

# REEPHAM PARISH COUNCIL

## Minutes of Meeting

Remote meeting via Zoom held on Tuesday 23 February, 2021 at 7.30pm

**Present:** Cllrs D Perkins (Chairman); A Brammer, C Wilson, B Tebbs, M Doughty, Mrs M Vail (Clerk), D/Cllr A Welburn, D/Cllr C Darcel; C/Cllr I Fleetwood.

**Absent:** Cllr P Stuffs (note: absence is due to IT connectivity issues)  
There were 6 members of the public present.

All were welcomed. Cllr D Perkins advised the meeting that the Good's Farm Development under agenda item 6: Planning Matters would not be discussed at this meeting as advice was being sought as to who would be eligible to vote on this matter. Therefore, this would be an agenda item at the next meeting. In the meantime, Members were asked to look at the previous planning application and Inspectors Report.

### **Matters raised by members of the public**

#### **Globe Consultants speaking in respect of Goods Farm**

A Globe Consultants representative explained that he wished to re-introduce matters at this meeting and to set out the conclusions of the Inspector's Report following appeal. He hoped that all can agree with these over a period of time prior to a dialogue commencing to address outstanding issues. The intention is to move forward with a revised proposal and to work with the Parish Council and community.

The representative then noted that there had been 4 reasons for refusal of the planning application; which he then ran through (broken down into 6 items); before explaining what could be taken away from the Decision. His comments included noting that they should try to revisit the access considerations; and try to find a solution to retain the barn and stone wall and convert it rather than rebuild it.

A pre-planning application will be submitted to WLDC in due course; with the parish council being copied into this. He confirmed there is no timescale yet, but Globe Consultants are anticipating this to be weeks rather than months; and that they will welcome the Parish Council giving consideration to how both parties jointly engage with the community. Following a query by Cllr A Brammer it was confirmed that the Green is of ample width to access the site and that the verges can be 'tweaked'.

No public comments were received.

At 7.47pm, the Globe Consultants representative and one other member of the public left the meeting.

*Meeting started at 7.47pm.*

### **1. Apologies**

Cllr J Oxby (work), Cllr N Ward (ill)

### **2. Minutes of Meeting held on 29th October 2020.**

Cllr A Brammer queried item 7 in respect of 'cyclists dismount' signs; considering that it read as if he had been responsible for the wording. At the proposal by Cllr A Brammer, seconded by Cllr B Tebbs it was **RESOLVED**, with the addition of wording to make clear that residents had requested the change of wording, to accept the minutes as a true record.

Noted that EKM Ltd will install the signs when they install the fencing.

### 3. Clerk's Report

**New Clerk:** Mrs Michelle Vail was welcomed as the new clerk. At the proposal of Cllr D Perkins, seconded by Cllr A Brammer it was **RESOLVED** that a letter of thanks be sent to Mr B Wharton in recognition of his work as parish clerk to Reepham Parish Council. **Action: clerk**

**Councillor vacancy:** Following the resignation of Cllr David World, no requests for an election have been received at WLDC. Therefore, casual vacancy notices will be displayed on noticeboards. **Action: clerk**

**New website:** this has been activated and the old website has been closed down. The clerk is in possession of log in details.

**Register of Electors:** WLDC had been asked to supply a copy to the clerk. This has not been received to date; although is unlikely to be required until the next election. **Action: clerk** to chase

**Kennel Lane bus stop:** repairs have been carried out to the timetable holder, but the post had been left askew. A works vehicle has since been seen parked next to the bus shelter; thought to indicate that the post was being repositioned correctly.

At the proposal of Cllr A Brammer, seconded by Cllr M Doughty; it was **RESOLVED** to ratify the clerk's contract.

During this item, at 7.54pm, one resident left the meeting.

### 4. Correspondence

**Resident's letter – No Cycling signs:** item covered above under item 2.

The signage had been approved by LCC; and would be installed by EKM Ltd on private ground.

Residents had wanted the wording 'No Cycling' whereas the Parish Council had preferred the wording 'Cyclists Dismount'. However, circumstances had meant that 'No Cycling' was the prudent wording. Cllr D Perkins expressed the hope that the resident's concerns had been addressed; noting that the resident was present at this meeting. Cllr A Brammer hoped that the signs would be observed.

**LALC Annual Training Scheme –** The clerk provided an overview of the cost of joining the scheme and training costs as a member; as compared to the costs of attending courses if the scheme was not joined. All agreed to proceed on a Pay As You Go basis. **Action: clerk** to advise LALC.

Noted that a planning training session specific to the Parish Council's needs would be beneficial. Further noted that it was good for Members to undertake training on an ongoing basis; especially for new councillors.

### 5. Financial Matters

#### Presentation of Accounts:

#### **Ratification of December 2020 cheques:**

Signs of the Times (No cycling)	£ 210.60
Glendale – Grass and Hedge cut	£ 855.83
R&CW Village Hall Hire	£ 59.00
W&AC Rose Xmas tree	£ 144.00
EKM Ltd playpark insp	£ 96.00
B Wharton – Salary etc	£1228,68
HMRC – PAYE	<u>£ 299.67</u>

At the proposal of Cllr A Brammer, seconded by Cllr B Tebbs, it was **RESOLVED** to ratify the above-listed December 2020 cheques.

At the proposal of Cllr D Perkins, seconded by Cllr M Doughty, it was **RESOLVED** to award Mr B Wharton 10% of his annual salary for work undertaken in December 2020. **Action: clerk**

At the proposal of Cllr B Tebbs, seconded by Cllr A Brammer it was **RESOLVED** to approve the following cheques for payment: **Action: clerk**

**Current cheques for signature:**

B Wharton Dec salary/ HMRC – PAYE	£ 202.81
Village Hall use – interviews	£ 55.00
M Vail Jan/Feb 2021 salary	£ 376.00
HMRC – Jan/Feb 2021	£ 94.00
EKM LTD – playpark insp Dec 2020	£ 24.00
	<b><u>£ 603.00</u></b>

**Mandate** – in hand

**Ratify Clerk's contract** – agreed under item 3 above.

**£250 from Cllr Welburn towards planting/Receipts – Cllr Welburn's grant**

The grant money had been received; and D/Cllr A Welburn was thanked. She then explained the background to the grant award; and advised that it must be spent on 'green' matters. She noted approaches from Cllr C Wilson (triangle); Cllr A Brammer (bulbs for the school area); and trees at the village hall. Cllr D Perkins noted that the village hall was buying two trees for which they would be reimbursed by the Parish Council.

**Ratify signing of agreement of LCC Verges grass cutting for 2021****Approve grass cutting and hedge cutting quote for 2021**

At the proposal of Cllr C Wilson, seconded by Cllr A Brammer, it was **RESOLVED** to ratify the signing of the agreement of LCC Verges grass cutting for 2021; and also, to accept the grass cutting and hedge cutting quote for 2021 of £4019.94 + VAT (Glendale). **Action: clerk**

## 6. Planning Matters

**Report from Planning Committee:**

Cllr B Tebbs summarised the following 11 applications received since the last meeting in October 2020:

- **Application 141572** 10 Chapel Close – alterations and extensions - comments submitted to WLDC had included the colour of the cladding – permission had been granted on 4 November 2020
- **Application 142189** 17 Hawthorn Road –alterations and a large rear extension - comments had been submitted regarding the scale of the extension and a flat roof. Permission had been refused on 5 November 2020. This had been resubmitted in December 2020 with a reduced extension size – comments had been submitted that the reduced scale was welcome; about the flat roof; Permission had been granted on 3 February 2021.
- **Application 141651** 33 Fiskerton Road – rear extension and loft conversion – comments regarding materials used for a dormer window should match the existing colours of the brickwork and timber materials - permission granted on 4 November 2020
- **Application 141785** land west of Fiskerton Road – detailed application for detached houses – comments submitted regarding the scale of buildings being proposed were not subservient to surrounding existing development (contrary to what the planning application stated). Permission granted 21 January 2021
- **Application 141864** North Greetwell removal of bungalow and replace with 2 dwellings – no objections – Permission granted 8 December 2020
- **Application 141866** 2 dwellings adjacent to Arkle House (High Street/Kennel Lane) - a resubmission of a refused application now with scaled back dwellings size and a more in keeping design – no objections. Permission granted 7 December 2020
- **Application 142160** 33 Hawthorn Road - side and rear extensions – comments made that materials should be in sympathy with the existing dwelling. Permission granted 4 February 2021
- **Application 142179** 78 Hawthorn Road – side, front and rear extension – no comments. WLDC decision is awaited.
- **Application 142117** The Old Airfield – solar farm - extensive response had been submitted. WLDC decision is awaited.
- **Application 141828** 26 Fiskerton Road –convert double garage into 2 bed annex. WLDC received this application on 16/10/20 No decision has appeared to date on WLDC's website. C/Cllr I Fleetwood advised that there can be reasons why an application has not yet been decided upon; and he offered to chase this up; then to advise Members. The Parish Council had not been notified. Only

Chairman.

29<sup>th</sup> March 2021

Page 3 of 5

3 councillors had responded so no response had been sent to WLDC. **Action: councillors** to provide feedback to Cllr B Tebbs.

**Good's Farm Development:** The clerk is seeking advice concerning legalities regarding which Councillors can take part in discussions; therefore, the Parish Council is not in a position to discuss matters until all facts have been received. Agenda item for next meeting. **Action: clerk**  
A resident's letter has been received and will be circulated.

#### **Neighbourhood Planning Group – update, finances, copy letter from WLDC**

Cllr C Wilson provided a summary to date including to note that the Steering Group had been meeting remotely via Zoom during lockdown. Progress has been reported regularly via Reepham News. The number of potential development sites has been reduced to 9 through the Stage 1 process; and these had been included in a household consultation document circulated in December 2020. Returns stand at 88 dwellings (22%) representing 22 out of 26 postcodes; and efforts are being made for returns from the remaining 4 postcodes to ensure, as best as possible, as fair a representation across the whole of the parish. Total number of comments made are 630 shared between positive, neutral and negative responses. These have been analysed by postcode to establish proximity to the various sites. Work continues on the Character Assessment; most recently focussing on identifying landmark buildings and features in the parish. The NP Group are currently bringing together the results of the consultation with the other elements of the Neighbourhood Plan, including draft policies, with a view to completing a Draft Plan by Easter.

Financial records are being kept and money has been spent on producing the documents for circulation. Figures will be given to the clerk.

Cllr D Perkins then advised, for information only, of an e-mail of complaint sent to WLDC. The Parish Council had been copied into the response. The Parish Council has had no direct correspondence with the complainant; and has no direct involvement in the process. **Action: clerk** to circulate.

## **7. Roads and Footways**

**Cyclists dismount signs:** The order has been made; the signs are with the previous clerk and will be installed at the same time as the play area fencing.

**Mellows Close to Manor Rise footpath:** one quote for improving this path had come in at approx. £7000. Grants had been considered; and LCC had been approached. Agenda item. **Action: clerk**

**Village gate/SID –** One quote has been received for a replacement unit for the defunct SID; and will be circulated. **Action: clerk**

**Litter pick:** a litter pick was agreed for Sunday April 11<sup>th</sup>, 2021, meeting at the village hall at 10am.

**Action: clerk** to promote via Reepham News. **Action: C/Cllr I Fleetwood** to arrange equipment.

## **8. Field Footpaths and Bridleways**

Cllr A Brammer reported the general condition of bridges and kissing gates where the wood has become slippery; also that water is pooling on paths at the point where a walker steps off. **Action: clerk** to raise matter with LCC.

## **9. Conservation Area**

**Village Green –** Cllr D Perkins noted the discovery of a file of historical information on the green which had yielded a letter dated 22/1/80 confirming land at the village green as having been registered by the Parish Council. File to be circulated to Cllr C Wilson, then Cllr A Brammer. Agenda item for next meeting. **Action: clerk**

**Parking alongside the village green –** One resident had confirmed that she was happy for a temporary fixing of a sign on her fence. A second resident had not yet been approached. **Action: Cllr A Brammer.** The wording of the sign is the problem, but simple wording is required to be effective. A previous suggestion of the wording 'No Parking' was not as discussed and agreed with residents. Noted that this matter is also about trying to always keep the road clear, and not just about no parking.

## 10. Amenity Areas

**Report of 18 Dec 2020 play area inspection – approve £20 + VAT for remedial work**

**Approve £69.50 + VAT for Annual External Play Inspection (April)**

Report of 18 December 2020 was noted. At the proposal of Cllr A Brammer, seconded by Cllr C Wilson, it was **RESOLVED** to approve £20 + VAT for remedial work, and £69.50 + VAT for the annual external play inspection. **Action: clerk**

**Playpark fencing** – EKM Ltd had advised that thicker steel would be used, but at no extra cost to the parish council. **Action: clerk** to chase installation date

**Stock valuation report** – the play equipment had been valued at £31,272.25. This figure will inform insurance renewal cover.

**Wildflower meadow** – No progress. The preferred bulbs had not been available; and Covid restrictions have meant that people cannot meet on site. D/Cllr A Welburn was thanked for her grant money. Project is to be resurrected in Autumn 2021.

## 11. Business for next Agenda:

Christmas tree lights

Annual membership of LALC

Update on Internal Auditor

## 12. Date of next meeting: Monday 29 March, 7.30pm, Zoom remote meeting

All were thanked for attending; and the meeting ended at 9.08pm

Mrs Michelle Vail, Parish Clerk/RFO

2 March 2021

Chairman.

29<sup>th</sup> March 2021

Page 5 of 5