

# ANNUAL MEETING OF REEPHAM PARISH COUNCIL

**Tuesday 17 May 2022 at 7.30pm in Reepham Methodist Chapel**

## **AGENDA**

The meeting will be preceded, as required, by a meeting of the Planning Panel

### **Matters raised by members of the public**

1. Election of Chairman
2. Declaration of Acceptance of Office form to be signed
3. Election of Vice-Chairman
4. Election of a Chair for the Planning Committee and Committee members
5. Election of other Committee members
6. Reepham & C W Village Hall member
7. Apologies
8. Declarations of Interest
9. Minutes of Meeting held on 29 March 2022
10. **Clerk's Report**
  - Handyman - Play Inspector training (Wed 22 June 2022); approve training costs of £165.00 + VAT
  - School response re Queens Jubilee tree planting event
  - External hard drive storage
  - Kennel Lane – rubbish dumping in field
  - Noticeboard on the Green
11. **Correspondence**
  - D/Cllr Welburn – April report, May APM report
  - WLDC Parish News
  - C/Cllr Fleetwood – May report
  - Resident – beck vegetation growth at Kennel Lane
12. **Financial matters**
  - a) **Presentation of Accounts for Payment:**

M Vail – April/May salary	£382.54
PAYE – April/May	£ 95.60
Clerk's printing costs	£ 3.20
M Vail - reimburse phone top up	£ 20.00
Sage payroll, April	£ 8.40
Glendale	£ 628.60
The Play Inspection Company	£ 83.40
Nev Ward – reimburse for play gate closer	£176.70
<b>TOTAL</b>	<b>£ 1398.44</b>

<b>b) Income:</b>	
Precept	£8700.00
WLDC - CIL payment	£1258.08
<b>TOTAL</b>	<b>£9958.08</b>

- c) Insurance renewal – consider quotes and appoint insurer for 2022/23
- d) Approve the reviewed asset register
- e) Audit:
  - i. Resolve to sign of Certificate of Exemption from External Audit
  - ii. To receive the Internal Audit Report 2021/2022
  - iii. To resolve to approve Section 1- Annual Governance Statement 2021/2022
  - iv. To resolve to approve Section 2 - Accounting Statements 2021/2022

### **13. Planning Matters**

Report from Planning Committee  
 141866 (plot on Kennel Lane corner) – further response from LCC  
 Goods Farm Development  
 Neighbourhood Planning Group – update, finances, website

### **14. Roads and Footways**

Mellows Close to Manor Rise footpath – holding item  
 Village Gate/SIDs – update  
 Mellows Close/High Street corner – update on yellow lines  
 Chapel Lane – update on repairs to road surface  
 Smooting Lane – updates: road sweeping, drain clearing, street name plate, potholes  
 Meadows Lane – consider how to recognise that it exists  
 Barlings Lane – possible stone grading  
 Hawthorn Road (Hawthorn Avenue area) – resident concerns re speed limit both at this location and off Bypass

### **15. Field Footpaths and Bridleways:**

### **16. Conservation Area**

Village Green – project update, three quotes received, any WLDC feedback  
 Consider purchasing a seat for the Green

### **17. Amenity Areas**

Internal play inspections  
 Annual external play inspection – accept quote of £72.35 + VAT for 2023 inspection  
 Consider quotes to replace baby swing seats  
 Resetting gate – update

### **18. Village hall defibrillator box**

### **19. Emergency Plan**

### **20. Business for next Agenda**

### **21. Date of Next Meeting: 28 June 2022 at 7.30pm in the Methodist Chapel**