

REEPHAM PARISH COUNCIL

Minutes of Meeting

Tuesday 28 June 2022 at 7.30pm in Reepham Methodist Chapel

Present: Cllrs A Brammer, J Oxby, N Ward, P Stuffins, B Tebbs, M Doughty (arrived at 7.32pm), L Searle, C Wilson, Mrs M Vail (Clerk); D/Cllr C Darcel and C/Cllr I Fleetwood. There were no members of the public. Vice-Chairman, Cllr P Stuffins chaired the meeting in the absence of Cllr D Perkins.

Meeting started at 7.30pm.

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

1. **Apologies:** Cllr D Perkins, D/Cllr A Welburn, D/Cllr C Hill.

2. **Declarations of Interest:** None.

3. **Minutes of Meeting held on 17 May 2022:**

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

4. **To appoint a Reepham & CW Village Hall member:**

RESOLVED unanimously to appoint Cllr L Searle to this role.

5. **Clerk's Report**

External hard drive storage – advice from a specialist will be adopted ie. to store electronic documents both on the remaining unaffected external hard drive device, as well as in the Cloud, thereby at nil cost to the Council.

Kennel Lane beck - Witham Drainage Board have responded to advise that LCC had last cleared the beck a couple of years ago on a 'without prejudice' basis; and that Witham Drainage Board's role is to monitor the flow *within* the watercourse. They will enforce when there is a clear obstruction *within* the watercourse; but cannot simply enforce the presence of vegetation (unless this is obstructing *within* the watercourse). A Witham Drainage Board manager, in 2021, saw no problem with the watercourse.

Clerk AL – Noted as w/c 15 Aug, 22nd Aug, 19th Dec, 26th Dec 2022.

6. **Correspondence**

To note only: D/Cllr Welburn – July/August report

7. **Financial matters**

a) **Presentation of Accounts for Payment:**

M Vail – June salary	£191.27
PAYE – June	£ 47.80
Clerk's printing costs	£ 3.00
Sage payroll, May/June	£ 16.80
Glendale, May cuts	£ 314.30
EKM, play inspections, estimated by Clerk	£ 250.00
EKM – cradle seats	£ 360.00
LALC Play Inspector Training	£ 198.00
C/Cllr I Fleetwood, reimburse SID sundries, estimated by Clerk,	£ 60.00
ESTIMATED TOTAL	£ 1441.17

Noted that the EKM Ltd play inspections invoice had now been received, at £264.00; and that Cllr I Fleetwood will email receipts for the SID sundries upon notification of the Council's email address. **Action: Clerk.**

It was confirmed that the chains from the removed cradle swings require retaining. **RESOLVED** unanimously that the accounts be paid. **Action: Clerk, Cllr B Tebbs.**

b) Income:

IGAS grant	£1200.00
HMRC VAT reclaim	£1848.16
TOTAL	£ 3048.16

The above-mentioned income was noted. WLDC are to be chased for payment of their grant towards the SIDs. **Action: Clerk**

8. Planning Matters

Report from Planning Committee:

One outstanding application as follows: 144289, land adj. 1 Station Road.

Planning Application 144978 - advertisement consent for signage at entrance to proposed dog exercise park on Hawthorn Road adjacent to the village hall:

After consideration, Councillors agreed that although they had no objection to the signs in principle, the proposed boards are considered too large and somewhat overbearing on the locality and existing street scene. **Action: Cllr B Tebbs, Clerk.**

141866 (plot on Kennel Lane corner): LCC have been supplied with Google Earth screenshots of the plot before building work commenced. Noted that LCC are not being proactive in this matter; and that WLDC have advised that the developer should be replacing the hedge in due course.

Goods Farm Development: This item is to be deferred to the July meeting, which has been brought forward by 1 week to accommodate a full consideration of this application. WLDC have granted permission to submit a response on 20th July.

Neighbourhood Planning Group – The Draft Plan is ready to be circulated; and will be submitted initially to WLDC. Landowners will be informed regarding the state of the Plan and its contents. A two-month Regulation 14 statutory public consultation from 14th July to 8th Sept 2022 will take place. A public meeting, to be advertised by a flyer to all households, and via Reepham News, is to be held on 14th July for all residents to attend. Comments on the Draft Plan will be invited and the next stage will be the referendum.

9. Roads and Footways

Mellows Close to Manor Rise footpath – holding item

Speed signs – The Kennel Lane SID is operational, having a initial good effect. It monitors traffic in both directions.

A resident has raised concerns about the distance between the Kennel Lane SID and the 30mph speed limit sign; querying whether the 30mph speed sign could be relocated further along Kennel Lane to allow vehicles to slow down before reaching the first bungalows. It was agreed to monitor data taken from the SID for a year, then this can be presented to LRSP for guidance. LCC could potentially revise the Traffic Regulation Order of 30mph, but this requires a lengthy process of advertising, consultation and consideration before any decision can be made. **Action: Clerk** to reply to resident.

At the proposal of Cllr A Brammer, seconded by Cllr M Doughty, it was **RESOLVED** that the second SID be temporarily used in Cherry Willingham parish on Hawthorn

Road, until it can be installed on Fiskerton Road. This location will also benefit Reepham parish.

Meadows Lane – The Goods Farm planning application includes the name 'Meadows Lane', thereby appearing to address what the Parish Council wishes to achieve in ensuring recognition of Meadows Lane. In addition, LCC have advised that Meadows Lane is already recorded as highway maintainable at public expense, and that Public Footpath No. 129 runs from it across the fields. Any maintenance problems with Meadows Lane or the footpath can be reported to LCC.

Barlings Lane site – This should read Moor Lane. The alleged unauthorised use of land off Moor Lane is being investigated by LCC's Enforcement team. On 21 June 2022, LCC issued a Temporary Stop Notice in respect of the land. LCC are also liaising with the Environment Agency. LCC would welcome any evidence which shows the condition of the land prior to the alleged unauthorised use; which commenced early this year/late 2021.

Hawthorn Road (Hawthorn Avenue area) – a resident has raised concerns about the speed limit both at this location and off the Bypass. Whilst the Council cannot act directly; it can collect data from the SID which can be fed to LRSP; who may then monitor these locations with a van with camera. **Action: Cllr J Oxby.**

Kennel Lane trees – bottom growth – LCC have advised that they are seeking specialist arboricultural advice; and will arrange for any advised works once their assessment is complete.

Cllr I Fleetwood advised that LCC have several local road works planned in the coming weeks.

10. Field Footpaths and Bridleways:

FP128 – rotten post on kissing gate – LCC have advised the matter will be resolved by 14th December 2022.

11. Conservation Area

Village Green – The Group has met; and revised quotes are now being sought for grass mats rather than tarmac. Work on researching funding stream is in progress, especially from the disability and educational angles, with advice awaited from WLDC. WLDC's CIL officer has confirmed that this is an appropriate project on which to spend CIL monies.

Station Road – dead trees - LCC have advised that they are seeking specialist arboricultural advice; and will arrange for any advised works once assessment is complete.

12. Amenity Areas

Internal play inspections – Cllr A Brammer has completed training (technical, legal and assessment), and is now a certified play inspector. **Action: Cllr A Brammer and the Clerk** to work on a checklist. Next steps to be considered at the July meeting. **Action: Clerk**

Report on– Queens Platinum Jubilee tree planting event – The event; involving several schoolchildren, had been a good experience. The planted sapling had been pulled up by person(s) unknown and is now replanted within the school grounds. The commemorative plaque requires erecting where it can be seen by the public. **Action: Cllr N Ward. Action: Cllr M Doughty** to liaise with school.

13. Village hall grass cutting: The Village Hall Committee have enquired if the Council can take on responsibility for the grass cutting of the area between the hall and the tennis courts. Quote to be obtained. Item deferred to next meeting. **Action: Clerk**

14. Emergency Plan: Cllr J Oxby reported that LCC's Resilient Community can come and give a presentation to the Council and provide support with making the Plan. Noted that it would be time-intensive to draw up a plan; and volunteers would be required. **Action: Clerk** to request sight of Cherry Willingham Parish Council's Emergency Plan. Item deferred to next meeting.

15. Business for next Agenda: None.

16. Date of Next Meeting: 19th July 2022 at 7.30pm in the Methodist Chapel

17. Resolve to move into Closed Session as the following information contains sensitive or confidential information:

At the proposal by Cllr C Wilson, seconded by Cllr A Brammer, it was **RESOLVED** unanimously to move into Closed Session. D/Cllr C Darcel. C/Cllr I Fleetwood and the Clerk left the meeting at 8.58pm.

18. Clerk pay review:

A review of the Clerk's pay took place, after which the Clerk then returned to the meeting at 9.03pm. It was then **RESOLVED** unanimously to move the Clerk onto NALC Salary Scale 18 with effect from 1st July 2022.

Meeting ended at 9.05pm

Mrs Michelle Vail, Parish Clerk/RFO 12 July 2022