councillors alongside Mr Tim Adams (NCC) and Mr Roy MacDonald (NNDC) for their help and attendance at meetings.

My sincere thanks also go to the volunteers in our village who keep clubs and societies running and a big thank you to the Village Hall Committee.

St James' Remembrance Service was well attended and a donation was made to the Royal British Legion for £100.

We enjoyed singing carols round the Christmas trees in Lower and Upper Southrepps and I would like to thank Santa for visiting at the busiest time of the year.

White hatching has been refreshed on Chapel Street, the formal transfer of the SCT Container has been made to NWT. Drains have been cleared on Pitt Street and repairs completed on play equipment.

Some new signage has been installed in the village hall car park, an electricity junction box has been upgraded to supply the Bowls Club and a new perimeter fence erected around the play area.

An extra bench has been installed near the noticeboard in Upper Street and the 20mph traffic calming has been completed and traffic monitoring is continuing with SAM2.

The Parish Council continues to oversee dog bins, grass cutting, bottle banks, allotments and play equipment.

2. TO SIGN ANNUAL MEETING MINUTES - 17th May 2024

Resolved that these be signed by the Chair.

3. TO RECEIVE REPORTS FROM VILLAGE CLUBS AND SOCIETIES

The Clerk informed that the Village Hall was doing reasonably well and that in the longer term the committee would replace the decking to the rear of the hall.

4. OPEN MEETING FOR THE PARISH

There were no comments from members of the community.

There being no further business, the meeting concluded at 6.40pm.

Southrepps Parish Council

Annual Parish Council Meeting

01692 402998 -Elaine Pugh - Clerk.Southrepps@gmail.com - www.Southreppspc.info

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

Minutes of the Annual Parish Council Meeting

**Wednesday 28th May 2025 following the Annual Parish Meeting
@ Southrepps Village Hall**

Present: Lesley Sparrow (Chair), Roger Swift (Vice Chair),
Louise Marriner, Grahame McCabe and Fiona Hall

Others: Roy MacDonald - NNDC and Tim Adams - NCC

- 1. To Elect a Chair for 2025-2026 and receive declaration of acceptance of office**
Council resolved to re-elect Lesley Sparrow as Chair.
- 2. To appoint a Vice-Chair for 2025-2026 and receive declaration of acceptance of office**
Council resolved to re-elect Roger Swift as Vice Chair
- 3. To consider apologies for absence - To note and approve apologies received by the Clerk prior to the meeting**
Chris Shaw and Louis deSoissons - personal - accepted by the Council
- 4. 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)**
There were no dispensations requested or authorised.
- 5. To approve Ordinary Parish Council Minutes 16th April 2025**
Council resolved to approve the Minutes and were signed by the Chair.
- 6. 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.

Tim Adams, NCC - spoke about the remedial works to be completed for the 20mph which would include line markings. Long Lane surface dressing - this is being resolved with back filling. Wellspring Road is still under review with ecologists. Hall Road speeding - there appeared to be 3 drivers who did not adhere to the speed limit on a regular basis and it maybe the "SLOW" line markings are reinstated. The restricted Byway signs had been ordered. Discussion took place with regard to "SLOW" signs being reinstated along the High Street and Highways would be reminded to do this.

Roy McDonald, NNDC - the monthly report had been circulated and one item of casework relating to the buildout for the 20mph had been investigated.

- 7. To review and consider Planning if received**
No new planning had been received.

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

GENERAL

8.1 SAM 2 - Council reviewed the figures and was monitoring the speed.

8.2 Replacement bench outside Church

The donator had been contacted and would arrange for it to be repaired.

8.3 Flytipping on vacant land at Wildflowers - Reported to Flagship

HIGHWAYS MATTERS

8.4 Drainage - Church Street/Loke

This work has now been completed. The Clerk informed that it had been reported that the backfill had sunk; cones had been placed around the location. This was being addressed and remedial action taken.

EP

8.5 RB20 - new signage - the signage had been ordered and installation would take place over the next few weeks.

8.6 Parking along the High Street near to junction at Long Lane

This was being monitored however, the situation had eased.

8.7 20mph traffic calming

This was being monitored but Highways had remedial works to complete.

8.8 Police speed checks - requested and the Clerk would remind the Police again.

EP

PLAYING FIELD

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

**9. To review provision of Council Insurance provider -
(3 year agreement - report circulated)**

A report had been forwarded to Councillors for their consideration as the 3 year LTA had ended with the incumbent provider.

Three quotations had been obtained from specialist companies and it was resolved that the Council appoint CAS (Ansvar) at a cost of £848.94p with a 3 year LTA agreement.

A saving of £512.88 per annum over the previous provider.

EP

10. To consider Financial Matters

10.1 To receive bank reconciliation and note receipts and review reserves

The Clerk read out the bank reconciliation and highlighted receipts and members noted reserves.

10.2 To agree payment schedule and approve payments

WIX - Michelle Dickinson	403.20
HMRC	29.00
Elaine Pugh	449.34
Ros Calvert – internal auditor	75.00
Secret Gardens - new post and inst of dog bin	54.00
Mick Kinder - grass cutting ancillary	120.00
TT Jones (street lighting maintenance)	126.00
CAS – Insurance	848.94
Kevin Richardson	450.00

Council resolved to approve en bloc

10.3 **To review allotment rents payable in August 2026**
 Council reviewed allotment rents and resolved not to increase the rent for the period 2026-2027.

10.4 **To consider donation - St James's Church Grass Cutting (£1k)**
 Council discussed this at length and it had not been allocated in the 2025-2026 budget. The Church grass cutting cost per annum was £4,250 - the Council considered that this was an expensive maintenance task. Members resolved that an amount of £500 be donated to St James's Church this year and that a provision be assessed in the 2026-2027 budget. EP

10.5 **To retrospectively appoint Ros Calvert - Internal Audit 24-25**
 Council resolved retrospectively appoint Ros Calvert for 24-25.

11. **Annual Governance and Accountability Return 2024-2025 (AGAR)**

11.1 **To receive and agree Accounts for 2024-2025 (circulated)**
 Council resolved that the accounts be signed.

11.2 **To receive and consider Annual internal auditor's report for 2024-2025 (circulated)**
 Council considered the Internal Auditor's report and noted the recommendations.

11.3 **To consider and agree complete Section 1 Annual Governance Statement for 2024-2025 (circulated)**
 Council resolved to sign Section 1 of the AGAR.

11.4 **To consider and agree Section 2 - Accounting Statements of the AGAR for 2024-2025 (circulated)**
 Council resolved to sign Section 2 of the AGAR.

11.5 **To consider and agree risk assessment**
 Council resolved to agree the risk assessment. It was noted that if the Council wished to adopt the yearly Christmas Santa Sleigh event then, a full risk assessment would need to be completed. August Agenda

11.6 **To consider and agree asset list**
 Council reviewed and agreed the asset list.

11.7 **To consider the appointment of internal auditor - 2025-2026**
 Council resolved to re-appoint Ros Calvert as internal auditor.

12. **To consider and agree street lighting maintenance contractor**
 Council resolved to re-appoint TT Jones at a cost of £126 per annum for a 3 year period.
 Clerk to arrange payment of invoice and signing of contract. EP

13. To consider and review correspondence

NCC - re Highways - Church Street/Crown Loke	Circulated
St James' Church - request for donation	Agenda
Roy MacDonald - monthly report	Circulated
Steff Aquarone - MP report	Circulated
NCC - re Devolution	Circulated
TT Jones - street lighting maintenance contract	Agenda
NNDC - Public Space Protection Orders	Circulated
Resident re status of 20mph build-outs	Noted
NCC - re funding for bus shelter installations	Noted
Tim Adams - Traffic Calming - response	Circulated
Southrepps Village Hall - re decking	Discuss

14. To Receive Reports from Councillors and items for the next Agenda
The Clerk informed that the caretaker had been requested to maintain the bench at Lower Southrepps which was falling into disrepair.

Write to Chris Young concerning the damage being done within the village with non- adherence to the Conservation area within the village.

Dog bin in Clipped Hedge Lane - needs emptying. EP

A bench on the Common needs attention - Clerk to write. EP

Large dead tree branch at side of playing field needs removing. EP

Dumped car on Village Hall car park - Clerk to write. EP

15. To confirm date of the next Meeting
Southrepps Ordinary Parish Council Meeting -
Wednesday 6th August 2025 - Southrepps Village Hall @ 6.30pm

There being no further business the meeting concluded at 7.55pm.

LESLEY SPARROW - CHAIR

6th August 2025