

REEPHAM PARISH COUNCIL

Minutes of Meeting

Reepham C of E Church on Tuesday 30 November 2021 at 7.30pm

Present: Cllrs D Perkins (Chairman); A Brammer, M Doughty, N Ward, P Stuffins, C Wilson, B Tebbs, L Searle, Mrs M Vail (Clerk); D/Cllr A Welburn (arrived at 7.34pm), and C/Cllr I Fleetwood.

Absent: Cllr J Oxby. There were no members of the public.

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

Meeting started at 7.30pm

A warm welcome was extended to new councillor, Louise Searle, at this her first meeting.

1. Apologies: None

2. **Declarations of Interest:** Cllr C Wilson – non-pecuniary interest re item 17. Noted that dispensation forms would be signed before consideration of item 17, by all councillors remaining for that item, to allow for all to discuss. At the proposal by Cllr B Tebbs, seconded by Cllr N Ward, it was **RESOLVED** unanimously to approve this course of action.

3. **Minutes of Meeting held on 20 October 2021:** At the proposal by Cllr A Brammer, seconded by Cllr B Tebbs, it was **RESOLVED** unanimously that the minutes be accepted.

4. Clerk's Report

Noticeboard and handyman – the Chapel Close noticeboard remains out of action due to a broken lock. Bardney Parish Council are unable to provide their handyman on this occasion. **Action: Cllr D Perkins** to inspect.

School letter re parking matters – the school has responded to concerns raised with them in respect of parking issues.

Environment Agency and Witham Third Internal Drainage Board – responses re beck at Kennel Lane - Witham Third Internal Drainage Board advise that there has been previous difficulty in establishing responsibility due to the shared drive aspect. They can, as enforcement agent to LCC as the local lead flood authority, require works to remedy where proper flow is impeded. Therefore, LCC, on a without prejudice basis, approx. 2 years ago, paid for the watercourse to be cleared. An inspection on 2nd August 2021 confirmed there is currently no justification for enforcement.

Action: clerk to write requesting Witham Third take on complete ownership and extend their responsibilities as far as the bypass.

Any response from LCC re County News FOI request – a response is due imminently

Carols around the Tree – will not take place this year. **Action: clerk** to advise via website

Clerk's annual leave: noted as w/c 20 Dec 2021; w/c 27 Dec 2021; w/c 21 Mar 2022

5. Correspondence

The following are to note only: C/Cllr Fleetwood – Nov news briefing; LCC – Local transport Plan – Consultation (ends midnight 1 Dec); D/Cllr Welburn – Nov/Dec reports; WLDC Parish News – Oct;

The following require a decision:

LCC invite to join Highway Verge Parish Agreement Scheme 2022 – 23 -

At the proposal by Cllr C Wilson, seconded by Cllr B Tebbs, it was **RESOLVED** unanimously to join the 2022 – 23 scheme; whereby LCC will reimburse for urban highway grass cutting. **Action: clerk**

WLDC Queen’s Green Canopy tree project (deadline 6 Dec) - At the proposal by Cllr A Brammer, seconded by Cllr N Ward, it was **RESOLVED** unanimously to request a tree and plaque from WLDC to commemorate the Queen’s Platinum Jubilee in 2022; with a location to be finalised at a future date. Preference was expressed for a hawthorn or other small tree. **Action: clerk**

WLDC supply of free copy of revised register of electors – this has been applied for **Fiskerton Road new housing –** the developer has suggested naming it Walnut Tree Drive; and for the house numbering to mirror the plot numbers. Following consideration, at the proposal by Cllr D Perkins, seconded by Cllr A Brammer, it was **RESOLVED** unanimously to support retention of plot numbers 1 - 7 as the house numbering, and to submit a preference for Walnut Tree Close as the name.

6. Financial matters

a) Presentation of Accounts for Payment:

A Brammer – Xmas lights	£26.98
Church hall hire, Nov 2021 x 2 meetings	£40.00
M Vail – Nov/Dec salary	£375.92
HMRC – Nov/Dec 2021 PAYE	£94.00
Sage payroll, 2 months	£16.80
M Vail, homeworking allowance Oct – Dec 2021	£15.00
Glendale grasscutting, Oct 2021	£299.36
Glendale hedge cutting, shrub pruning, weed spraying	£915.20
TOTAL	£1783.26

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

b) Income 1 April – 31 Oct 2021: Income had been received as follows:

WLDC Precept (including £100 grant)	£8500.00
Bank interest, June 2021	£ 1.18
Bank interest, Sept 2021	£ 1.18
Resident, No Cycling Signs,	£ 175.50
HMRC VAT Reclaim,	£ 943.52
TOTAL	£ 9621.38

c) Mid-year bank reconciliation 1 April – 31 Oct 2021:

A bank reconciliation was presented. Overall Net balances at 31 Oct 2021 stood at £46,429.70 which can be broken down as: Deposit account closing balance - £43,258.48, current account - £3134.57 and petty cash - £36.65. Total expenditure during this period was £12,905.86 + £1577 VAT.

d) Update on online bank access

The Clerk and Cllr B Tebbs are fully set up. Cllr A Brammer and Cllr D Perkins remain in process of being set up.

7. Planning Matters

Report from Planning Committee:

- 143725 - 96 Wragby Road East, North Greetwell – granted 18/11/21
- 143442 – 2 High Street – listed building consent granted 24/11/21
- 143301 dog exercising area next to village hall - to be considered by WLDC imminently

Two new applications were considered as follows:

- 143858 – 20 Station Road – single storey front and side extension - comments submitted

8. 143960 – 86 Hawthorn Road – **remove** boundary hedge and erect fencing - no observations

Goods Farm Development - Nothing to report.

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

At the proposal by Cllr A Brammer, seconded by Cllr M Doughty, it was **RESOLVED** unanimously to pay the following two NP accounts

- LAB Planning Services LTD (Luke Brown), consultancy costs, £1200.00 (no VAT)
- Lincoln Print & Copy Centre, Stage 2 call for sites forms, £237.54 (no VAT)

9. Roads and Footways

Mellows Close to Manor Rise footpath – holding item

Village Gate/SID – update, position of SID pole on Fiskerton Road, IGAS

application, developer contribution – A suggestion was made to utilise the redundant 30mph poles on Fiskerton Road – to be considered in early 2022. The developer had advised that they would not make a direct contribution towards a SID but were making a CIL payment to WLDC. **Action: clerk** to investigate accessing CIL monies. C/Cllr I Fleetwood advised that CIL can be paid to the wider area.

IGAS has approved an initial project summary, with a proper grant application now to be made. **Action: clerk**

Kennel Lane: nearby residents are happy with proposed arrangements. **Action: clerk** to establish if LCC own the verge at the proposed location.

At the proposal by Cllr A Brammer, seconded by Cllr C Wilson, it was **RESOLVED** unanimously to approve erection of two posts, with Cllr A Brammer to finalise their positions. **Action: Cllr A Brammer**

10. **Field Footpaths and Bridleways:** Nothing to report.

11. Conservation Area

Village Green – sketch drawing, LCC funding

Drawings illustrating possible development of the Green were circulated; including disabled access, better surfacing to two realigned seats; information boards and boundary posts to deter parking. Alignment of underground cabling needs to be determined. No suitable funding has been identified.

Xmas tree – a new Xmas lights extension lead has been fitted in the underground duct.

12. Amenity Areas

Internal play inspections – Prices have increased from £20.00 + VAT to £50.00 + VAT.

Action: clerk to ask insurer of minimum acceptable number of inspections per annum.

Action: clerk to request price reduction from current inspector due to budget having already been set; and if an annual contract at a reduced price is possible.

Grass cutting contractor's response re gap fill of tiled play surface area (note: existing quote of £250.00 + VAT) – the contractor does not undertake such work.

Resetting gate – item still in progress

Review grass cutting schedule – agreed to request a quote based on the current schedule with addition of weed spraying under the play area fencing; and to cut back vegetation behind Manor Rise. *Action: clerk*

13. Village hall defibrillator box: Defer to January 2022 agenda.

14. 2022 meeting dates:

Noted as: Jan 25th; Feb 22nd; Mar 29th; May 17th; June 28th; July 26th; Sept 27th; Oct 25th; Nov 29th

15. Business for next Agenda: Annual Litter Pick

16. Date of Next Meeting: 25 Jan 2022, 7.30pm. Venue to be advised

17. 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.

C/Cllr I Fleetwood; D/Cllr A Welburn; Cllr P Stuffins; Cllr N Ward left meeting at 8.36pm. Those councillors remaining then each signed a Dispensation Form ahead of item 16 being discussed.

18. Ratification of Draft Neighbourhood Plan:

The Neighbourhood Plan Group had presented the draft Plan to councillors at an Extraordinary Meeting held on 29 Nov 2021; and councillors gave feedback on this.

At the proposal by Cllr M Doughty, seconded by Cllr A Brammer, it was **RESOLVED** with two abstentions (being Cllr L Searle and Cllr C Wilson) to ratify the Draft Neighbourhood Plan. **Action: Clerk** to formally write to the Neighbourhood Plan Group.

Action: clerk to issue the Draft Neighbourhood Plan to Cllr L Searle.

Meeting ended at 9.02pm.

Mrs Michelle Vail, Parish Clerk/RFO 17 December 2021