

Minutes of the Annual Meeting of Reepham Parish Council held on Tuesday 17 May 2022 at 7.30pm in Reepham Methodist Chapel

Present: Cllrs D Perkins (Chairman), Doughty, Stuffins, Tebbs, Ward, Wilson, C/Cllr I Fleetwood, D/Cllr A Welburn, D/Cllr C Darcel, Mrs M Vail (Clerk).

Matters raised by members of the public: There were no members of the public present.

Meeting started at 7.30pm.

1. Election of Chairman:

A proposal was made by Cllr C Wilson that Cllr D Perkins be returned as Chairman. This was seconded by Cllr P Stuffins. With no other proposals, it was **RESOLVED** unanimously that Cllr D Perkins would be returned as Chairman.

2. Declaration of Acceptance of Office form to be signed:

The Declaration of Acceptance of Office form was signed by Cllr D Perkins.

3. Election of Vice-Chairman:

A proposal was made by Cllr B Tebbs that Cllr P Stuffins be returned as Vice-Chairman. This was seconded by Cllr N Ward. With no other proposals, it was **RESOLVED** unanimously that Cllr P Stuffins would be returned as Vice-Chairman.

4. Election of a Chair for the Planning Committee and Committee members:

At the proposal by Cllr M Doughty and seconded by Cllr D Perkins, it was **RESOLVED** unanimously that Cllr B Tebbs remain as Planning Committee Chair; and that the other Committee members be re-elected.

5. Election of other Committee members:

At the proposal by Cllr N Ward and seconded by Cllr D Perkins, it was **RESOLVED** unanimously that other Committee members be re-elected en-bloc as they stood during the past year.

6. Reepham & C W Village Hall member: Item deferred.

7. Apologies: Cllrs J Oxby, L Searle, A Brammer, D/Cllr C Hill

8. Declarations of Interest: None.

Cllr D Perkins noted the recent passing of Mr Hugh Wilson who had served as a parish councillor for many years and held the position of Reepham Parish Council Chairman between May 1976 and May 1985.

9. Minutes of Meeting held on 29 March 2022:

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

10. Clerk's Report

Handyman – Cllr A Brammer has confirmed his availability, in place of the handyman, to attend the Play Inspector training day on Wed 22 June 2022. Parish Council insurance will cover Cllr A Brammer for undertaking inspections. At the proposal of Cllr P Stuffins, seconded by Cllr C Wilson it was **RESOLVED** to approve the training costs of £165.00 + VAT. **Action: Clerk**

School response re Queens Jubilee tree planting event: The school has suggested the 26th or 27th May to tie in with their own Jubilee activities. At the proposal of Cllr D Perkins, seconded by Cllr B Tebbs, it was **RESOLVED** that Cllrs P Stuffins and M Doughty will attend the event at 11am on 27th May. A tree guard has been sourced.

Action: Clerk, Cllrs P Stuffins and M Doughty

External hard drive storage: Item in progress.

Kennel Lane – rubbish dumping in field: The rubbish has been removed.

Noticeboard on the Green: The door has detached from its hinges, although it is still useable. Noticeboard provision is included within plans to develop the Green.

11. Correspondence:

Cllr D Perkins noted his pleasure at receiving a positive letter from the internal auditor that the Clerk is to be complemented on her comprehensive and accurate financial record keeping, which had made his job of checking the 2021/22 accounts a straightforward process. He had also thanked the Council for implementing his suggestions as made in the previous year.

To note only: D/Cllr Welburn – April report, May APM report; WLDC Parish News. C/Cllr Fleetwood – May report.

Action needed: Resident – beck vegetation growth at Kennel Lane – Clerk to write to Witham Third Internal Drainage Board. **Action: Clerk**

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
Cllr N Ward – reimburse for play gate closer	£176.70
TOTAL	£ 1398.44

At the proposal by Cllr P Stuffins, seconded by Cllr N Ward, it was **RESOLVED** unanimously that these accounts be paid. **Action: clerk**

b) Income:

Precept	£8700.00
WLDC - CIL payment	£1258.08
TOTAL	£9958.08

The income was noted. **Action: Clerk** to circulate details of which property the CIL payment relates to.

c) Insurance renewal – consider quotes and appoint insurer for 2022/23:

Three quotes had been received, circulated and considered. At the proposal of Cllr C Wilson, seconded by Cllr M Doughty it was **RESOLVED** unanimously to accept a 3-year Long Term Agreement with BHIB at £466.73 per annum. **Action: Clerk**

d) Approve the reviewed asset register:

At the proposal of Cllr P Stuffins, seconded by Cllr N Ward it was **RESOLVED** unanimously to approve the asset register, as circulated. **Action: Clerk**

e) Audit:

i. Resolve to sign of Certificate of Exemption from External Audit:

At the proposal by Cllr M Doughty, seconded by Cllr N Ward, it was **RESOLVED** unanimously that the Certificate of Exemption from the External Audit should be signed by the Chairman. This exemption is mainly because neither income, nor expenditure exceeded £25,000. The exemption is forwarded to the External Auditing Authority. **Action: Clerk**

ii. To receive the Internal Audit Report 2021/2022:

This had been circulated. All internal control objectives had been met. At the proposal by Cllr P Stuffins, seconded by Cllr B Tebbs, it was **RESOLVED** to accept

the Internal Audit Report 2021/2022. A letter of thanks is to be sent to the Internal Auditor.

iii. **To resolve to approve Section 1- Annual Governance Statement 2021/2022:**
The Annual Governance Statement for 2021/22 had been circulated; and was duly confirmed. At the proposal by Cllr B Tebbs, seconded by Cllr M Doughty, it was **RESOLVED** unanimously that this be approved and signed.

iv. **To resolve to approve Section 2 - Accounting Statements 2021/2022**
The Accounting Statement for 2021/22 had been circulated. At the proposal by Cllr P Stuffins, seconded by Cllr M Doughty, it was **RESOLVED** unanimously that this be approved and signed.

Action: clerk to complete all audit requirements.

13. Planning Matters

Report from Planning Committee:

Since the last meeting there have been no new planning applications to review.

Decisions:

144497, 21 St Lukes Close, Cherry Willingham – permission granted on 21/04/2022

Outstanding Applications:

144101, Lansdown, 5 High Street and 144289, 1 Station Road.

Both the above have amended plans submitted to WLDC; and the Planning Panel are to review these/feedback to Cllr B Tebbs. **Action: Clerk** to request a 2-week time extension from WLDC to respond on the amended proposals.

141866 (plot on Kennel Lane corner) – further response from LCC:

LCC have added the Parish Council's further comments onto the original report for their Highway Officers attention. Parish Council concerns remain that land adjacent to the highway has been encroached upon. **Action: Clerk** to forward Google Earth screenshots to LCC along with the continuing concerns.

Goods Farm Development: Nothing to report

Neighbourhood Planning Group – update, finances, website:

A letter has been received from a NP Group representative seeking approval to make a Locality funding application submission with the Clerk's assistance. Noted that £2000.00 is being sought. It was confirmed that Parish Council approval is required, as per the Terms of Reference, for the submission to Locality.

At the proposal of Cllr C Wilson, seconded by Cllr B Tebbs, it was **RESOLVED** that the NP Group is enabled to submit a funding application through Locality on the understanding that the Parish Council, via the Parish Clerk, is kept fully apprised of all progress at all times.

14. Roads and Footways

Mellows Close to Manor Rise footpath – holding item

Village SIDs – C/Cllr I Fleetwood will help to fit these. Their delivery is imminent.

Mellows Close/High Street corner – According Fix My Street, the double yellow lines will be installed 'shortly'.

Chapel Lane – According to Fix My Street, road surface repairs are due 'shortly'.

Smooting Lane – requests have been submitted for the following: road sweeping, drain clearing, street name plate, potholes

Meadows Lane – consider how to recognise that it exists:

This is a historic public right of way route; now extinct; but appearing on the tithe map. Cllr A Brammer has suggested one free-standing sign approx. 3 mtrs inside of the pedestrian gate on the right against the wall; and a second freestanding sign on the left between the corner of the barn/road and the wooden fence close to the wall.

Action: Clerk to contact LCC to establish its status.

Barlings Lane – possible stone grading at the bomb dumps. Action: Clerk to contact Environment Agency to establish if this is a licenced waste transfer site.

Hawthorn Road (Hawthorn Avenue area) – resident concerns re speed limit both at this location and off Bypass: Item deferred.

Cllr N Ward reported that the bottom growth on trees in Kennel Lane opposite Spring Hill requires cutting back. **Action: Clerk** to report to LCC.

15. Field Footpaths and Bridleways:

FP128 – kissing gate has a rotten post. **Action: Clerk** to report to LCC.

16. Conservation Area

Village Green – Three quotes have been received, with the project likely to cost in the region of £10,000. Funding/grant streams need to be investigated. **Action: Clerk**
Consider purchasing a seat for the Green – part of the above project.
Four trees on Station Road have died. **Action: Clerk** to report to LCC.

17. Amenity Areas

Internal play inspections – noted.

Annual external play inspection – This was completed during April 2022; with issues identified in the resultant report being already addressed (having been raised in the internal inspector's reports. At the proposal of Cllr P Stuffins, seconded by Cllr M Doughty it was **RESOLVED** unanimously to accept the reduced-price quote of £72.35 + VAT for 2023 inspection.

Consider quotes to replace baby swing seats: Two quotes have been received. At the proposal of Cllr N Ward, seconded by Cllr B Tebbs it was **RESOLVED** unanimously to accept the quote from EKM Ltd to supply and fit the seats if they are from Wicksteed, and if they are not, then to obtain seats from Wicksteed for Cllr A Brammer to install. **Action: Clerk**

Resetting gate – the gate has been completed. Cllr N Ward was thanked.

18. Village hall defibrillator box: Item ongoing.

19. Emergency Plan: Cllr J Oxby has made some enquiries. Item deferred.

20. Business for next Agenda: None.

21. Date of Next Meeting: 28 June 2022 at 7.30pm in the Methodist Chapel
Councillors expressed a preference for the historic seating and table layout for meetings and enquired if meetings could revert to the schoolroom, or whether a different layout can be adopted. **Action: Clerk**

Meeting ended at 8.43pm.

Mrs Michelle Vail, Parish Clerk/RFO 09 June 2022