

REEPHAM PARISH COUNCIL

Minutes of Meeting

Reepham C of E Church on Wednesday 23 February 2022 at 7.30pm

Present: Cllrs D Perkins (Chairman); J Oxby, N Ward, B Tebbs, L Searle, C Wilson, Mrs M Vail (Clerk); D/Cllr A Welburn, and C/Cllr I Fleetwood.

Absent: Cllr P Stuffins. 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

1. **Apologies:** Cllr A Brammer, Cllr M Doughty

2. **Declarations of Interest:** None

3. **Minutes of Meeting held on 26 January 2022:**

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

4. **Clerk's Report**

Handyman update: The Chapel Close noticeboard will be repaired first then, subject to review, work on other noticeboards will follow. The Council's insurer has confirmed the insurance cover requirements; with the handyman to provide a copy of his cover. A place has been reserved on a Play Inspector training course on Wed 22 June 2022; with the Council's Inspector requirements to be discussed further.

LCC response re County News FOI request: A response is awaited.

Annual Litter Pick: Scheduled for Sunday 3rd April; meeting at 10am at the village hall for those who wish to attend. C/Cllr I Fleetwood is arranging the equipment. To be promoted via website, noticeboards and Facebook. **Action: Clerk, Cllr M Doughty.**

Cllr L Searle – to attend a New Councillor Training course

School response re defibrillator lighting: The defibrillator was installed at a spot which met certain requirements; and it is opposite a streetlight. There are no plans for the school to move, upgrade or adapt the defibrillator.

Clerk's Annual Leave: w/c 21 March 2022

5. **Correspondence**

To note only: D/Cllr Welburn; Feb report. WLDC Parish News – Feb edition. C/Cllr Fleetwood – Feb Briefing

Update on Jubilee tree - D/Cllr Anne Welburn handed over the official Queen's Jubilee tree and commemorative plaque; and was thanked. As the tree, a White Beam, is very small, it will be grown on in a nursery setting before being planted out. The chosen location is a central point on the grassed area by the play area. A tree guard will be required. A formal tree planting ceremony is to be planned, with the school to be approached to be involved, which will be on the grassed area near the play area.

Action: Clerk

WI request to plant Jubilee tree on Parish Council land: permission was given both for the species of tree (a Whitebeam); and also, for the WI to plant the tree centrally on land owned by the Council on Fiskerton Road. Conditions were agreed including that the WI provide a tree guard and maintain the tree in the years ahead. **Action: Clerk**

6. Financial matters

a) Presentation of Accounts for Payment:

M Vail – Feb salary	£187.96
Sage payroll, Feb	£ 8.40
TOTAL	£ 196.36

At the proposal by Cllr J Oxby, seconded by Cllr B Tebbs, it was **RESOLVED** unanimously that the abovementioned accounts be paid. **Action: Clerk, Cllr B Tebbs**

b. Update on online bank access:

Cllr D Perkins updated on his progress to date, noting that it had not been straightforward. He advised on a 0800-telephone number for the bank. Cllr A Brammer was not present to give his update.

c. Approve LALC Annual Subscription 2022/23 at £255.86:

At the proposal by Cllr J Oxby, seconded by Cllr C Wilson, it was **RESOLVED** unanimously to approve payment of this subscription.

d. Consider LALC Annual Training Scheme at £110.00 + £22.00 VAT:

It was agreed not to join the Annual Training Scheme.

7. Planning Matters

Report from Planning Committee:

Decision Made: 144080 – 6 Chapel Close – approved by WLDC on 10/2/22.

Decision Awaited: 144101 - 5 High Street

New application: 144282 – 14 Mellows Close – No objections. Cllr L Searle declared an interest, being a neighbour.

Agree procedure for consideration/approval of planning applications

Prior to the Covid pandemic, the Planning Panel had met immediately before a Council meeting to discuss planning applications and agree recommendations, then the Council ratified these recommendations.

RESOLVED to:

- In a routine month, revert to this previous practice and meet before a Council meeting; with recommendations being ratified at that Council meeting.
- In the 8-week periods where there is not a Council meeting, the Clerk will collate comments from the Planning Panel members for submission to WLDC. These will then be ratified at the next possible Council meeting.

Noted that new build applications are already always considered by **the full** Council.

Noted that agendas will need to reflect that the Planning Panel is meeting before the Council meeting. **Action: clerk**

Consider Planning application 144289:

144289 – land adj. 1 Station Road – following consideration;

at the proposal by Cllr D Perkins, seconded by Cllr N Ward, it was **RESOLVED** unanimously for comments to be submitted to WLDC; and for a draft of the Council's response to be reviewed prior to submission by Cllrs D Perkins and B Tebbs. **Action: Clerk; Cllr D Perkins, Cllr B Tebbs.**

Goods Farm Development: Nothing to report

Neighbourhood Planning Group: WLDC have reviewed the Draft Plan and returned it with points requiring clarification; and two areas to add in. The NP Group hope to meet in the near future and, once they have finalised the Plan in light of WLDC's feedback,

the Plan will be ready to be presented to landowners. Cllr N Ward declared an interest, being a local landowner.

8. Roads and Footways

Mellows Close to Manor Rise footpath – holding item

Village Gate/SID – IGAS should be advising the outcome of the grant application in March 2022. A mounting post for the Kennel Lane location has been installed; and Cllr I Fleetwood offered to programme the device, once it is received. He also reported that a mounting post has also been installed outside the village hall by Cherry Willingham Parish Council, although this is technically within Reepham Parish. A decision to order the devices was deferred to the next meeting.

Mellows Close/High Street corner – the Clerk has requested an update on the requested yellow lines at this location, but LCC have not yet responded. **Action: Clerk**

9. Field Footpaths and Bridleways:

LCC update on 109 (North Lane – Highway section) – Fix My Street records that work is scheduled. **Action: Clerk** to ascertain date for the works.

10. Conservation Area

Village Green – the Village Green Group have met to discuss matters. Cllr A Brammer has met one groundworks contractor to date (Phase One). Phase Two will focus on design aspects. Noted that the handyman should not maintain the village green noticeboard until plans have been finalised.

11. Amenity Areas

Internal play inspections – The Council's insurer advises 4-weekly inspections, as currently happening. The Council is currently considering its Inspector situation; and is in talks with the handyman. Noted that if a Councillor were to take on the role, they would be covered under the Council's insurance.

Gap fill of tiled play surface area and Resetting gate

Cllrs D Perkins, A Brammer and N Ward have undertaken an inspection.

They consider there is no problem with the tiled surface apart from moss. **Action: Clerk** to obtain quote to spray the moss off.

The gate has been temporarily removed to enable replacement of the defunct gate mechanism. Cllr N Ward will be reimbursed in due course for his expenditure on a replacement mechanism; and he was thanked for his help in this matter.

12. Village hall defibrillator box: Item deferred.

13. Emergency Plan:

Consideration was given as to whether an Emergency Plan was required; noting that it would require a disproportionate amount of resources to produce and maintain. **Action: Cllr J Oxby** to liaise with LCC's Emergency Planning Department to ascertain if their planning already covers the village.

14. Business for next Agenda: None.

15. Date of Next Meeting: 29 March 2022, Venue TBC
Meeting ended at 8.47pm

Mrs Michelle Vail, Parish Clerk/RFO 9 March 2022