

REEDHAM PARISH COUNCIL

Minutes of the Parish Council meeting held on Monday 6th July 2026 in the Village Hall Lounge

Present:

Cllrs L. George (Vice Chair - Presiding)

P. Bagshaw, D. Breeze, M. Burgess, D. Hale, M. Goddard, C. Mutton, S. Pittam, M. Walton

Parish Clerk: S. Shackleton

County Councillor: J. Thomas.

District Councillor: G. Nurden

Also present: Chairman of the Village Hall, C. Bradbury; 1 member of the public

The Council meeting commenced at 7.30pm

1-07-2026 Apologies for Absence

C. Thomas – Family Commitment

R. Allen – Family Commitment

RESOLVED Apologies for absence were **approved**.

2-07-2026 Declarations of Interest on the Agenda

Cllr Burgess – Agenda item 18. d) – Invoice on payments for approval

3-07-2026 Minutes of Previous Meeting

RESOLVED The minutes of the Parish Council meetings held on the 1st June and 22nd June 2026 were **approved** and were signed by Cllr George as Chair of the meeting.

4-07-2026 Clerk's Report

Village Hall Chair, Chris Bradbury, has been in touch with Norfolk County Council (NCC) regarding the poor use of the EV chargers at the Village Hall. NCC are now hoping to relocate the chargers elsewhere in the village and are looking for locations to host them. There is also an outstanding invoice which has been referred to NCC.

Reedham Footpath No.5 (Low Common to Seven Mile House) will be closed from 13th July to 27th November 2026. Works are being carried out by the Environment Agency to reconstruct the existing flood bank.

The closure will start at the junction with Low Common and go east for a total of 800m. There is no diversion available.

A report has been received of knotweed growing again along the edge of the highway at Witton Green. The matter has been passed to NCC Highways and a reply is awaited.

Public Participation

The Chairman of the Village Hall gave the following report:

There were no issues with the play equipment safety inspection for July.

Chairman.....

Fund Raising:

The June Cash Bingo jackpot wasn't won; the jackpot for 20th of July is £150 in 50 numbers or less. We will be showing on big screen the film Wuthering Heights on Friday 10th July, starts at 7:30pm. The adult drama group performance of Sherlock Holmes "Baskerville" was very well attended and great feedback was received. The RCA Stage school will be performing Robin Hood and the Sherwood Hoodies 17th July at 7pm , and 18th and 19th July at 2:30pm. Tickets cost £6 for adults and £3.50 for under 16. There will be a jumble sale 11am-1pm and outdoor car boot 10am-1pm on the 15th August. Donations will be collected on Thursday 13th or received at the hall during the day on the 14th August.

County Cllr Thomas reported receiving correspondence from officers regarding the EV chargers at the Village Hall, which advised that they are 'reviewing the invoice and hoping to conclude it soon'. Cllr Thomas also noted the issue with the hedge on Mill Road and asked the Clerk to feed back any further comments received. Cllr Thomas reported two decisions have been made by County Hall that may impact the Parish: the £5,000 Members Local Fund has been withdrawn and put into the Fire Service deficit, and the Highways Local Members Fund of £11,000 has been put back into Highways budget. There will be three schemes over the summer: Child Care, Master Composting, and Drive for Longer for the over-60s. Details will be available in the County Councillor's report. Cllr Thomas also advised that electrical recycling is now available again at the recycling centres.

D. Cllr Nurden advised that the Pride 2026 flag will be raised at the Horizon Centre on 20th July at 11am. Broadland Community Awards are now open; nominations can be made online and close on the 28th August. The Broadland Cabinet is meeting on 14th July at 6pm, this can be viewed by livestream or on catch-up. One item of interest may be the Annual Treasury Management Review, under which terms the Broadland Parish Deposit Scheme is managed. Also on the agenda is the Regulatory Enforcement Policy Review. Cllr Nurden also reported that a notice has been published on the Broadland District Council website of their intention to commence preparation of the Greater Norwich Local Plan 2045. A Call for Sites is open from the 15th June – 13th July 2026.

5-07-2026 Planning Applications

For information only – 2026/1826 Felling of a dead tree, Yareview Close.

6-07-2026 Grant Applications

No grant applications have been received.

7-07-2026 Reedham Primary School

No update has been provided by the school. Cllr Bagshaw advised that contact has been made with the school, but no response has been received yet.

Chairman.....

8-07-2026 Review of Council Documents

- a) Business Continuity Plan - minor updates, including removal of the reference to the Scheme of Delegation and the reference to a Council representative on the Village Hall Committee.

RESOLVED The updated Business Continuity Plan was **approved**.

- b) Document Retention Policy - minor updates

RESOLVED The updated Document Retention Policy was **approved**.

9-07-2026 Complaints Committee

- a) To ratify the committee and its members.

RESOLVED The committee and its members were **ratified**.

- b) To ratify the appointment of the Committee Chair

RESOLVED The appointment of Cllr Breeze as Committee Chair was **ratified**.

10-07-2026 Parish Councillor Surgery Report

Cllr George gave a report on the June Parish Councillor Surgery. At the Surgery a member of the public asked a question regarding noise pollution at Village Hall events; although this is outside the Parish Council's remit, it was useful to be able to point them in the right direction.

The next Surgery will be held later in July, date and venue to be advised.

11-07-2026 Village Hall Play Equipment Repairs

The Clerk provided a quote for specialist works to the play equipment following the inspection by Online Playgrounds, at a total cost of £1,140.19 + VAT.

RESOLVED The quote for play equipment works was **approved**.

12-07-2026 Riverside Planters

Following last month's correspondence regarding the handing over of the planting and maintenance of the eight planters on Riverside, Cllr George noted that several people are willing to take on planting but regular watering may be an issue. The Clerk advised that the Broads Authority may be willing to allow the use of their water supply.

CLERK to publicise a request for volunteers for watering, and to contact other organisations for information on how planters are managed.

13-07-2026 Woodland Walk Restoration Project

The Clerk reported that the project is now halfway through, with work comprising coppicing, removal of invasive yellow archangel and cutting back bramble. Three donated bird boxes have been installed, enabling savings in the bird box budget to be used to purchase a tawny owl box.

The Environmental Strategy team from Broadland District Council, who provided the Future for Nature grant, will visit on 27th July to review progress.

The next stage will involve planting native wildflower plugs and bulbs, followed by planting the understory with native shrub whips.

Expenditure to date is £2,448.33 of the £5,900 budget.

Chairman.....

14-07-2026 Village Works

a) Village Sign Mill Road

Cllr Mutton advised that he had been unable to locate the original painter of the sign. Councillors offered to make enquiries to obtain contact details.

b) Map Riverside

Cllr Mutton has been unable to source a suitable map. Councillors put forward options for further investigation.

Cllr Goddard offered to make enquiries at the Broads Authority
CLERK to liaise with Cllr Mutton further.

c) Notice Board repairs Doctors Surgery / Riverside

Cllr Walton has repaired the lock on the notice board by the doctor's surgery.

Repairs can be carried out to the Riverside board to address minor defects, but durable cork sheet suitable for notice-board use is not currently available. An alternative rubber material can be cut to size, or magnetic sheet of the correct outdoor grade could be used. Both are priced at around £144 plus VAT. Owing to the limited use the board has at present, it was decided to continue to look for alternative materials.

15-07-2026 To discuss any updates on the following:

a) Speeding on Station Road

The police attended on 1st July; however, no-one was recorded exceeding the speed limit. It was noted that 30 mph roundels could be painted on the road and that the existing 30 mph signs are faded. Cllr Walton recommended that the police carry out speed checks at New Town, where the speed sensor has recorded a high number of vehicles travelling in excess of the speed limit.

b) Speed Sensor Data

In June the speed sensor was located on Mill Road near the school collecting data from traffic travelling towards the school. The speed limit here is 30 mph.

The 85th percentile was 27.2 mph; the average speed was 22 mph. The average vehicles per day was 318. This is comparable to the data collected at this location in September last year.

c) Allotments

Cllr Burgess has measured the water tank and identified an adaptor that should fit the connection.
CLERK to check with allotments manager and purchase if suitable.

d) Norfolk Ramblers – Reedham footpath map

CLERK to prepare a Reedham footpath map for the next meeting in September.

16-07-2026 Highways Issues

a) Parking on The Havaker for railway station access

The Clerk has written to Alan Neville, Stakeholder, Community and Customer Engagement Manager at Greater Anglia, to clarify its policy on parking charges at smaller village stations but has not yet received a reply.

b) Update on overgrown hedge on Mill Road

Highways have cut this back to clear the highway, but it has not been cut back to the garden boundary.

Chairman.....

17-07-2026 Correspondence

- a) Age UK request for donation

Noted. The Council does not normally make donations outside the parish.

- b) Change to Localism Act 2011, Publication of parish councillors' home address

Clerk has taken action as necessary.

- c) GNLP Call for Sites

No comments.

18-07-2026 Financial Matters

- a) The monthly Income and Expenditure report for June was noted, see attached.

- b) To receive the Actual vs Budget report to 30th June 2026, see attached

- c) The payments made in June 2026 were confirmed by Cllr George

- d) Payments presented for approval, circulated to the councillors in advance.

RESOLVED The following payments were **approved**:

Staff Payments – Pre-authorised paid 28 th June	£	749.75
Staff Payments – WFH Allowance – Pre-authorised paid 28 th June	£	26.00
Barn Owl Trust – Tawny Owl Box - Pre-authorised paid 4 th June	£	130.00
Unity Trust – Bank Charges (May) – Pre-authorised paid 30 th June	£	7.00
Reedham Community Association – Room Hire	£	48.00
Stephanie Shackleton – SLCC Membership	£	200.00
Countrystyle Recycling – Village Hall Glass Recycling	£	48.00
Countrystyle Recycling – Riverside Glass Recycling	£	21.00
The Conservation Volunteers – Woodland Walk Project Works	£	720.00
NPTS – Code of Conduct Training	£	78.00
Stephanie Shackleton – Expenses	£	8.98
Mark Burgess – Materials for Bench Install	£	45.06
RLS Computer Services – Web Hosting Fees	£	228.00
Reedham Community Association – Room Hire	£	80.00
Suffolk ALC – Clerk CiLCA Training	£	54.00
Suffolk ALC – Clerk CiLCA Training	£	420.00
Total	£	2,863.79

- e) To confirm CIL Monies received have moved to an EMR

The Clerk confirmed that the CIL Monies allocated for the Village Hall solar panels have been moved to an Ear Marked Reserve.

- f) To consider bank signatories for 2026-27

It was noted that Cllr Thomas, as Chair, has been added as a bank signatory for the Unity Trust account. Cllr Hale to be removed from the signatories list.

Chairman.....

19-07-2026 Items for the Next Agenda and Public Session

Items for the Next Agenda

Cutting of Top Footpath Woodland Walk
Christmas Event

Public

None

20-07-2026 Time and Date of Next Meeting

The next scheduled meeting of Reedham Parish Council is Monday 7th September at 7.30pm in the Village Hall Lounge

The meeting finished at 20.50

Date.....

Chairman.....

REEDHAM PARISH COUNCIL

INCOME AND EXPENDITURE REPORT UNITY TRUST BANK

AS AT 30.06.2026

	June	YEAR TO DATE		June	YEAR TO DATE
INCOME			EXPENDITURE		
PRECEPT		13,681.00	STAFF SALARY/TAX/PENSION	749.75	2,544.94
GRANT		-	STATY/POST/PHONE ETC	188.50	276.45
NCC	216.40	216.40	IT/PROF/SUBS/TRAINING	75.00	581.49
CIL		9,829.04	ROOM HIRE/GRANTS		2,090.00
RECYCLE		49.77	GROUND MAINTENANCE		-
MISCELLANEOUS		-	VILLAGE WORK	1,171.18	2,419.35
BROADLAND DC		-	AUDIT & INSURANCE		750.95
ALLOTMENT A/C		57.29	RECYCLING		15.00
		-	ALLOTMENT A/C		650.00
		-	MISCELLANEOUS		-
TOTAL	<u>216.40</u>	<u>23,833.50</u>	TOTAL	<u>2,184.43</u>	<u>9,328.18</u>
HMRC VAT		1,660.70	VAT	162.14	355.30
HMRC VAT			VAT Allotments		55.00
Allotments		85.00	TRANSFER	10,000.00	30,000.00
TRANSFER					
CASH BOOK	AT 30.06.26		BANK ACCOUNT	AT 30.06.26	
BALANCE CD/FWD	22,554.43		CURRENT ACCOUNT	10,424.26	
INCOME	216.40				
EXPENDITURE	<u>(2,184.43)</u>			<u>10,424.26</u>	
	<u>20,586.40</u>		Less unpresented chqs		
TRANSFER	(10,000.00)				
Net VAT	<u>(162.14)</u>				
BALANCE	<u>10,424.26</u>		BALANCE	<u>10,424.26</u>	

Chairman.....

BDC PARISH DEPOSIT ACCOUNT**AS AT 30.06.2026**

	June	YTD		
INCOME			EXPENDITURE	
TRANSFERS			TRANSFERS	
INTEREST			BANK CHARGES	
TOTAL	<u>-</u>	<u>-</u>	TOTAL	<u>- -</u>
CASH BOOK	AT 30.06.26		ACCOUNT	AT 30.06.26
BALANCE B/FWD	17,563.51		BDC ACCOUNT	17,563.51
INCOME				
EXPENDITURE	<u>-</u>			
BALANCE	<u>17,563.51</u>			<u>17,563.51</u>

UNITY TRUST INSTANT ACCESS**AS AT 30.06.2026**

	June	YTD		
INCOME			EXPENDITURE	
TRANSFERS	10,000.00	30,000.00	TRANSFERS	
INTEREST	<u>73.73</u>	<u>73.73</u>	BANK CHARGES	
TOTAL	<u>10,073.73</u>	<u>30,073.73</u>	TOTAL	<u>- -</u>
CASH BOOK	AT 30.06.26		ACCOUNT	AT 30.06.26
BALANCE B/FWD	20,000.00		INSTANT ACCESS ACCOUNT	30,073.73
INCOME	10,073.73			
EXPENDITURE	<u>-</u>			
BALANCE	<u>30,073.73</u>			<u>30,073.73</u>

**Total Cash
Assets:**
58,061.50**Earmarked funds: 42,046.30****Allotment reserve 362.85**

Chairman.....

Reedham Parish Council

Actuals vs Budget for Quarter Ending 30.06.2026

Actual		Actual		Budget	
31.3.2026		as at 30.06.2026		2027	%
Income					
£					
24,551.00	Precept	13,681.00	27362	50%	
580.00	Miscellaneous				
207.68	Grass Cutting	216.40	210	103%	
480.03	Recycling	49.77	500	10%	
631.07	Interest	73.73	600	12%	
26,449.78		14,020.90	28,672.00	49%	
Expenditure					
7,307.62	Clerk's salary	2,544.94	8,245	31%	
312.00	Clerk's WFH Allowance	78.00	312	25%	
400.22	Office expenses	258.30	300	86%	
210.00	External Audit	0.00	210	0%	
125.00	Internal Audit	125.00	135	93%	
550.50	Insurance	625.95	700	89%	
520.07	Subscriptions	301.64	400	75%	
270.00	Training/Travel exps	220.00	300	73%	
833.53	Website & IT Costs	0.00	260	0%	
4,677.52	Grass Cutting / Grounds Mtnc	0.00	4,850	0%	
4,742.62	Village work	170.02	3,500	5%	
1,570.00	Woodland Walk maintenance	400.00	2,500	16%	
440.00	Permissive Path	440.00	440	100%	
120.00	Play Equipment inspection	120.00	150	80%	
494.00	Dog / Litter bin emptying	0.00	750	0%	
194.99	Glass recycling	15.00	220	7%	
378.00	Village Hall rent	190.00	500	38%	
	Election costs	0.00	200	0%	
2,500.00	Grant Reserve	1,900.00	2500	76%	
(1,000.00)	Allocated Grant Reserve not paid				
	Sundry				
	Maintenance accrual		2,200		
24,646.07		7,388.85	28,672	26%	
1,803.71	Surplus / (Deficit)		0		

Chairman.....

36,204.34	balance b/f	42,147.05
	Including allotments balance of	925.56
2,754.30	VAT (income)	1,660.70
21.12	VAT (income) Allotments	85.00
(2,397.26)	VAT (expenditure)	(355.30)
(30.00)	VAT (expenditure) Allotments	(55.00)
	CIL receipts	9,829.04
	CIL expenditure	
1,235.00	First Responders Grant	
5,000.00	Woodland Walk Grant	
	Woodland Walk Grant expenditure	(828.33)
(2,037.78)	Earmarked Reserves expenditure	(461.00)
1,340.82	Allotment Account Funds b/f	925.56
584.50	Allotments Income	57.29
(990.88)	Allotment Expenditure	(650.00)
		10,207.96
<u>42,147.05</u>		<u>58,061.50</u>
	Current Account	10,424.26
	BDC Parish Deposit	17,563.51
	Instant Access Account	30,073.73

10,895.29	General Reserves	15,652.35
30,326.20	Earmarked Reserves	42,046.30
925.56	Allotment Reserve	362.85
42,147.05	balance c/f	58,061.50

Chairman.....