

REEPHAM PARISH COUNCIL

Minutes of Annual Meeting

Reepham C of E Church on Tuesday 18 May 2021 at 7.30pm.

Present: Cllrs D Perkins (Chairman), A Brammer, B Tebbs, M Doughty, N Ward, Mrs M Vail (Clerk), D/Cllr A Welburn. There was 1 member of the public present.

Matters raised by members of the public

The resident requested an update regarding parking on the Green (see item 15 below).

Meeting started at 7.30pm.

1. Election of Chairman

A proposal was made by Cllr N Ward that Cllr D Perkins be returned as Chairman. This was seconded by Cllr A Brammer. With no other proposals, it was unanimously **RESOLVED** that Cllr D Perkins would be returned as Chairman.

2. Declaration of Acceptance of Office form to be signed

The Declaration of Acceptance of Office of Chairman form was signed by Cllr D Perkins.

3. Election of Vice-Chairman

Item deferred to next meeting.

4. Election of a Chair for the Planning Committee and Committee members

At the proposal by Cllr A Brammer and seconded by Cllr D Perkins, it was **RESOLVED** that the Planning Committee Chair should remain as Cllr B Tebbs and that the other Committee members be re-elected as they stood during the past year.

5. Election of other Committee members

At the proposal by Cllr A Brammer and seconded by Cllr D Perkins, it was **RESOLVED** that other Committee members be re-elected en-bloc as they stood during the past year.

6. Reepham & C W Village Hall member

At the proposal by Cllr N Ward and seconded by Cllr M Doughty, it was **RESOLVED** to re-elect Cllr P Stuffins.

7. Apologies

Cllrs C Wilson (away) and J Oxby (work).

Cllr P Stuffins had also submitted apologies (not picked up until after the meeting).

8. Minutes of Meeting held on 29 March 2021

At the proposal by Cllr B Tebbs, seconded by Cllr A Brammer, it was **RESOLVED** unanimously that the minutes be accepted.

9. Clerk's Report

Councillor vacancy – the vacancy continues to be advertised.

Litter pick – This had been a success; and a report had been submitted to Reepham News. Cllr M Doughty was thanked for photos and publicity.

10. Correspondence

LALC NEWS – March 2021 – Receipt noted.

11. Financial Matters

a) Presentation of Accounts:

Current cheques for signature:

M Vail May 2021 salary	£ 187.96
HMRC – May 2021	£ 47.00
Homeworking allowance – Jan – March 2021	£ 15.00
Clerk expenses, Norton renewal (£24.99), phone top up (£10.00), stamps (£7.92)	£ 42.91
Play Inspection Company	£ 83.40
D Perkins – reimburse Zoom payments	£ 43.17
N Ward – reimburse for Xmas tree lights	£ 215.90

TOTAL **£ 635.34**

At the proposal by Cllr A Brammer, seconded by Cllr M Doughty, it was **RESOLVED** that these cheques be signed. **Action: clerk**

b) **Bank mandate and online bank access:**

Matters are progressing to add Cllr A Brammer to the mandate; and to set up online banking facility (for clerk, and Cllrs Perkins, Brammer and Tebbs).

c) **Approve salary and HMRC payments by online banking:**

At the proposal by Cllr N Ward, seconded by Cllr B Tebbs, it was **RESOLVED** to approve this recommendation.

d) **Insurance renewal – approve fee of £737.05:**

Noted that the parish council is in a 3-year long term agreement and that the fee has noticeably increased this year. At the proposal of Cllr D Perkins, seconded by B Tebbs, it was **RESOLVED** to approve expenditure of £737.05. **Action: clerk** to research quotes in early 2022.

e) **Audit:**

i. **Resolve to sign of Certificate of Exemption from External Audit:**

At the proposal by Cllr B Tebbs, seconded by Cllr A Brammer, it was resolved that the Certificate of Exemption from the External Audit should be signed by the Chairman. This exemption is mainly because neither income, nor expenditure exceeded £25,000. The exemption is forwarded to the External Auditing Authority.

ii. **To receive the Internal Audit Report 2020/2021:**

This had been circulated. All internal control objectives had been met. The internal auditor recommends publishing bi-annual bank reconciliations; and had queried the non-inclusion to date of the play equipment within the fixed asset register. At the proposal by Cllr M Doughty, seconded by Cllr A Brammer, it was **RESOLVED** to accept the recommendations and to include a fixed annual depreciation figure of 15%. **Action: clerk**

iii. **To resolve to approve Section 1- Annual Governance Statement 2020/2021:**

The Annual Governance Statement for 2020/21 had been circulated; and was duly confirmed. At the proposal by Cllr B Tebbs, seconded by Cllr A Brammer, it was resolved that this be approved and signed.

iv. To resolve to approve Section 2 - Accounting Statement 2020/2021:

The Accounting Statement for 2020/21 had been circulated. At the proposal by Cllr B Tebbs, seconded by Cllr A Brammer, it was **RESOLVED** that this be accepted.

Action: clerk to complete all audit requirements.

f) Grant (GF) to Village Hall for trees - £100.00

At the proposal by Cllr A Brammer, seconded by Cllr M Doughty, it was **RESOLVED** to approve this expenditure (source: D/Cllr A Welburn's Green Fund grant). **Action: clerk.**

12. Planning Matters

Report from Planning Committee:

Approved applications:

- 142543, 9 Chapel Close, approved by WLDC on 19/4/21.
- 141828, 26 Fiskerton Road, approved by WLDC 30/3/21.

New applications:

- 142742, 19 Hawthorn Road, No comments or objections
- 142809, 78 Hawthorn Road, amended application. Cllrs to respond to current application.
- 142874 - Outline planning application to erect 144no. dwellings, land to north of Rudgard Avenue, Cherry Willingham.

Following consideration; including to query if this would encroach Reepham parish's boundary, at a proposal by Cllr N Ward, seconded by Cllr B Tebbs, it was **RESOLVED** to proceed as follows:

- The Committee look at the boundary issue
- If encroachment into Reepham parish, then to be highlighted as not obvious from the application and comments made justifying screening, landscaping etc.
- If it does not encroach, then to submit comments proposing screening, landscaping etc to WLDC.

Action: Planning Committee, clerk

Good's Farm Development – Nothing to report.

Neighbourhood Planning Group – update, finances – Nothing to report.

Letter from resident regarding Draft Neighbourhood Plan – Noted.

E-mail to resident regarding Draft Neighbourhood Plan (RPC copied in) - Noted

13. Roads and Footways

Cyclists dismount signs – These have been installed.

Mellows Close to Manor Rise footpath – Nothing to report.

Village gate/SID – quotes for solar powered SID's have been requested; locations need to be decided upon.

Junction Mellows Close and High Street – consider double yellow lines – following consideration, at a proposal by Cllr N Ward, seconded by Cllr M Doughty, it was **RESOLVED** to support conservation area narrow yellow lines. **Action: clerk**

14. Field Footpaths and Bridleways

A field footbridge midway across Goods farmland to the sewage station has H&S concerns (rotten sleeper, nails sticking out). **Action: clerk** to report to LCC.

15. Conservation Area

Village Green – Three councillors to meet and bring a way forward to the parish council to adopt and progress with. D/Cllr A Welburn advised there is still some money available.

Parking alongside the village green – signage – The parish council will fund two signs: an off-white or cream background and a black lettering sans serif font. Various wording options were then considered and Standing Orders were suspended at 8.25pm to allow the resident to speak, then reinstated at 8.26pm. At a proposal from Cllr A Brammer, seconded by Cllr B Tebbs, it was **RESOLVED** that the wording should read: 'No parking on this road. Emergency access at all times'.

Action: clerk to obtain quotes.

16. Amenity Areas

Playpark fencing – contractor had advised a 'good strim will clear the ground' which he will complete on his next visit. **Action: clerk** to request contractor's thoughts following his visit.

Consider EKM quote of £350 + VAT to reset gate – Item deferred to next meeting.

Annual external play inspection report – all reported risks were LOW or VERY LOW risk.

17. Consider approved standards for lettering and colouring of notices

It was **RESOLVED** to use off white or cream paper for noticeboard communications in an Arial 12 font. **Action: clerk**

18. Business for next Agenda

Smoothing Lane: its current state; and traffic concerns.

19. Date of next meeting

29 June 2021 at 7.30pm, Venue to be advised

Meeting ended at 8.35pm

Mrs Michelle Vail, Parish Clerk/RFO 25 May 2021