

# Reydon Parish Council

Ann Dobson – Clerk to the Council

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## **Minutes of the Meeting held in the Village Hall on 21<sup>st</sup> September 2023 at 7.30 pm.**

### **1 Present and Opening**

#### **Present:**

Chair, Cllr Pam Cyprien, Cllr Maddy Senior, Cllr David Panther, Cllr Philip O’Hear, Cllr Dominic Knight, Cllr Laurence Vulliamy, Cllr, Linda Coe, Cllr Dexter Kirk, Cllr Kalvyn Friend, County Cllr Michael Ladd, Clerk – Ann Dobson

The Chair, Cllr Cyprien, welcomed everyone to the meeting which began at 7.30 pm.

### **2 Apologies for Absence**

Apologies were received from Cllr Fiona Taylor, Cllr Sally Anfilogoff and Cllr David Beavan.

### **3 Public Forum**

Martin Nicholls had been invited to give a presentation at this meeting on the work of the Southwold and Reydon Community Emergency Planning Group and how the Parish Council could assist with this. A report had been circulated in advance of the meeting and Mr Nicholls said that his main requests were:

- Parish Council assistance to obtain Registration of the CEPG with SCC to cover snow clearing of footpaths.
- For the Parish Council to create a page providing householder advice on Resilience and Preparation.
- For agreement by the Parish Council to cover 50% of the costs of printing and binding 30 copies of the Emergency Plan Document (shared with Southwold Town Council). Cost to Reydon Parish Council to be £65.00

It was suggested that Mr Nicholls deal directly with Cllr Panther regarding the snow clearing and directly with Cllr Knight regarding the website page. It was unanimously agreed to fund the £65.00 for the document printing and binding. The Chair thanked Mr Nicholls for his presentation.

Cllr Ladd then gave his report on behalf of Suffolk County Council.

He said that Potters Bridge was ongoing, Highways had been alerted and the road was currently passable but still very deep in places.

As far as finances were concerned, at the end of six months, a predicted deficit of £23 million was expected by the end of the full financial year which represented around 4% of the total £600 million budget. He said that this was, fortunately, not as bad as many councils but a deficit nevertheless.

Cllr Ladd reported that from 1<sup>st</sup> October, Milestone Infrastructure would be taking over from Kier as the Highways Services Contractors.

The Gull Wing Bridge was still on schedule to open in 2024.

Finally, Cllr Ladd said that the LionLink Consultation was to be held on Friday 22<sup>nd</sup> September and Cllr O’Hear commented that the Parish Council and everyone else should be seriously thinking about all this and the implications for Reydon, in particular the Rec and Rissemere Lane and any landfall at Southwold would be very disruptive. The Chair said that this would be discussed later in the meeting and thanked Cllr Ladd for his report.

### **4 Declarations of interest**

There were no declarations of interest.

### **5 Minutes of last Meeting**

It was proposed, seconded and unanimously agreed to authorise the Chair to sign the minutes of the last meeting.

### **6 Matters Arising from the Minutes**

All matters still outstanding were to be followed up under their respective headings later in the meeting.

### **7 Clerk’s Report**

The Clerk reported the crimes for July 2023 as follows:

Reydon – 5 (4 violence and sexual offences, 1 burglary)

Southwold – 12 (3 burglary, 3 criminal damage and arson, 2 antisocial behaviour, 4 others)

The Internal Audit Report had been circulated and the Clerk said that the comments in this would be noted for next year. The external Audit Report had not yet been received.

The Clerk reported that the SALC advice was not to use personal emails for Parish Council business and the Cllrs said they would give serious thought to this and it would be further discussed.

The Clerk had visited all four noticeboards and some remedial work was needed to three out of the four. It was agreed that Cooper and Denny should be asked for a quote for this.

**ACTION:** Clerk to ask for a quote from Cooper and Denny and report to the Cllrs.

#### **8 Reports from Parish Councillors**

The Chair reported that she had again been in contact with St Felix School regarding a meeting with the new Headteacher and Head of Marketing which had been discussed in May. The meeting was to discuss how the School and the Parish Council could work more closely together.

The Chair further reported that St Felix were keen for their primary school pupils to sing at the Reydon Christmas Lights Switch On. They had been asked to contact the Christmas Lights Committee about this directly.

#### **9 Resignation of two Parish Councillors**

The Chair reported that Cllr Anfilogoff had decided to resign as Parish Cllr. The Council thanked her for the contribution she had made.

Cllr O'Hear had also given his intention to resign as he wished to reduce his commitments, but he agreed to stay until a new Chair of the Planning Group could be found. It was agreed to add this to the Agenda for the October meeting.

**ACTION:** New Chair of Planning Group to be appointed at October meeting.

#### **10 Application for Co-Opted Councillors to be appointed**

There was one application for co-option to the Council – Sarah Jerman. Sarah's appointment was proposed by Cllr Panther and seconded by Cllr Friend. All other Cllrs unanimously agreed and Sarah Jerman was invited to sit at the Councillor table and was formally adopted.

**ACTION:** Clerk to send appropriate documentation and to include the list of working groups for Cllr Jerman to consider.

#### **11 Vision and Strategy for Reydon**

The Chair reported that she had already circulated this and invited comments. Cllr Senior said it would be good to get more youth engagement and to work closely with the local schools. She also said there were good opportunities for youth involvement within COLC. Cllr Senior said she was happy to replace Cllr Cyprien as the Reydon Primary Liaison and Cllr Cyprien agreed. Cllr Vulliamy proposed and Cllr Cyprien seconded the move to adopt the updated document and all Councillors agreed.

#### **12 Energy Project Invitation**

Extensive discussions took place on the LionLink project. Various meetings with various bodies were planned including a Teams meeting on 3<sup>rd</sup> October held by East Suffolk Council and an AEPA Meeting at Stratford St Andrew on 4<sup>th</sup> October. Cllr Cyprien and Cllr Panther would attend the physical meeting and Cllr Cyprien and Cllr Kirk the Teams meeting. It was decided that the meeting planned for 27<sup>th</sup> October would be a Public Meeting with possibly an extra Parish Council meeting to be held beforehand to prepare for this. Cllr O'Hear said it was very important to look at all the projects being planned and not just the one affecting Reydon and Southwold as this then gave the complete picture. It was generally felt that the Heritage Coast was not an acceptable place for this project to take place due to the natural habitats, biodiversity and tourism and that off shore would be far better. Cllr Vulliamy said that extensive coverage would be given to this project in the next Reydon Robin.

**ACTION:** Clerk to notify East Suffolk and AEPA of the Cllrs attendance. Councillors to agree on a date for an extra Parish Council meeting to be held if necessary and to plan for the Public Meeting on 27<sup>th</sup> October.

#### **13 Green Spaces Working Group**

Cllr Taylor was on holiday but she had circulated an update on the allotments. The rental charges were to remain the same and she had proposed new terms and conditions and tenancy agreements which had also been circulated. The Clerk had sent out renewal letters to current plot holders along with the revised terms and conditions for their comments and two vacant plots had already been filled.

The recent damage at the Rec was discussed and it was agreed that all essential things had been done to rectify this due largely to a lot of voluntary help from Geoff and Ben.

The Wicksteed play equipment report had highlighted some improvements that could be made but nothing was deemed urgent. A local resident's email was read out to the Council regarding play equipment but it was decided to wait until the location of the LionLink project had been finalised.

It was decided to defer a possible Tree Grant by East Suffolk Council sent by Cllr Beavan until the October meeting.

**ACTION:** Clerk to add to October Agenda.



**14 COLC and Community Pantry Working Group**

Cllr Coe said that the Pantry was going well but more volunteers were needed for working in the Pantry itself and Drivers. She presented an updated leaflet for approval and all Cllrs agreed and to give £240 to fund it.

Cllr Senior said that it would be good to be able to set up a Go Fund Page for COLC and the Community Pantry, as many people had said to her that they would be willing to support this. Cllr O’Hear said that he thought that the Southwold and Reydon Society would contribute too. In principle it was agreed that this was a good idea.

Cllr Senior also said that the local school meals project had been welcomed by Reydon Primary School and that vouchers were being issued for this ‘Pilot’ term.

It was reported that a new food bank was being set up in Southwold at the Methodist Church run by Reverend Martin.

Finally, Cllr Senior said that Waveney Hygiene Bank were in the process of setting up a base at Sole Bay Health Centre Pharmacy and they were looking for financial support. This would be discussed further at the next meeting.

**ACTION:** Cllr Coe to send an invoice to the Clerk for the Leaflet funding which would then be paid. Clerk to look into the Go Fund page and to add the Waveney Hygiene Bank to the next Agenda.

**15 Updates from other Working Group Meetings**

There were no other updates.

**16 Village Hall Updates**

Cllr Vulliamy said that the car charging situation was much more positive – they were to stay in situ - and it had all been a misunderstanding.

The Village Hall report had been circulated in advance. To summarise:

The floor had just been re-varnished. A new heating system bid was going in to The Reydon Trust for new infra-red heating which would be more economic to run and would be run as a token system. The Village Hall group were also preparing a bid to have the bar area made into a self-contained separate room for hire so that it would be multi-purpose. The cupboards had recently been turned out and anything that wasn’t claimed would go into a table top sale on Saturday 21<sup>st</sup> October. New cupboards were also being built at the back of the hall.

Cllr Vulliamy had been getting quotes for a state-of-the-art digital projection system for a funding bid and the acoustics of the hall were being looked at. He said that he was also getting quotes for a structural survey of the building as it was important to know of any impending expenditure.

He said the AGM was on 31<sup>st</sup> October and this would see the launch of the Village Hall’s Golden Anniversary Appeal ready for the Anniversary in 2027. All were invited.

Finally Cllr Vulliamy said that the committee desperately needed more people to help with the village hall running and if anyone knew of someone who may be interested could they please contact him or send an email.

Funding from the Parish Council for the coming year was to be agreed at the October meeting.

**ACTION:** Clerk to add Village Hall Funding to October Agenda.

**17 Reydon Robin**

Cllr Vulliamy and Cllr Knight had been working on this and the closing date for inclusion in the October magazine was 22<sup>nd</sup> September. It would actually be going to print on 2<sup>nd</sup> October though, so could include the up-to-date information on LionLink.

**18 Reydon Guide**

Cllr O’Hear said that he was in the process of updating the current leisure map and that he should be able to follow this up at the next meeting.

**19 Website**

Cllr Knight said that he had been waiting on the website information for the switchover to the new web site. It was asked if he could find out who was doing what on this ready for the next meeting.

**ACTION:** Cllr Knight to obtain more information for an update at the next meeting.

**20 Correspondence**

There had been a number of emails in circulation regarding the New Leaf Reydon and Southwold Group, both from the group themselves and from Suffolk County Council regarding funding for items purchased. It was agreed that the Clerk should communicate with the Self Help Scheme at Suffolk County Council (and copy the New Leaf Group in) to say that the Parish Council would pay out on anything that Suffolk County Council would reimburse them for afterwards.

**ACTION:** Clerk to make contact with Luke at Self Help Scheme and follow through.



**21 Insurance Renewal**

This had been circulated ahead of the meeting and was unanimously agreed by the Cllrs.

**ACTION:** Clerk to renew the insurance policy for the Council.

**22 Highways Working Group**

Cllr Panther reported that there had been a meeting with Suffolk Highways in August and various suggestions were made to improve the parking in the Nightingale Avenue area. He indicated the options and the Cllrs unanimously agreed on the following:

Extend the double yellow lines at the junction with Wangford Road so that they extend the same distance from the junction as the white line in the centre of the road;

Leave space for a small number of vehicles to park before a further stretch of double yellow lines directly opposite the junction with Teal Close.

With regard to the Wangford Quarry Southern Extension, the County Council advice had been that there was no case for development in an AONB. It was possible that another application would be made or it could be dropped altogether.

Wolsey Bridge now had new white paint with slow down signs but the tree still needed to be cut and this would be arranged by the Wildlife Trust in conjunction with Suffolk Highways.

**ACTION:** Cllr Panther to notify Suffolk Highways of the Parish Council's decision re parking in the Nightingale Avenue area.

**23 Pillbox**

A report on this had already been circulated and all looked promising but nothing was signed yet so ongoing at the moment.

**24 Planning**

The report from the Planning Group had been circulated in advance of the meeting and the recommendations were approved by the Cllrs as follows:

DC/23/2369/LBC – Tudor Cottage, 43 Wangford Road. To convert an existing attached woodstore into a utility/shower room. Revised Application.

Parish Council to recommend approval.

DC/23/2454/FUL: Doreen's Cottage (formerly Hilda's Cottage) 3 Bridge Road. Retrospective application – single storey and rear flat roofed extension.

Parish Council to recommend refusal

DC/16/3239/COU DC/16/3239/COU - Change of use to provide 4 No. Rental Units, storage/restroom/office for Suzie's Cafe/Nick Haward (Southwold) Limited and a new joinery shop in rear section of existing unit. Site address: Unit 3, Exchange House, Fountain Way, Reydon, Southwold Suffolk.

Parish Council to recommend approval.

**Planning Decisions:**

DC/23/1439/FUL Construction of side and rear part single storey party two stories extension. Demolition of outbuilding – 104 Wangford Road, IP18 6NZ

Permitted

DC/23/2186/OUT Outline Application (all matters reserved) – construction of detached single storey dwelling – Harebell, 8 Three Marsh Lane, IP18 6NP

Permitted

DC/23/1858/VOC and DC/21/2763/FUL Variation of Condition. Construction of two new dwellings – House A, three bedroomed dwelling and House B, two bedroomed dwelling – modify the designs of the buildings to create better quality accommodation – 30 Wangford Road IP18 6PY

Permitted

(Further plan to show tree and hedge treatments and drainage submitted on 4<sup>th</sup> August is pending)

DC/23/2113 and DC/22/3354/FUL Discharge of Condition No 4. Enlarge ensuites and form a new dormer window – glazing details – 10 Wangford Road IP18 6PY

Permitted

DC/20/1884/FUL and DC23/2969/DRC Discharge of Condition No 8. Demolish temporary A1 Pharmacy and construct a single (1no) C3 residential dwelling house with new vehicular access and associated hard and soft landscaping works – Reydon Pharmacy, 2-4 Shearwater Way IP18 6GX

Permitted

(Further plan to vary approved drawings, along with materials and landscaping details is being considered)

DC/23/2634 VOC Variation of Condition – to revise the dormer granted permission from a flat roof design to a cat slide pitched roof covered with matching tiles and window to match existing – The Harbourage, Fairfield Rd, Reydon IP18 6QR

Permitted

DC/21/4038 and DC/22/4409 VOC Variation of Condition No 2 – Single storey side and rear flat roofed extension.

Rear first floor pitched roof extension – Neighbour's property incorrectly shown/dimensioned from extent of first floor extension. Extension built to correct dimensions as approved – Doreens Cottge (Formerly Hildas Cottage) 3 Bridge Road Reydon IP18 6RR

Application Withdrawn

DC/20/4583 and DC/23/2725 – Variation of Condition No 2. – Construction of 3no. detached houses and associated carsheds – carports to be removed. The second floor on Plot 2 is to be removed. Land to West of 18 Halesworth Road, Reydon IP18 6NH Permitted

The Parish Cllrs also authorised the Planning Group to consider the consultation for Custom and Self Build Housing received from East Suffolk Council.

**ACTION:** Clerk to enter Parish Council recommendations on Council Planning Portal.

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#### Finance

##### a) Invoices for approval

Clerk salary and expenses August	£488.82
Gillian Graham Invoice August	£104.20
Gillian Graham Invoice September	£104.20
Pantry Driving	£89.55
Will's – Strim and Cut Reydon Corner August	£120.00
E-on	£7.86
E-on	£20.79
K Seaman – Jubilee Green Cutting July/Aug	£225.00
Stamps	£8.80
Jess Gregson – Pantry Supplies	£54.32
SALC – Internal Audit	£368.40
Hire of Hall for Allotment Meeting and PC Meeting	£35.00
K Seaman Sept Jubilee Green, rec cutting, play area etc	£320.00
Wills – strim and cut 12 <sup>th</sup> Sept	£120.00
New Leaf – Paint for Might's Bridge	£200.00
Pantry Driving – Aug/Sept	£134.10

##### b) Receipts

Interest Business Bank Instant	£56.30
National Grid Ventures 2 year Licence for Rec	£500.00

##### c) Bank Balances as at 31<sup>st</sup> August 2023

Treasurers Account	£600.00
Business Bank Instant	£73,625.09

##### d) CIL Money

CIL Money £19242.72 - £2,277 by Oct 24

##### e) Bank Reconciliation

Had been circulated in advance to Cllrs.

##### f) Cllr's Expenses

None.

All the above financial information was approved unanimously by the Councillors.

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#### Any Other Business

Cllr Kirk had been asked to arrange the Holocaust Memorial Day on 27<sup>th</sup> January 2024 at the Southwold Theatre and requested a donation towards this from Reydon Parish Council. It was agreed unanimously to donate £200.00 towards this.

**ACTION:** Cllr Kirk to send an invoice to the Clerk and then this would be paid.

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#### Date of Next Meeting

The next monthly Parish Council Meeting would be held on Thursday 19<sup>th</sup> October 2023 at 7.30 pm.

The Chair closed the meeting at 9.50 pm.



Pamela Cyprie