

REEPHAM PARISH COUNCIL

Minutes of Meeting

Reepham C of E Church on Wednesday 20th October 2021 at 7.30pm

Present: Cllrs D Perkins (Chairman); A Brammer, M Doughty, N Ward, J Oxby, P Stuffins, C Wilson, B Tebbs, Mrs M Vail (Clerk); D/Cllr C Hill, D/Cllr C Darcel, and 5 members of the public

Matters raised by members of the public: No matters were raised.

Community Parking Forum: Residents spoke regarding problems caused by school parking; including obstructive parking and resultant danger; mentioning specifically Manor Rise and Mellows Close. The Parish Council shares these concerns. Residents were advised that the school head has previously listened to concerns and does advise parents at each school intake.

Meeting started at 7.39pm

1. **Apologies:** None
2. **Declarations of Interest:** None.
3. **Minutes of Meeting held on 27 July 2021:** At the proposal by Cllr P Stuffins, seconded by Cllr M Doughty, it was **RESOLVED** unanimously that the minutes be accepted.
Two residents left the meeting at 7.40pm.
4. **Clerk's Report**

LALC Website Maintenance offer – LALC are offering two levels of paid-for support: a Basic and a Premium package. At the clerk's suggestion, at a proposal by Cllr N Ward, seconded by Cllr P Stuffins, it was **RESOLVED** unanimously not to sign up to either offer.

Handyman – the Clerk summarised options available and, at a proposal by Cllr N Ward, seconded by Cllr A Brammer, it was **RESOLVED** unanimously to approach Bardney Parish Council for paid use of their handyman on an 'as and when required' basis; subject to satisfactory completion of jobs. **Action: clerk**
5. **Correspondence**

The following are to note only:
D/Cllr Welburn – reports; *C/Cllr Fleetwood* news briefings;
LCC - Road Closure Order in place on Fiskerton Road (Between Meadow Close & Moor Lane); 29/11/2021 to 3/12/2021, Anglian Water;
LALC - The Queen's platinum jubilee beacons 2nd June 2022
IGAS Energy Community Fund – to be considered under item 8 (SID) below.

The following require a decision:
LCC – offer of salt bag to parishes – it was agreed not to take up this offer.
Letter from resident regarding vegetation growth and risk of flooding at beck at Kennel Lane. Noted that trees at this location are important so should not be disturbed. Clerk to write to Witham Third Internal Drainage Board and to the Environment Agency. **Action: clerk**
6. **Financial Matters**
 - a) **Presentation of Accounts for payment:**

Church hall hire, Oct 2021	£ 20.00
M Vail – Sept/Oct 2021 salary	£ 375.92
HMRC – Sept/Oct 2021 PAYE	£ 94.00
Sage Payroll, 2 months	£ 16.80

M Vail expenses – phone top up	£ 20.00
M Vail, homeworking allowance July – Sept 2021	£ 15.00
Glendale grasscutting, April 2021	£ 598.72
Glendale grasscutting Sept 2021	£ 598.72
TOTAL	£1739.16

At a proposal by Cllr P Stuffins, seconded by Cllr A Brammer, it was **RESOLVED** unanimously that the abovementioned accounts be paid. **Action: Clerk, Cllr B Tebbs.**

- b) **Update on online bank access** – Cllr B Tebbs is fully set up for online access. Cllr D Perkins and Cllr A Brammer remain in the process of being set up.
- c) **Approve financial risk assessment** - At a proposal by Cllr A Brammer, seconded by Cllr P Stuffins, it was **RESOLVED** unanimously to approve the financial risk assessment.
- d) **Dispensations for precept** – Dispensation forms had been handed into the clerk. At a proposal by Cllr P Stuffins, seconded by Cllr C Wilson, it was **RESOLVED** unanimously to accept the dispensations, thus allowing for precept consideration.
- e) **Precept 2022 – 23** – At a proposal by Cllr A Brammer, seconded by Cllr J Oxby, it was **RESOLVED** unanimously to set the draft budget for 2022/23 at £9865.00 made up of precept of £8700.00 and the balance of £1165.00 being taken from reserves.
At a proposal by Cllr B Tebbs, seconded by Cllr N Ward, it was **RESOLVED** unanimously to submit estimate and final precept forms for 2022/23 to WLDC for £8700.00. **Action: clerk**

7. Planning Matters

Report from Planning Committee:

Two applications have been considered:

- o 143725 – 96 Wragby Road East, North Greetwell. Cllr D Perkins declared an interest, having had previous involvement. ‘No observations’ will be submitted to WLDC.
- o 143442 – The Committee are in the process of considering this application.

Other applications:

- o Rudgard Avenue and dog exercise yard – a WLDC decision on these is awaited.
- o Shooters Cottage – planning granted on 24/9/21
- o Hawthorn Chase, Cherry Willingham – planning denied on 24/9/21

Good’s Farm Development – Nothing to report. One resident left the meeting at 8.05pm

Neighbourhood Planning Group – update, finances, website:

Standing Orders were suspended to allow a Neighbourhood Plan Group representative to speak. He advised that the Draft Plan is reaching its advanced stage which means, as per the Terms of Reference, the Parish Council needs to ratify it.

Careful consideration, in discussion with the representative, was then given to a programme and timeframe in which to achieve the requirement to ratify. Standing Orders then resumed at 8.41pm.

At a proposal by Cllr A Brammer, seconded by Cllr J Oxby it was then **RESOLVED** that the Neighbourhood Plan group will issue the document to the Clerk 14 days before its presentation to councillors at a meeting provisionally set at 29th November 2021, and followed by ratification at the scheduled Parish Council meeting on 30th November 2021. As it stands currently, the document will be issued to all councillors subject to the response received in relation to declaration of interest. **Action: clerk**

8. Roads and Footways

Matters arising from Community Parking Forum –

Action: Clerk to write to school; police and LCC (to include faded road signs outside of school)

Mellows Close to Manor Rise footpath – holding item

Village gate/SID – update; three revised quotes; consider £200 to install SID post

on Kennel Lane – Cllr A Brammer summarised costs ranging between £4500 and £7308 for two devices; and noted many other parishes have opted for Evolis devices. At a proposal by Cllr C Wilson, seconded by Cllr A Brammer, it was **RESOLVED** unanimously to:

- agree in principle to expenditure of £5000 + vat for two signs: with the money taken from reserves;
- for IGAS to be approached with a view to obtaining a grant from them.
- to write to the developer on Fiskerton road to seek a financial contribution. **Action: Cllr P Stuffins** to provide Clerk with details.

Action: clerk

9. Field Footpaths and Bridleways:

Two locations were reported as not wheelchair friendly: and noted that any remedial action by LCC should prevent access by motorcycles. Rubbish is being dumped at two locations. **Action: clerk**
Noted that the airfield footpath diversion had been part of the planning application.

10. Conservation Area

Village Green – there is consensus on the way forward. Sketch drawing to be provided to the Clerk ahead of the next meeting. **Action: Cllr C Wilson** to research LCC funding.

No parking signage – Concerns were expressed regarding continued parking on the Green despite the signage having been erected.

Christmas tree – At a proposal by Cllr P Stuffins, seconded by Cllr A Brammer, it was **RESOLVED** unanimously to purchase a tree. **Action: Clerk**

11. Amenity Areas

Playpark fencing – Include for spraying off within future grass schedules. **Action: clerk.**

Noted that there are lots of brambles encroaching from the railway line onto Manor Rise footpath.

Action: clerk to report to Network Rail.

Contractor's statement ref weed sprays – the statement and risk assessments confirm the safety of weed sprays.

Internal play inspections – the August and September reports are awaited.

Consider quote to gap fill tiled play surface area of £250.00 + VAT – Grass cutting contractor to be asked to inspect. **Action: clerk**

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

Action: Cllrs N Ward, D Perkins and A Brammer to remedy gate issues.

12. Note CWPC informal approach regarding a future jointly owned burial ground: Noted.

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

At a proposal by Cllr D Perkins, seconded by Cllr N Ward it was **RESOLVED** unanimously to submit a FOI request for disclosure of income and expenditure for the last financial year. **Action: clerk**

14. Business for next Agenda:

Dates for 2022 meetings

Expenditure to village hall of approx. £500 towards a box for their defibrillator.

15. Date of next meeting – 30 November 2021 at 7.30pm, Venue to be advised

16. Resolve to move into closed session: RESOLVED to move into closed session due to the following item containing information of a personal or sensitive nature. Both District Cllrs and all residents left the meeting at 9.12pm.

17. To consider application to councillor vacancy: At a proposal by Cllr A Brammer, seconded by Cllr J Oxby it was **RESOLVED** unanimously to appoint Louise Searle as a parish councillor. **Action: clerk**

Meeting ended at 9.14pm. Mrs Michelle Vail, Parish Clerk/RFO 9 November 2021