

# REEPHAM PARISH COUNCIL

## Minutes of Meeting

Reepham C of E Church on Tuesday 27 July 2021 at 7.30pm

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

**Matters raised by members of the public:** There were no members of the public present.  
*Meeting started at 7.30pm*

1. **Apologies:** Cllr P Stuffins (family matters); Cllr N Ward (work).  
Cllr J Oxby had sent apologies after the meeting (work).
2. **Declarations of Interest:** No declarations were made.
3. **Minutes of Meeting held on 29 June 2021:**  
At the proposal by Cllr A Brammer, seconded by Cllr M Doughty, it was **RESOLVED** unanimously that the minutes be accepted.
4. **Completion of Clerk's probationary period:**  
The probationary period had gone well. Cllr D Perkins and Cllr A Brammer will meet with the Clerk for a progress discussion following this meeting.
5. **Clerk's Report**  
**Councillor vacancy:** The vacancy continues to be advertised.  
**Clerk's cluster meeting:** The training session had been extremely useful, with the following LALC updates having been given:  
*Internal audit* – LALC will offer a paid service whereby interested clerks can apply to be trained and then carry out internal audits.  
*Websites management*- LALC are building a paid service to parish councils; potentially with several options dependent on what level of support a PC wants.  
*Parish Online* – web-based, this allows for parish mapping. BHIB Insurance currently offer Parish Online FOC if a parish council insures with them.  
*Scribe Accounts*- provide an accounting service tailored specifically for parish councils.  
**Litter pickers:** there are no longer any known residents who can be called upon. **Action:** *clerk* to appeal for volunteers.  
**LCC consultation to relocate 30mph limit zone on Fiskerton Road:** LCC speed limit policy disallows the 30mph limit zone being extended to the parish boundary as Reepham Parish Council had suggested. Therefore, Reepham Parish Council has supported LCC's consultation proposal that the new limit will be an extension of approx. 70 mtrs to just beyond the access to the new development on Fiskerton Road.
6. **Correspondence**  
The following are to note only: LALC NEWS – No 176; D/Cllr Welburn - July report; C/Cllr Fleetwood news briefing – July; WLDC – Parish News (due imminently).

## 7. Financial Matters

### a) Presentation of Accounts:

#### Current cheques for signature:

Church hall hire, 3 months, May – July	£ 60.00
M Vail – July/Aug 2021 salary	£ 375.92
HMRC – July/Aug 2021 PAYE	£ 94.00
Sage Payroll, 3 months, mid-June – mid Sept	£ 18.90
Play area Inspections May – Aug 4 months	£ 96.00
Glendale grass cuts June	£ 898.04
Glendale grass cuts July and August	£ TBC
Allen Signs	£ 103.07
<b>TOTAL exc Glendale July &amp; Aug</b>	<b>£1645.93</b>

Excluding Glendale grass cuts for July and August; at the proposal by Cllr C Wilson, seconded by Cllr A Brammer, it was **RESOLVED** that these cheques be signed. **Action: clerk.**

It was further **RESOLVED**, at the proposal of Cllr D Perkins, seconded by Cllr A Brammer, to pay Glendale's invoices for July and August grass cuts as they arrive; provided they are as per original quote. **Action: clerk.**

### b) Update on online bank access:

Confirmed that cheques will no longer be used unless absolutely necessary. The Clerk can now use online banking; and Cllrs D Perkins, B Tebbs and A Brammer are in the process of being set up for it. **Action: Cllrs D Perkins, B Tebbs and A Brammer**

## 12. Planning Matters

### Report from Planning Committee:

Two applications have been considered:

- 143304 – land off Hawthorn Chase, Cherry Willingham, comments submitted
- 143301 – land to west of R & CW village hall.

The meeting considered this application and Cllr A Welburn advised on quoting relevant planning reasons in the response. At the proposal by Cllr A Brammer, seconded by Cllr B Tebbs, it was **RESOLVED** that a draft response be circulated for comment prior to submission to WLDC. **Action: Planning Committee, Clerk**

**Central Lincs Draft Local Plan Consultation:** the consultation period runs until 24 August 2021. **Action: clerk** to recirculate information. **Action: all** to respond to clerk.

**Good's Farm Development:** Nothing to report

**Neighbourhood Planning Group – update, finances, website:** Work is ongoing; and advice is being sought from Nev Brown at WLDC. A consultant will soon be engaged to work up the early draft of the Neighbourhood Plan into an acceptable form. This will be financed from the existing allocated budget.

## 13. Roads and Footways

**Mellows Close to Manor Rise footpath:** this is a holding item.

**Village gate/SID consider three quotes:** Cllr A Brammer has recently met with Graeme Butler of Lincs Road Safety Partnership (LRSP) to discuss matters relating to speed indicator devices. The Parish Council will need to pay £200 per mounting post; but LRSP will fit them. A Fiskerton Road location is to be considered once the extended 30mph limit

zone is implemented. At the Kennel Lane site, two adjacent households are enthusiastic about the project.

Cllr A Brammer is talking with other parishes; and is researching the option of either having two signs; or just one to be moved between locations.

**Junction Mellows Close/High Street and Beck Hill/Chapel Close – update from LCC:**

C/Cllr Fleetwood has registered his support for action in respect of parking and double yellow lines at these locations. LCC's Traffic Regulation Orders team will now assess on site and propose any reasonable restrictions – a process that can take some time.

**14. Field Footpaths and Bridleways**

**FP109 (bridleway) – any LCC response ref poor surface condition:** LCC will not be taking any remedial action at this time.

**15. Conservation Area**

**Village Green:** Measurements have been taken from which drawings can be produced.

Once a Parish Council viewpoint is decided upon, residents' views should then be sought.

**No parking signage:** Signage is ready for collection and will be delivered to Cllr A Brammer by the Clerk. **Action: Clerk**

**16. Amenity Areas**

**Playpark fencing:** Further inspection to be undertaken regarding clearance of fence from ground.

**Action: clerk** to obtain contractor's statement regarding weed sprays used in play areas.

**Internal play inspections:** The latest reports are still awaited.

Noted that there may be local handymen able to undertake Parish Council work. **Action: Cllr C Wilson, Clerk**

**Consider quote to gap fill tiled play surface area of £250.00 + VAT:** Item deferred.

**Resetting gate - consider EKM quotes of £350 + VAT, or £540 + VAT to reset gate:**

**Action: clerk** to ascertain from EKM if a new spring can be installed and adjusted.

**17. Smooting Lane: LCC update:** LCC have recorded the Parish Council's concerns about the deteriorating state of Smooting Lane and its environs. The suggestion for introduction of a traffic control measure such as priority arrows needs to go to C/Cllr Fleetwood who will put forward the request. **Action: clerk**

**18. Business for next Agenda:** To consider submitting a Freedom of Information request to LCC for disclosure of income and expenditure over a 12-month period for County News.

**19. Date of next meeting – 28 September 2021 at 7.30pm, Venue to be advised.**

Noted that Cllr D Perkins and Cllr B Tebbs will be absent.

*Meeting ended at 8.37pm.*

Mrs Michelle Vail, Parish Clerk/RFO 05 August 2021