

Southrepps

Annual Parish Meeting

☎ 01692 402998 – clerk to council – elainepugh15@hotmail.com
Raynham house, 10 new road, north Walsham, Norfolk, NR28 9DF

Minutes of the Annual Parish Meeting
Held on Wednesday 30th May 2018 - 7.00pm
@ Southrepps Village Hall

Lesley Sparrow - Chaired the meeting
Members of the public 11

1. CHAIR'S REVIEW/REPORT for the year 2017-2018

Since our last Annual Meeting we have mourned the passing of Mr Mick Waudby, one of our Parish Councils. Mick was well known in the village and will be sadly missed.

We have however, welcomed two new people to our team and they are Mrs Peal and Miss Harrison-Holmes.

My thanks go to not only my fellow parish councillors but also to Mrs Arnold (NNDC) and Mr Adams (NCC) for everything they have done over the past year.

SCT are still maintaining Southrepps commons with the help from their volunteers and talks with NWT are progressing well so the commons can still be enjoyed for years to come. Our sincere thanks go to them.

The village hall is still being used for one off events, regular bookings and functions. Our thanks go to the committee and to the volunteers who have given the hall a fresh lick of paint.

Work on the recreation ground is nearing completion. The football pitch area has been nearly finished and it is hoped that the area around the edge will be undertaken by a new contractor which will enable Southrepps Football Club to return to the village.

The Parish Council oversees; grass cutting dog bins, bottle banks, street lighting, allotments, hedge cutting and play equipment. We have recently purchased a SAM2 speed unit.

Donations have been made to - the Royal British Legion £75 and CAB £100.

Speed watch continues in the village at present but volunteers are needed.

The trees around the car park have been trimmed and I would like to thank residents for removing their cars so this work could be completed. A volunteer roadside nature team will undertake the management of the flora and fauna along designated hedgerows.

I would like to thank all the volunteers in the village who continue to keep our clubs and societies running. The work you do is very much appreciated.

Last but certainly not least I would like to thank the Clerk - Elaine Pugh who we definitely couldn't do without.

Thank you all for attending.

2. TO SIGN ANNUAL MEETING MINUTES - 30th May 2017

These were approved.

3. TO RECEIVE REPORTS FROM VILLAGE CLUBS AND SOCIETIES

The Clerk read out reports received from SCT, Southrepps Society and the Support Scheme these are attached at appendix 1 and 2.

4. TO ASSESS VILLAGE INPUT FOR A NEIGHBOURHOOD PLAN

It was agreed that a Neighbourhood plan at this stage was not required but a Parish Plan was the more appropriate and preferred way forward. It was agreed that Graham McCabe would investigate further the way forward and report back along with Tish Peal who was keen to progress this. Other elements which were necessary to the success of the plan was the input from other organisations

5. OPEN MEETING FOR THE PARISH

The transfer of SCT to NWT was discussed and the reasons given why the Council considered it reasonable to act upon this now. The volunteers of SCT were ageing and it was getting more difficult to find funding and manage the SSSI site.

All rights would be maintained and 3 selected areas would be retained by the Parish Council.

The benefits of the SAM2 were highlighted. One volunteer came forward to manage the project on behalf of the Council and one Councillor would be responsible for the extraction of the data information. The Clerk would liaise and arrange the delivery of the unit and training.

There being no further business the meeting concluded at 7.40pm and continued with the Annual Parish Council meeting.

LESLEY SPARROW - CHAIR

MAY 2019

Southrepps Commons Trust - Report – May 2018 - APPENDIX 1

I usually start by reminding everyone that we are here to take stock, examine our performance and make appropriate changes, like any good organisation. That's still the case this evening, despite the presence in the room of a rather large elephant which cannot be ignored. I refer to the current talks between Parish Council and Norfolk Wildlife Trust, talks about who should own and look after Southrepps Commons. I will return to this later, and there will be an important motion for you all to vote on. But first, here is a brief account of the past year's activity.

SSSI – The cutting programme remains as prescribed by Natural England and comprised three Areas, namely the first Warren Road part you come to and the whole Central part right up to the Bradfield Road boundary. On the map it's Areas A, E & G, and now it's cut it looks huge, impressive and beautiful!

The work went exceptionally well, finished in record time with record numbers of volunteers. Indeed, on the 10th September 27 volunteers turned up, including a senior NWT manager, and I suffered the rare dilemma of not having enough things to do or tools to do them with! As with the previous year, we acceded to Natural England's advice to start cutting in mid-summer, in the hope of arresting the spread of both reed and Michaelmas daisy. It's too early to judge the success or otherwise of this strategy, but the signs are encouraging.

We are grateful to Norfolk Wildlife Trust for generously maintaining our mower free of charge. That we still had problems for much of the time is no reflection on the excellent job done, it's just an old machine working in harsh conditions.

Whilst thoughts are preoccupied by the cutting programme, Fox's Beck is important, and thanks go to Tim Willey for his constant monitoring of the water voles whose numbers appear to be stable. There is consistent evidence of otters passing through, but thankfully no sign this year of the dreaded mink.

Tim's frequent patrolling of the boardwalk deserves recognition, especially his persistent use of bio-degradable, hi-vis spray paint as a deterrent to antisocial dogs, and owners.

We trumpet our successful near eradication of Himalayan Balsam in the area near the car park but, frustratingly, it has migrated downstream. Margaret is leading a team targeting new growth much earlier, when access is easier.

For the record, the cutting programme alone used up 510 volunteer hours, spread over 12 Sunday morning sessions from 24th July to 21st January. On top of that, time was given to Himalayan Balsam, scrub clearance and boardwalk repairs, this latter becoming increasingly frequent. The really impressive statistic here is that we finished the cutting programme with a month in hand which just demonstrates what an efficient team we have become.

The Pit - Village ponds like The Pit are rare in North Norfolk and SCT has taken an enduring pride in this village landmark, so it is frustrating that Reed mace (bulrush) has gained such a hold. Over a year ago, when the situation may have been recoverable, conditions prevented us getting into the water, and now it is beyond our ability to deal safely. The one reassurance I can give is that Norfolk Wildlife Trust seems committed to the Pit's full-scale renovation, if and when they take charge. Despite everything, a team comprising Dave Goode, Chris Bennet, Brian Howarth, Ken and Denise Walters, and Kevin and Linda Wardle kept the area looking good from early spring to autumn. In all, 40 Volunteer/hours were spent looking after The Pit last year.

Good Housekeeping - In addition to the more noticeable achievements, a lot of good housekeeping goes on. For example, last year, in no particular order, we:

* continued monitoring all our trees for safety and ash die-back; * maintained a safe and clear route along School Common path; * carried out routine maintenance and scrub clearance as necessary; * maintained School Meadow and the outdoor classroom; * kept the boardwalk safe; * continued the programme to eradicate Himalayan Balsam; * supplied articles for The Mardler magazine; * maintained a systematic photo archive of 17 selected views each month.

Volunteers & Membership - Our Volunteers are everything and exemplify community effort at its best. It's what impresses people time and again when I speak about what we do. Here are some facts:

* we have 105 Members (Friends), of whom 35 are active Volunteers (65 have offered); * there were 12 full working party sessions, with lesser tasks being undertaken by smaller groups throughout the year; * the best attendance was 27, with the average per session over the whole season being 17; * the average age of Volunteers, shall we say, commands respect, and by definition gets older; * number of hours logged by Volunteers last year, on all tasks excluding administration was at least 575. (Admin. time is unlogged but a few individuals spend a lot of time on it.)

The Trust held a garden party, generously hosted by John and Margaret Dowland, as a way of saying thank you.

Health & Safety - There were two reported incidents during the year, being a cut thumb and a bang on the head. Basic first aid was administered in each case, and there were no complications.

Trustees approved minor revisions to Health & Safety Policy in November.

It was decided not to run first-aid training as sufficient numbers have qualified over the last three years, and henceforth it is likely that NWT will provide it.

SCT on line - I have waxed lyrical about the website many times and rightly so. Thanks go to Duncan Westlake for his skill and determination in managing the site, with all its Tweets, Blogs and Notices, and to Margaret Dowland, with Cornel Howells, for looking after both the botanical content and the popular “Species of the Month” feature. The Gallery is much enlarged with donated photos, whilst the home page changes with the seasons. Apologies are offered for the fact that notices get sent twice but a technical issue is to blame which even Duncan is powerless to change!

The website averaged 355 hits per month and to date (April 2018) our Facebook and Twitter following has been 151 and 100 respectively.

Appreciation - My personal, sincere appreciation goes to: * Paul Bailey, Secretary, for his unswerving loyalty and meticulous attention to detail in difficult circumstances;

* John Dowland, Treasurer, for meticulous fiscal management, including the mind-numbing bureaucracy of Countryside Stewardship, not to mention practical help and advice in all sorts of ways;

* Duncan Westlake, “Membership Secretary and Principal Archivist”, “Website Manager”, “Deputy Secretary” and “Principle Blogger” hardly does justice to his unique and invaluable contribution.

* Margaret Dowland, for her botanising, educational work and catering in difficult conditions.

* Cornell Howells for help with plant lists, surveying, and authorship;

* Lesley Sparrow and Southrepps Parish Council for both moral and practical support;

* Last but not least, our army of volunteers, who reflect such credit on the community of Southrepps.

Future - I first took my concerns to Parish Council in January 2016 and finally, in 2018, we should see The Commons transferred to Norfolk Wildlife Trust, if talks proceed as expected. Both sides agree that this offers the only sustainable way for the Commons to be managed into the future. However, such a transfer of ownership would remove SCT’s purpose in life, in which case Trustees are unanimous in their view that the Trust should be dissolved. Trustees would stay in office for as long as it takes to manage a timely and orderly dissolution in compliance with Charity Commission rules. This means carrying on as normal for the time-being and trying to make any hand-over as seamless as possible.

Conclusion - Here I am reporting on my seventh year as Chairman of Southrepps Commons Trust, amongst friends who helped start it thirteen years ago; and now we are looking at winding it up. On reflection, there is much to be proud of. Together, we have kept a precious wildlife site thriving, and maintained a rare asset for the enjoyment of residents and visitors alike. We recruited a loyal group of volunteers who demonstrated what true community service is capable of. These impressive achievements have been a truly cooperative effort, winning awards and even Royal recognition. We are on the very cusp of change which, if it happens, I am sure will be for the best. We should embrace it, be proud, and look forward to the next chapter. This will also be my report to Parish Council on 30th May.

The Southrepps Society - Parish Meeting on 30th May 2018 – APPENDIX 2

The Southrepps Society has had another successful year with interesting speakers and events.

Since our last report, we have held our Annual Barbecue in the Village Hall in June on a damp and dismal evening. In July following on from his talk in April, Eddie Anderson from Templewood, gave us a tour of the estate showing improvements he had made to the flow of the river Mun.

For the first meeting of the autumn, we welcomed Wells Harbour Master, Robert Smith who gave an entertaining talk about the history of Wells Harbour and a humorous account of his job. In October, Andrew Lincoln, our local gamekeeper, told us about modern local game keeping. Our member and professional wildlife photographer, Ernie Janes showed us some of his latest photos in November.

For our Christmas meeting, we held a successful Bring and Share supper and celebrated our 40th anniversary. For the first meeting of 2018, Simon Partridge, managing Director of How Hill gave a most interesting account of the work of the How Hill Trust, set up to introduce children to the Norfolk Broads.

To acknowledge our 40th anniversary, we held a Memories Day on 24th February. Due to excellent publicity, we had about 300 visitors to look at our exhibition. We also received new photos and other information to add to our archive. As usual in February, we held our AGM attended by 34 members and followed by a Soup and Pudding supper.

On 15th March, 12 Society members and 3 Commons members carried out a Litterpick throughout the Village followed by refreshments at the home of Vice Chairman Diana Quay.

Diana was also our speaker for March talking about “Wildlife of the Caribbean.”

In April Tim Bennett talked about the writing of his book “Overstrand and the Great War.”

Our first walk of this year will be on the 31st May to Pretty Corner. Sales of our book “Southrepps remembered” are still continuing. Notices of meetings are displayed in the Post Office, the Church Porch, and the Warren Road notice board. The programme is also on the village website.

Carol Needham - Secretary

The British Legion Branch did its duty for Armistice Day and Remembrance Sunday. We completed another year of the Poppy Collection and raised over £1500. Thanks to Graham McCabe who organises it for us. We held our annual dinner in the Vernon in early February. Still difficult to recruit new members!

The Southrepps Support Scheme continues to do a monthly lunch for retirees with around 30 to 40 people enjoying the occasion. The St George lunch this year catered for 55 and was a good fund raiser. We look after the defibrillators and ran another training course in March. The new Mardler format is well received and thanks due to Shelley Dickinson for her expertise. We would welcome a Parish Council contribution again this year if funds allow.

Malcolm Hilson

Southrepps

Annual Parish Council Meeting

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Minutes of the Annual Parish Council Meeting **Wednesday 30th May 2018 @ 7.40pm following** **the Annual Parish Meeting @ Southrepps Village Hall**

Present: Lesley Sparrow (Chair), Roger Smith, Louis de Soissons,
Louise Marriner, Paul Briggs and Graham McCabe
Apologies: Tish Peal and Ngaio Harrison-Holmes
Others: 6 members of the public and Tim Adams - NCC (partial)

1. **Appointment of Chair and acceptance of office**
Resolved that Lesley Sparrow continue as Chair.
2. **Appointment of Vice Chair**
Resolved that Roger Smith continue as Vice Chair.
- 3 **To consider apologies for absence**
Tish Peal and Ngaio Harrison-Holmes accepted by the Council.
- 4 **To receive declarations of interest and Pecuniary interest authority**
Personal “B” Interests were declared by Roger Swift and Graham McCabe relating to Agenda item 8 on the Recreation Ground. Neither Councillor would be voting on this matter as it related directly to the Football Club.
5. **To approve Minutes**
Ordinary Parish Council Meeting Wednesday 28th March 2018
Resolved that these be approved.
6. **Resolution to adjourn the meeting for public participation, Police and District and County Councillor Reports (15 minutes maximum)**
Resolved that this be deferred as necessary.
7. **To report on matters arising (updates and information only)**
 - 7.1 **Community speedwatch**
It was still proving difficult to attract new volunteers and to arrange a convenient day however, it was hoped that a time could be arranged soon. Roger Swift offered his assistance with this.
 - 7.2 **Replacement tree at Clipped Hedge Lane/Beechlands - with LDS**
The tree is due to be planted in the near future.
 - 7.3 **Play equipment repairs - work in progress - sign to be cleaned** EP
 - 7.4 **Repair of manhole and drain at Village Hall - completed**
 - 7.5 **Roadside nature team - Clerk to chase again and to confirm meeting**
 - 7.6 **Replacement dog bin at Long Lane - this had been installed by NNDC**
 - 7.7 **SCT - transfer of commons - with Hansells**
The Clerk had chased Hansells again and was informed that the matter was progressing. A plan of land which was due to be retained by the Council had been agreed and provided to Hansells.
 - 7.8 **Hedge/tree cutting at playing field - completed**
 - 7.9 **Councillor training - dates to be arrange for October 2018.** EP
 - 7.10 **Neighbourhood Planning - this had been discussed in the Annual Meeting and it had been agreed that this should be a Parish Plan with Graham McCabe and Tish Peal working together on this.**

8. To receive update on recreation ground and agree the way forward

The Clerk outlined that Norse had now withdrawn from the project and had rescinded their invoice as they considered that they could not meet the standards expected of them to fulfil the contract.

Since the receipt of this letter the Clerk had instructed the grass cutting contractor to maintain the grass to a short level and on a weekly rota.

The contractor who had previously undertaken the work under the direction of Norse had been contacted with a view to the Council working with them on the next stage of the improvements.

Three variations of quotations had been received and the Clerk read these out. It was considered that one was simply not feasible or necessary and that was for the work at the area known as the “wilderness” at a cost of £10,339.20. The second quotation which had been received prior to the meeting amounted to £8,004 and covered the upgrade of the perimeter of the field which surrounded the central “pitch” area and involved heavy groundworks and the importing of 80 tonnes of soil.

Councillors considered this at length and it was resolved that this be reviewed in the longer term as members considered that this work may not be necessary.

The third quotation related to the condition of the central “pitch” area and members considered that the quotation represented a good assessment of what needed to be done to complete the area to allow FA level football to be played.

In order to bring this matter to a conclusion and consideration given to the fact that this project has been ongoing for far too long; the Council agreed to suspended financial standing orders to enable this quotation to be accepted and acted upon promptly.

It was resolved that the following actions by the Clerk be undertaken and that the Council is updated at regular intervals: EP

1. To ensure that the quotation included the rolling and aerating of the pitch which should also include the perimeter (therefore the whole field) and it was understood that an additional charge may be made for this. This must be done and then be passed by Norfolk FA who will then officially allow the area to be played on. The Clerk would report to the Council during this period.
2. That the Council approach a local grounds/landscaping volunteer who had offered to complete the wilderness project free of charge. The volunteer would have to provide a clear timeline for the work together with appropriate insurance and risk assessments taking place.
3. No other work at this time to the recreation field should take place until the actions at point 1 and 2 had been completed. The Council would then review the project once the first two steps had taken place to assess what may be needed.

9. To consider and review Planning

18/0736	Hall Farm House, Hall Rd	Prior approval for enlargement of existing storage reservoir	No comment
18/0535	The Vernon Arms	Variation of cond 2 to incl the erection of new flint and brick boundary wall, re-ordering of bin storage area, inc lean to tiled canopy and intro of sleeping policemen at the entrance to the site	No objections
18/0849	Daisy Cottage, 8b Sandy Lane	Erection of single storey front ext	No objections
18/0923	49 Long Lane, Southrepps	Demolition of existing side ext, rear garage & outbuilding, erection of 2 storey side ext and detached outbuilding	Comments on the use of the garage/outbuilding re limited to non-commercial only
17/2082	Land off Long Lane - Amended	20 dwellings with associated access, onsite parking provision, gardens and demolition of garages to create additional residents/visitor parking	Refused by NNDC

It was resolved that the meeting was opened at this point to allow Tim Adams to give his report which covered issues relating to general fly tipping which is being monitored and there is confusion as to when people should pay at the Refuse Centre for waste disposal. Defects on the roads were being dealt with and is ongoing. **Resolved to close the meeting.**

10. To review Correspondence

Request use the recreation ground in June/July 2019 for camping weekend and biker charity event - Clerk to request further details EP
Stephen Richards - request for purchase of Norfolk Day Flag
Resident request for planting a tree on SCT
Resident regarding utilisation of car park
TT Jones - completion of repair of streetlight at 1 Gables Avenue and continuation of maintenance contract
Training cost £300 from NPTS - 3 - 4 Councillors attending plus Clerk date to be Confirmed - date to be changed to later in the year EP
Play Inspection booked for 2018
NNDC - community housing fund - newsletter
Norfolk Age UK - request for donation Agenda
Norse response for recreation ground
Historic England - Southrepps War Memorial - noted and no comment EP
SAM2 - Southrepps Society
Southrepps Society- Neighbourhood Plan
Resident regarding access over Oak Lodge, Bradfield Road - noted EP
Norfolk Police
NCC Rangers visit
Mundesley Parish Council - event on Gold park
NNDC - Arts & Culture fund
Clerks & Councils Direct
Resident re planning for 10 Sandy Lane - noted

11. Financial Matters

- 11.1 **To Approve Southrepps Parish Council Accounts March 2018**
The accounts had been circulated and it was resolved that the Accounts be approved.
- 11.2 **To Approve AGAR and Audit and Governance Form March 2018**
The AGAR had been circulated and it was resolved that it be approved.
- 11.3 **To re-confirm appointment of Internal Auditor 2018 -2019**
Resolved that Ros Calvert be reappointed for 2018-2019.
- 11.4 **To consider and review Internal Auditor's report**
The Council considered and reviewed the Internal Auditor's report which had been circulated.

11.5 To consider membership of NALC or NPTS

The Clerk presented the two options and it was resolved that the Council move their membership to NPTS.

11.6 To consider request from Stephen Richards to purchase a Norfolk County Flag for the community of Southrepps (circa £160)

Resolved that the Council offer to purchase a flag to the value of approximately £80. EP

11.7 To approve payments

AMOUNT inc VAT	DATE	PAYEE	CHQ NO
52.00	30.05.18	Ros Calvert (int auditor)	20
1,395.00	30.05.18	Evergreen	501
240.00	30.05.18	Mr M Gillingham	502
300.00	30.05.18	Kevin Richardson	503
34.80	30.05.18	Indigo Waste	504
885.32	30.05.18	Came & Co Insurance	505
120.00	30.05.18	J Middleton	506
3,780.00	30.05.18	Westcotec	507
159.96	30.05.18	TT Jones	508
1.64	30.05.18	EON Christmas lights	509
567.61	30.05.18	Elaine Pugh	510
175.00	30.05.18	Mr Overton	511
142.50	30.05.18	NALC Membership	512
15.88	30.05.18	EON (April)	d/d
16.89	30.05.18	EON (May)	d/d

Resolved to pay enbloc

Amount	Date	From
7,125.00	23.04.18	NNDC - Precept - 1st tranche
756.35	14.05.18	NCC - Glass recycling
50.00	29.05.18	Synergy - Reepham Duke Edinburgh Award Scheme

12. To review and adopt the Policies on the GDPR and appoint the Clerk as the Council's Data Processing Officer. Clerk's appointment to be amended in the contract of employment.

The GDPR had been circulated to members and it was resolved that the policy be adopted. The Clerk's contract would be amended.

13. To consider request from resident regarding the planting of a tree on Southrepps Common

This matter was discussed and providing the species and the final placement of the tree was agreed the Council would be more than willing to accommodate this request on the Recreation Ground. It was resolved that this be approved on provision of the plan. Details would be forwarded to the Clerk in due course.

14. To consider request from resident to use Southrepps car park for a limited time as a storage/works area

This request was withdrawn.

15. To agree the procedures and placement of SAM2

A volunteer had come forward to be the main co-ordinator of the SAM2 and be responsible for charging of the batteries and managing the locations. Roger Swift would be responsible extracting and interpreting the information from the unit and providing this to the Council on a regular basis.

The Clerk would arrange for the delivery of the unit together with the training. Dates to be forwarded to the Clerk.

EP

**16. To Receive Reports from Councillors and items for
July 2018 Agenda**

Issues were raised with 2 cars parked on the village hall car park which appeared to be “dumped” without permission. The Clerk was asked to arrange for these to be removed.

EP

Flytipping to be a focus for the Mardler and to inform that it is illegal and how to report it via the NNDC website.

EP

The Clerk was asked to contact the contractors who renewed the car park surface and ask them to pull the shingle back so that it did not encroach onto the footpath. Longer term it maybe that a wider footpath would need to be installed or a further concrete pad to accommodate the disabled groups who use the hall.

EP

In the interim the Clerk would ask if the caretaker to pull back the shingle from the footpath.

Street cleaning along the High Street, Chapel Street, Church Street and Crown Loke was requested.

EP

Request for £100 donation for Southrepps Support towards the production of the Mardler.

Agenda

**17. To Confirm the Date of the next meetings
Southrepps Ordinary Meeting - Wednesday 2nd August 2018**

There being no further business the meeting was concluded at 9.25pm.

CHAIR

DATE