

# Minutes of the Annual Meeting of Reepham Parish Council held on Wednesday 17 May 2023 at 7.30pm in Reepham Methodist Chapel

**Present:** Cllrs D Perkins (Chairman), A Brammer, H Gee, J Oxby, N Ward, C Wilson, C/Cllr I Fleetwood, D/Cllr M Palmer, D/Cllr T Bridgwood, D/Cllr C Darcel, Mrs M Vail (Clerk).

There was one member of the public in attendance.

*Meeting started at 7.30pm.*

## 1. Election Results:

### a) confirmation of councillors:

Those Councillors present at this meeting as listed above, as well as Cllr M Doughty and Cllr B Wharton (both not present), were confirmed as having been returned unopposed in the May 2023 election.

### b) confirmation of their signing of Declarations of Acceptance of Office forms prior to commencement of the meeting:

Confirmed that all Councillors had signed their Declarations of Acceptance of Office forms prior to commencement of the meeting.

### c) resolve that any councillor not present at this meeting due to exceptional circumstances; who has not signed their Declaration of Acceptance of Office form prior to commencement of the meeting; be able to sign said form at the earliest possible date following this meeting:

Item 1C not required as all Declaration of Acceptance of Office forms had been signed.

## 2. Elect a chairman and sign the Declaration of Acceptance of Office form:

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

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

## 3. Elect a vice chairman:

In the absence of any councillor present at this meeting willing to take this position on, it was agreed to defer this item. **Action: Clerk**

## 4. Resolve to move into Open Session for Matters raised by members of the public: **RESOLVED** to move into Open Session.

The member of the public then spoke as the representative of a group of local residents on matters relating to WLDC's Planning Committee and the Goods Farm planning application 145047. This included detailing concerns about the process followed; and decision making. A request was made of the parish council for its support. The member of the public was thanked.

## 5. Resolve to resume Standing Orders and close the public session:

**RESOLVED** to resume Standing Orders, and the meeting recommenced at 7.59pm.

## 6. Apologies: Cllr M Doughty, Cllr B Wharton.

## 7. Declarations of Interest: Cllr A Brammer declared an interest in respect of the Goods Farm planning application 145047.

## 8. Completion of Dispensation Forms:

All Councillors present at this meeting signed a Dispensation Form in respect of precept setting; Goods Farm; and the Neighbourhood Plan.

## 9. Approve the minutes of the meeting held on 28 March 2023:

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

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

**Planning** – defer to next meeting. **Action: Clerk**

**11. Election of other Committee members (Personnel; Footpaths; Tree Planting; Amenity Areas):**

**Personnel** - At the proposal of Cllr A Brammer, seconded by Cllr N Ward, **RESOLVED** that Cllr D Perkins, Cllr A Brammer and Cllr H Gee be appointed.

**Footpaths** - At the proposal of Cllr A Brammer, seconded by Cllr N Ward, **RESOLVED** that Cllrs J Oxby, A Brammer, and Cllr N Ward be appointed.

**Tree Planting** - At the proposal of Cllr A Brammer, seconded by Cllr N Ward, **RESOLVED** that Cllr J Oxby, Cllr N Ward and Cllr C Wilson be appointed.

**Amenity** - At the proposal of Cllr A Brammer, seconded by Cllr N Ward, **RESOLVED** that Cllr D Perkins, Cllr J Oxby and Cllr H Gee be appointed.

**Action: Clerk** to update website.

**12. Confirm Cllr A Brammer as Play area inspector:**

At the proposal of Cllr C Wilson, seconded by Cllr J Oxby, **RESOLVED** that Cllr A Brammer be confirmed as Play Area Inspector.

**13. Appoint Reepham & C W Village Hall member:**

At the proposal of Cllr C Wilson, seconded by Cllr J Oxby, **RESOLVED** that Cllr H Gee be appointed. **Action: Clerk**

**14. Banking matters:**

**i. Resolve to remove ex-Councillor B Tebbs from the bank mandate:**

At the proposal of Cllr A Brammer, seconded by Cllr J Oxby, **RESOLVED** to remove ex-Councillor Brian Tebbs from the bank mandate. **Action: Clerk**

**ii. Resolve to appoint one additional councillor to the bank mandate:**

At the proposal of Cllr J Oxby, seconded by Cllr H Gee, **RESOLVED** to add Cllr A Brammer to the bank mandate and for him to have access to the online banking facility (as second signatory to payments). **Action: Clerk.**

**iii. Resolve to appoint one Councillor to verify and sign, at least quarterly, bank reconciliations/bank statements as per Financial Regulations (cannot be Chairman or signatory):**

At the proposal of Cllr A Brammer, seconded by Cllr J Oxby, **RESOLVED** that Cllr H Gee be appointed.

**15. Approve Insurance cover for 2023/24 at £502.31:**

This is year 2 of a 3-year LTA with BHIB, and the premium in 2022/23 was £466.73. At the proposal of Cllr C Wilson, seconded by Cllr A Brammer, **RESOLVED** to approve the payment of £502.31 for insurance cover for 2023/24. **Action: Clerk**

**16. Consider any training needs and whether to join LALC's Annual Training Scheme for 2023/24 at £115.00 + £23.00 VAT:**

At the proposal of Cllr A Brammer, seconded by Cllr N Ward, **RESOLVED** that Cllr H Gee attends Councillor Induction/Refresher training (5<sup>th</sup> June): £25.00 + VAT.

**Action: Clerk**

**17. Clerk's Report: Council-specific email addresses:**

The Clerk explained that under the Freedom of Information Act (S. 1) a public authority must be able to fully access and control data in emails to be legally compliant and secure; hence why LALC recommend having council-specific email addresses. After consideration of options available, at the proposal of Cllr D Perkins, seconded by Cllr A Brammer, **RESOLVED** that Gmail addresses be set up for each Councillor. **Action: Clerk**

**18. Correspondence:**

- D/Cllr Anne Welburn's report for April 2023

- A complaint re. damage allegedly caused by grass cutting in the cemetery had been received via the Church office. A response from the contractor, with an offer to make good any damage, has been passed on.
- Mellows Close to school playing field path – a resident had expressed thanks for the cutting back of vegetation overhanging this path.
- The Internal Auditor had written to advise that Council accounts had been kept to the highest standard. **Action: Clerk** to write letter of thanks.

## 19. Financial matters

### a) Presentation of Accounts for Payment:

M Vail – April/May salary	£445.26
PAYE – April/May	£111.20
Clerk’s printing costs April/May	£ 7.50
Sage payroll, April, May	£ 16.80 (2.80 VAT)
Glendale, March grass cutting (Invoice 03892)	£333.15 (55.52 VAT)
Glendale, April grass cutting (Invoice 03941)	£333.15 (55.52 VAT)
The Play Inspection Company	£ 87.54 (14.59 VAT)
<b>TOTAL</b>	<b>£1334.60 (128.43 VAT)</b>

At the proposal by Cllr A Brammer, seconded by Cllr C Wilson, it was **RESOLVED** that these accounts be paid. **Action: clerk, Cllr D Perkins**

### b) Audit:

- i. **Note requirement for an external audit at £200.00 + VAT due to gross income exceeding £25,000.00:** Noted.
- ii. **To receive the Internal Audit Report 2022/2023:**  
This had been circulated. All internal control objectives had been met. At the proposal by Cllr A Brammer, seconded by Cllr C Wilson, it was **RESOLVED** unanimously to receive the Internal Audit Report 2022/2023.
- iii. **To resolve to approve Section 1- Annual Governance Statement 2022/2023:**  
The Annual Governance Statement for 2022/23 had been circulated; and was duly confirmed. At the proposal by Cllr A Brammer, seconded by Cllr C Wilson, it was **RESOLVED** unanimously that this be approved and signed.
- iv. **To resolve to approve Section 2 - Accounting Statements 2022/2023:**  
The Accounting Statement for 2022/23 had been circulated. At the proposal by Cllr A Brammer, seconded by Cllr C Wilson, it was **RESOLVED** unanimously that this be approved and signed.  
**Action: clerk** to complete all audit requirements.

### c) Station Road – noticeboard – quote:

A quote is still awaited. **Action: Clerk** to chase

## 20. Planning Matters

### Report from Planning Committee:

No new applications have been received since the last meeting.

**Note Central Lincolnshire Local Plan was formally adopted by the Joint Strategic Planning Committee on 13 April 2023; replacing the first Central Lincolnshire Local Plan (adopted 2017):** Noted.

### Goods Farm Development:

At 8.17pm, Cllr A Brammer left the meeting due to having an interest in this item. After he had left, Councillors discussed the Goods Farm planning application 145047. This included consideration of WLDC’s alleged ‘less than clear’ planning processes/procedures in reaching its decision; as well as WLDC’s reported lack of clear understanding of the developed footprint of the village (as this proposed development does not conform with the footprint). At 8.27pm, it was **RESOLVED** to suspend Standing Orders to allow the resident to speak. The resident then advised that the Conservation Officer’s report had not been available when WLDC were

giving consideration, and that there had been insufficient time for LCC Highways to be re-consulted after the resubmission of drawings.

**RESOLVED** to restart the meeting at 8.33pm.

Further comments were then made; including that the Parish Council should, in principle, support the concerns as raised by the resident. The grounds on which to offer this support were discussed.

At the proposal of Cllr D Perkins, seconded by Cllr J Oxby, and with one abstention (Cllr N Ward), **RESOLVED** to circulate a draft response to all Councillors for consideration and agreement, then, subject to this draft response receiving a majority agreement, to submit the agreed response to WLDC. **Action: Cllr D Perkins** to draft response, **Clerk** to submit approved response to WLDC.

At 8.38pm, Cllr A Brammer returned to the meeting.

**Note The Green Local Residents Group's intention to pursue a challenge to West Lindsey District Council's Planning Committee decision taken on the 29th April in favour of Planning Application 145047:** Noted.

**Neighbourhood Planning Group** – A meeting has taken place and the final draft plan is nearer to completion.

## 21. Roads and Footways

**Mellows Close to Manor Rise footpath** – holding item

**Mellows Close yellow lines** – holding item

**Meadows Lane** – holding item

**Smooting Lane** –WLDC had passed on the road sweep request to its operative.

**Passive speed signs** – the 30mph signage has been fitted onto the two speed indicator device poles.

**Plough Lane** – only one patch of potholes has been repaired, with other patches left untouched. The white lines at the junction require reapplying. **Action: Clerk**

**Kennel Lane Z bends** – the central white lines require reapplying. **Action: Clerk**

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

## 23. Conservation Area: Village Green – project update:

The grant application has been submitted to the National Lottery, and a decision will be made at the end of July 2023.

## 24. Amenity Areas

**Play inspections** – the internal and annual external inspection reports have been circulated. **Action: Cllr A Brammer** to research deterrents to prevent birds from perching above the swings and depositing bird foul onto the swings.

**Jubilee tree:** Item for next agenda. **Action: Clerk**

25. **Business for next Agenda:** None.

26. **Date of Next Meeting:** 27 June 2023 at 7.30pm in the Methodist Chapel

## 27. Resolve to move into Closed Session due to the following item containing information of a confidential or sensitive nature:

**RESOLVED** to move into Closed Session. The resident, District Cllrs and County Cllr all left the meeting at 8.52pm.

## 28. Consider application(s) received for the vacant position of parish councillor:

Two applications had been received. After due consideration, at the proposal of Cllr A Brammer, seconded by Cllr H Gee, it was **RESOLVED** to appoint Mr Dean Davies to the vacant post of parish councillor. **Action: Clerk**