

# **Reydon Parish Council**

**Ann Dobson – Clerk to the Council**

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## **Minutes of the Annual Parish Council Meeting held in the Village Hall on 22<sup>nd</sup> May 2025**

### **Present:**

Cllr Pam Cyprien, Cllr David Panther, Cllr Dominic Knight, Cllr Kalvyn Friend, Cllr Linda Coe, Cllr Sarah Jerman, Cllr Adele Coleman, Cllr Kim Harvey, Cllr Chris Dixon and ESC Cllr David Beavan.

Several members of the public.

Clerk: Ann Dobson

### **1 Election of Chair**

The current Chair, Cllr Pam Cyprien, said that she was standing down as Chair and as Councillor, and she asked for nominations for her replacement.

Cllr Dominic Knight nominated Cllr Linda Coe as Chair, Cllr Kalvyn Friend seconded and there was a show of hands with all other Councillors in favour. Cllr Linda Coe agreed to accept the position with the Declaration of Office to be signed.

### **2 Election of Vice-Chair**

Cllr Kalvyn Friend nominated the current Vice-Chair, Cllr David Panther to continue in this role and Cllr Dominic Knight seconded. There was a show of hands with all other Councillors in favour. Cllr David Panther agreed to continue, with the Declaration of Office to be signed.

The new Chair took over at this point saying that Cllr Pam Cyprien would be a 'hard act to follow'.

### **3 Apologies for Absence**

Apologies for Absence were received from Suffolk County Councillor Michael Ladd due to a prior engagement and these were accepted by the Parish Councillors.

### **4 Public Forum**

ESC Cllr David Beavan began by saying there was currently a survey taking place between Suffolk's five district and borough councils asking people for their views on the future of vital local government services. He said that the current proposal by Suffolk County Council was for one unitary Council as this would save money whereas the district and borough councils thought that Suffolk would be best served by a multiple unitary Council. The survey was running until 25<sup>th</sup> July.

He went on to say that the St Felix houses were looking very nice and that he had not heard anything more on the Copperwheat development.

With regard to health and the new Integrated Care Boards, Cllr Beavan said, that in his opinion, it was the IT system that needed sorting out as a lot of unnecessary time and money was being wasted by this not being as good as it could be. One example was the NHS App that could be much improved.

A new initiative was being rolled out in Reydon and Southwold to improve health by working together with the NHS to target those people with long term illnesses to ensure they had adequate insulation in their homes and point them towards the various grants for insulation that were available.

Cllr Beavan finished by saying that the improvements at the caravan site by the harbour would not be taking place for a year or so but when they did the increased pitch fees would help to pay to defend the harbour from the sea.

A member of the public had attended the Parish Council Meeting specifically to talk about the proposed Glamping site on land adjacent to 70 Lowestoft Road. She said that she was very concerned about how much greenery, shrubs and trees would be lost as this was currently a wildlife haven. She was also concerned that although the planning application was for 9 pods, would it stop at this number or would more be approved later on. She said she was concerned about the sewers too as she lived nearby and they already had flooding in the area. Finally, she was worried about the lights from the site and how bright these would be. Cllr Dominic Knight said that the Planning Committee had been invited to respond to the application and would do so, opposing the application for many reasons including the ones she mentioned but also the potentially dangerous entrance and exit. The point was made

that East Suffolk Council were making 'a big thing' about looking after the environment and the wildlife, so this should go against the application too.

**ACTION: Cllr Dominic Knight as Chair of the Planning Committee, would put together a suitable response to the Planning Application, opposing the plans, unless and until all concerns could be addressed.**

**5 Declarations of Interest**

There were no declarations of interest.

**6 Minutes of Last Meeting**

The Minutes of the last Parish Council Meeting and the Annual Parish Meeting on 10<sup>th</sup> and 24<sup>th</sup> April respectively, were unanimously agreed to be authorised by the Chair and duly signed.

**7 Matters Arising from the Minutes**

There were no matters arising from the Minutes.

**8 Appointment to Statutory Bodies and Representatives**

**PC Rep for SALC** – to be agreed at a future meeting.

**PC Rep for Village Hall Committee** – Cllr Kim Harvey agreed to carry on with this.

**PC Rep for LionLink and NSIPS** – to be agreed at a future meeting.

**PC Rep for Stakeholder Advisory Group** – Cllr David Panther doing this currently but would like to pass over to another Councillor. To be agreed at a future meeting.

**Rep to do a Monthly Report to S&R Society** – it was agreed that the Clerk would keep Pam Cyprien informed of the monthly minutes and two committee minutes and that she would then continue with a report for the S & R Society on behalf of the Parish Council

**9 Committees and Working Groups**

The Clerk confirmed the current members and Chairs (where appropriate) for the following:

**Planning Committee** – Chair, Cllr Dominic Knight, Cllr Linda Coe, Cllr Kalvyn Friend

**Highways Committee** – Chair Cllr David Panther, Pam Cyprien, Brian Bailey, Cllr Linda Coe, plus Michael Ladd (SCC) and Jo Kerridge (Suffolk Highways)

**Reydon Vision and Strategy Group** – Cllr Dominic Knight, Cllr Linda Coe

**Employment Working Group** – Cllr David Panther, Cllr Linda Coe

**Green Spaces Working Group** – Cllr David Panther, Cllr Kalvyn Friend, Cllr Mike Medland, Cllr Mell Birch, Cllr Sarah Jerman

**COLC Working Group** – Cllr Linda Coe, Cllr Kim Harvey, Cllr Sarah Jerman

**Finance Working Group** – Cllr Dominic Knight, Cllr Adele Coleman, Ann Dobson - RFO

**Footpaths Working Group** – Cllr Chris Dixon, Cllr David Panther, Cllr Kalvyn Friend, Cllr Mell Birch, Ben Heather, ESC PROW Manager

**Working Group to Liaise with Southwold Town Council** – Cllr David Panther

**WW1 Pillbox Working Group** – Laurence Vulliamy, Pam Cyprien, Geoff Cooper, Cllr Kim Harvey, Cllr Chris Dixon, Cllr Kalvyn Friend, Cllr Linda Coe

**10 Clerk's Report**

Approval of amended budget for 25-26 (already circulated)

**This was unanimously approved and agreed to be adopted as the updated version. Total expenditure expected to be in the region of £48,080.00 plus any CIL expenditure from CIL payments.**

Approval of Internal Audit (now completed and updated version circulated)

Approval of Section 1 of AGAR (already circulated)

Approval of Section 2 of AGAR (already circulated)

Approval of Internal Audit Document going on website along with the unaudited AGAR.

Approval of AGAR and associated documents being sent to PKF Littlejohn for external Audit

**Everything to do with the internal and external audit was unanimously approved and noted by all Councillors. Cllr David Panther gave a Vote of Thanks to the Clerk/RFO for the work involved with all the above.**

A comment on the internal Audit was that it had not been minuted that all the Councillors 'Agree the scope and effectiveness of the internal audit which is to report on the adequacy of the system of internal control within the Parish Council.'

**This was unanimously agreed and considered by all Councillors to be very effective and a useful service.**

CIL and Precept Money Received

**This had been previously circulated and was approved and acknowledged by all Councillors.**

Approval of reviewed policies as follows (already circulated):

Freedom of Information and Model Publication Scheme

Website Accessibility

Standing Orders

Financial Risk Assessment

General Reserves Policy

Financial Regulations

**The updated versions of these policies were unanimously approved by all Councillors and were adopted for the next year.**

#### **11 Highways Committee (DP)**

The Minutes from the recent Meeting had been previously circulated.

Cllr David Panther said that he just wanted to say that Reydon Parish Council do all they possibly can in terms of raising awareness of speeding. There has been a recent traffic survey in Wangford Road and another will hopefully take place in Lowestoft Road. There was also the ANPR deployed from time to time through the village although this had not happened for a while.

Cllr Panther gave a Vote of Thanks on behalf of all the Councillors to Cllr Michael Ladd who gave so much support to the Parish Council most recently supporting the PC's views on the traffic management of the new anaerobic digester planned at Adnams. On that subject, the Parish Council had suggested more safety measures be put in place but had received a reply from Billy Manning, the Planning Officer, to say that these suggestions were not necessary for the application to proceed but that he would put them forward.

**ACTION: Clerk to chase up the deployment of the ANPR in Reydon.**

#### **12 Finance Working Group (DK)**

There was nothing new to report on finances this month.

#### **13 Green Spaces Working Group (PC)**

Cllr Mike Medland said that the hedge at the recreation ground was going to be done by the Council either very soon, if there were no nesting birds, or otherwise in September.

Wills had reported that five out of the six barrels at Reydon Corner were in a bad state of repair and he was asked to get a quote for their replacement. This had not yet been forthcoming but, in the meantime, it was suggested that the PC could ask Adnams if they could help with this.

**ACTION: Clerk to contact Adnams to see if they could help.**

#### **14 Cost of Living and Community Pantry (LC) (report already circulated)**

**Report from Cllr Linda Coe as follows:**

'Little to report this month. The Pantry continues to give out whatever foodstuffs and toiletries it receives, and after the glitch when the Co-Op and Tesco's were not able to donate goods, things have picked up again. Tuesday afternoons are as busy as Fridays and it's a good way to keep the quantities held in the fridge and freezers down to a manageable level.

Our new volunteers are all 'bedding in' nicely, beginning with shifts undertaken with some old hands, and now being able to run shifts with other newer team members. Sarah Jerman's team of drivers continue to provide a sterling service and another of our newer volunteers has taken over the Monday collection from the Cornish Bakery from me. There has been a request to have a bench or similar positioned outside for our queuers and also for a post where dogs can be tied up safely without restricting access to the steps at the rear or the pathway along the Hall from the front. Kim Harvey has been tasked with talking to the RVH Management Committee to see whether either of those are feasible.'

Cllr Sarah Jerman added that more drivers were needed, especially over the weekend, so this was to be circulated in the hope of more volunteers coming forward.

**15 Footpaths Working Group (CD)**

Cllr Chris Dixon said that Ben Heather, the ESC PROW Manager, had joined the Working Group which would be of great benefit. Cllr Kalvyn Friend showed the Councillors the posters that had been printed by Southwold Press regarding remind cyclists about the rules for footpaths, and it was agreed that these should help. Cllr Dixon said that the map of circular walks and a new Reydon map was still being looked at.

**16 Village Hall (KH)**

Cllr Kim Harvey said that she had nothing specific to report this month but that fundraising was continuing for all the improvements. It was commented on that the acoustics desperately needed improving and that the toilet was still waiting to be completed which should have happened by now.

**17 Reydon Robin (DomK)**

Cllr Dominic Knight said that the Arts Festival were sponsoring the June Robin and that it was being edited by Laurence Vulliamy once more. The deadline had been brought forward slightly to accommodate the dates of the Arts Festival and was now 6<sup>th</sup> June with publication on 16<sup>th</sup> June. More help was still needed to deliver them and Philip O'Hear who was present at the meeting said he was happy to go back on the rota.

**18 Website (DomK)**

Cllr Dominic Knight said there was no update this month but the website was ticking over nicely. He would let the Councillors have end of quarter stats at the June Meeting.

**19 Correspondence (Clerk)**

The Clerk reported that there had been a few resident queries re overhanging trees, footpaths and hedges and these had all been either been dealt with or reported.

**20 Planning (DomK)**

**Planning Committee (DomK)**

The Minutes from the Planning Committee had been circulated prior to the Meeting.

**Planning Decisions:**

DC/25/1426/AME – Non-Material Amendment of DC/22/0462/ARM – Approval of Reserved Matters of DC/15/3288/OUT. Various specific cladding and window changes on the 55 dwellings.

Application Permitted

DC/24/4587/FUL – Removal of existing shed and replace with extension for utility room – 7 Moyse Avenue, Reydon, IP18 6XF

Application Permitted

DC/25/1279/DRC – Discharge of Condition Nos 3 & 4 of DC/24/2665/LBC – Listed Building Consent – To create new bathroom facilities that will properly serve the needs of a 4/5 bedroom family home. To replace a sub-standard kitchen fit out with new units and appliances. To upgrade the inadequate heating and hot water system throughout the house – Kitchen Extraction/Drainage Pipe Details – 59 Wangford Road, Reydon.

Application Permitted

DC/25/1580/CCC – County Council Consultation (Reconsultation) – SCC/118/24W – demolition of existing anaerobic digestion facility and the construction and operation of an anaerobic digestion facility and the construction and operation of an anaerobic digestion facility and associated infrastructure – Reydon AD Plan Adnams Eco Distribution Centre, Halesworth Rad, Reydon IP18 6SG

No objections

DC/25/1038/FUL – Demolition of an existing side, new rear and side extensions together with some internal alteration work – Harvesters 19 Gorse Road, Reydon IP18 6NQ

Application Permitted

DC/25/1135/VOC – Variation of Condition No 2 of DC/24/3549/FUL – Change of use of land from agricultural to residential. Erection of double garage. Conversion of outbuilding to annexe. Cladding of existing dwelling. Relocation of greenhouse, shed and summer house – Revision to previously approved plans – Church End, Wangford Road, Reydon IP18 6PB.

Application Permitted

DC/25/1618/EE – Electricity Consultation – Replace the existing overhead electricity cables on a like for like basis – Overhead Electricity Cables, Wangford Road, Reydon.

Application Permitted

DC/25/1241/FUL – Single storey rear extension, removal of external chimney stack together with the provision of a new window on the south-east elevation – Lea-Rig, 65 Covert Road, Reydon IP18 6QE

Application Permitted

#### **New Applications:**

DC/25/1387/VOC – Variation of Condition No's 1, 6, 7 and 8 of DC/18/0335/FUL – New implement store/workshop and poly tunnel, to be used in association with production of flowers etc, The Southwold Flower Co, Wangford Road, Reydon IP18 6SJ

No objections - entered on ESC Portal

DC/25/1553/LBC – Listed Building Consent – Garage refurbishment and rear extension to form picture framing studio, replacement joinery to dwelling (one French door set and replacing a window with a French door set) and the removal of a small section of modern partitioning. 55 Wangford Road, Reydon IP18 6QA

Expires 15 May 2025 No objection as long as used for this specific purpose only

DC/25/1552/FUL – Same narrative as above but planning permission rather than LBC. 55 Wangford Road, Reydon IP18 6QA

Expires 15 May 2025 No objection as long as – see above

DC/25/0798/CON – Consultation – Installation of 9m medium pole. 10 The Crescents, Reydon IP18 6RT

Expires 15 May 2025 No objection

DC/25/1369/FUL – 9no executive glamping pods and 1no office/admin pod with associated parking and access tracks. Land adjacent to 70 Lowestoft Road, Reydon

Expires 29<sup>th</sup> May 2025 Planning Committee to raise objections to this which will be submitted by 29<sup>th</sup> May

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#### **Finance – (RFO)**

##### **a) Invoices already paid**

E-on D/D	£22.27
HMRC – PAYE -QTR D/D	£374.00
Wills	£155.00
Keith Seaman	£200.00
Gillian Graham	£122.10
Refreshments for Annual Parish Mtg (April)	£24.70
Book Token Gift for Parish Work	£50.00
Expenses for Reydon Star Awards	£81.25
Signs for Rec	£20.38
Stationery	£39.84
E-on DD	£20.31

##### **b) Invoices to be paid**

Gillian Graham	£122.10
Hall Hire	£55.00
Warm Room Supplies	£13.13
Pantry Electricity (2 months)	£209.83
Pantry Driving	£99.00
Supplies for Pantry	£22.42
Planning Meeting Room	£6.90
Wills	£305.00
Pearce & Kemp Emergency Lights RVH	£1,038.42
Keith Seaman – Jubilee Green & Rec May	£240.00
SALC – Internal Audit	£488.40
Refreshments for Annual PC Meeting (May)	£19.60
Thank you gift for Retiring Chair (over 10 yrs service)	£118.38
VE Day Flower Arrangement for Reydon Corner	£20.00
Paper bags for Pantry	£18.99
A Dobson – Salary and Expenses (end of month)	

**c) Bank Balances and Reconciliation as at 30<sup>th</sup> April 2025**

<b>Starting Balances:</b>	
Commercial Instant Access Account as at 31 <sup>st</sup> March 2025	£77,527.58
Community Account as at 31 <sup>st</sup> March 2025	£601.00
Commercial Instant Access Account as at 30 <sup>th</sup> April 2025	£174,408.44
Community Account as at 30 <sup>th</sup> April 2025	£601.00
<b>TOTAL</b>	<b>£175,009.44</b>
<b>TOTAL MAR PLUS APR RECEIPTS</b>	<b>£175,009.44</b>
<b>MINUS APR PAYMENTS</b>	

**d) CIL Money Remaining as at end April 25 - £120,155.36**

**e) Working Budget (circulated prior to meeting)**

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**Any Other Business**

**VE Day**

Cllr Kim Harvey was thanked for arranging the flowers for this and Cllr Kalvyn Friend and Cllr Chris Dixon were also thanked for the part they played in this event. Cllr Kim Harvey said something similar would need to be done for VJ day later in the year.

**Brass on the Grass Stand**

It was agreed to have a stand for the event on 20<sup>th</sup> July.

**ACTION:** Clerk to get this booked.

**Donation request for Southwold Harbour Festival**

Cllr Linda Coe nominated a sum of £100 to be donated for this, Cllr Mike Medland seconded it and all the Councillors agreed.

**ACTION:** Clerk to let the contact know and ask for an invoice to make the payment.

**Possible Bottle Bank at Village Hall**

It was asked why the Village Hall didn't have a bottle bank but as waste management organisation was changing very soon everywhere, it was decided to wait and see what happened with that before exploring getting a bottle bank.

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**Date of Next Meeting**

The next Parish Council Meeting will take place on Thursday 19<sup>th</sup> June at 6.30 pm in the Village Hall.

The Meeting ended at 7.45 pm.