

**Minutes of the Meeting of Reepham Parish Council held on
Tuesday 26 September 2023 at 7.30pm in Reepham Methodist Chapel**

Present: Cllrs D Perkins (Chairman), A Brammer, B Wharton, M Doughty, C Wilson, N Ward, D Davies, C/Cllr I Fleetwood, D/Cllr M Palmer, D/Cllr C Darcel, Mrs M Vail (Clerk).

Absent: Cllr J Oxby

There were no members of the public.

Meeting started at 7.30pm.

Matters raised by members of the public: No members of the public were in attendance.

Community Parking Forum: No matters were raised.

1. **Apologies:** Cllr H Gee (holiday), and a resident in respect of item 5.

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

3. **Minutes of Meeting held on 25 July 2023:**

Noted that Cllr N Ward had not been included within the minutes as being present.

With this amendment, at the proposal by Cllr D Davies, seconded by Cllr C Wilson, it was **RESOLVED** that the minutes be accepted, and they were duly signed.

4. **Clerk's Report:**

Council-specific email addresses - three Councillors are still to confirm transfer to Council-specific email addresses.

Mellows Close to school playing field path – vegetation overhanging footpath – the path has been inspected and there are no matters of current concern.

Any IGAS response re single-track lane behind Cherry Tree Garden Centre/Café – no response has been received. **Action: Clerk** to follow up.

Methodist Church – hearing difficulties at meetings – a way forward may be to purchase several table microphones. D/Cllr C Darcel advised that it may be possible to borrow a 'system' from elsewhere to trial. Item in progress.

Insurance review re. Councillor activities –

Councillors were advised of the insurance cover in place, with some levels of compensation reducing dependent on a councillor's age. Risk assessments on activities are highly recommended.

The policy does cover councillors for council-related activity. However, dependent on the circumstances, the insurer would expect claims in some cases to be made against, for example, an individual's personal accident cover, or other organisations' insurances.

C/Cllr I Fleetwood noted that volunteers will also be covered under the policy; and suggested maintaining a register of such volunteers for insurance purposes (ie litter pick, Xmas tree)

5. **Correspondence:**

Layby/parking: Fiskerton Road, adj. railway line, close to level crossing – a query had been raised regarding the parking of vehicles at this location. The resident had been directed to LCC for clarification of ownership of the layby. Subsequently, a business vehicle no longer uses the layby, and domestic cars are parking there.

Request for warning signage re. bend next to 11 High Street – following consideration, including to note possible lack of sufficient pavement space for a sign on a pole, it was agreed to ask LCC to clarify what would be appropriate for this location. **Action: Clerk** to approach LCC and update resident.

A resident has also requested support for a speed reduction from 40mph to 30mph from the Village Hall towards Kennel Lane as many children walk this route to and from school. After consideration, it was **RESOLVED** at the proposal of Cllr M

Doughty and seconded by Cllr D Davies to support this request. **Action: Clerk** to write to LCC and update resident.

A suggestion was then made for a 20mph zone outside the school. C/Cllr I Fleetwood explained that this would be advisory only, and applicable only at school times.

Action: Clerk to ask LCC to clarify what would be appropriate.

Financial matters

a) Presentation of Accounts for Payment:

M Vail – Sept salary	£ 222.63
PAYE – Sept	£ 55.60
Clerk’s homeworking allowance, July-Sept)	£ 15.00
Sage payroll, Sept	£ 9.60 (inc. £1.60 VAT)
Glendale, Aug grass cutting (Invoice 4161)	£ 345.23 (inc. £57.53 VAT)
PKF Littlejohn, external audit	£ 252.00 (inc. 42.00 VAT)
LALC, Cllr D Davies training	£ 30.00 (inc. £5.00 VAT)
Methodist Chapel, Room hire for 2023 Estimated	£ 198.00

(Note: actual invoice total is £176.00)

ESTIMATED TOTAL £ 1128.06 (inc. £106.13 VAT)

(Note: Actual total is £1106.06)

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

b) Review grass cutting contract:

The grass cutting contract was reviewed ahead of the 5-yearly tender process (note: this includes the hedgecutting and weed spraying). At the proposal by Cllr A Brammer, seconded by Cllr M Doughty, it was **RESOLVED** to amend the hedging requirements to extend clearance behind Manor Rise to 1.5mtrs (from 1mtr). **Action: Clerk** to issue tenders.

c) External audit report:

The accounts have passed the external audit.

6. Planning Matters

Report from Planning Committee:

- 146830: Bartle Garth 2 High Street Reepham: approved with time limits.
- 146832: Cherry Tree House 2 Wragby Road Sudbrooke: approved with conditions.
- 146696: 31 Westfield Avenue North Greetwell: approved with time limits.
- 146693: Land adjacent 58 Fiskerton Road Reepham: refused with no appeal made. Noted that the wooden fence is still in situ. At the proposal by Cllr A Brammer, seconded by Cllr D Davies, it was **RESOLVED** to request that WLDC action their intent. **Action: Clerk**

New applications:

- 147238: 2no. single storey extensions: Sagamoor 16 Fiskerton Road Reepham: no comments provided the materials used are in keeping.
- 147321: proposed single storey rear extension: Pirbright, 21 Fiskerton Road Reepham: no comments provided the materials used are in keeping.

At the proposal by Cllr A Brammer, seconded by Cllr D Davies, it was **RESOLVED** to submit the above two responses to WLDC. **Action: Clerk**

Goods Farm Development – planning permission granted on 1st September 2023 for 8 dwellings, 2 of which are affected by the footpath planning application below:

Ref:145047: Town and Country Planning Act 1990 – Section 257: Proposed Diversion of Public Footpath REEP/129/1:

Noted that this appears to be part of the approval of the Goods Farm planning application and corrects what had been approved earlier this year which had been

incorrect. At the proposal by Cllr A Brammer, seconded by Cllr C Wilson, it was **RESOLVED** to respond to express disappointment that the footpath had not been considered when the development had been planned; that it had not been incorporated into the original application and that matters had not been resolved before that application had been approved. **Action: Clerk**

147131: Construction/operation of Battery Energy Storage System: Land south of Barfield Lane Reepham:

After consideration, at the proposal by Cllr A Brammer, seconded by Cllr D Davies, it was **RESOLVED** to submit comments as follows:

- The Council is happy with the overall prospect
- Suggest inclusion of trees to preserve the rural aspect
- Suggest an acknowledged archaeological watching brief during construction
- Access to the site via Meadows Lane (both during, and after, the construction phase) should be controlled; with a view to preventing permanent access.

Response from Conservation Officer to invitation to attend a meeting:

The Conservation Officer had replied to advise that he would not be willing to attend any parish council meetings to discuss concerns over the Goods Farm planning application.

However, if the parish council wished to discuss the conservation area appraisal, then he could arrange this. This appraisal is being updated so a draft form will be produced soon, which the parish council will be invited to review and offer input for completion. **Action: Clerk** to request a timescale for appraisal.

Neighbourhood Planning Group – update, finances, website, submission for Regulation 16 Inspection: Work continues on the Neighbourhood Plan.

7. Roads and footways

Mellows Close to Manor Rise footpath – holding item

Mellows Close yellow lines – holding item

Meadows Lane – holding item

Any further LCC update re. loose chippings on Smooting Lane/The Green (IF):

Noted that Smooting Lane has been swept at the request of a resident. **Action: Clerk** to request a sweep of the village once the leaves have fallen.

Bus shelter for Lincoln bound travellers at the bus stop in Fiskerton Rd – LCC investigating viability (IF):

C/Cllr I Fleetwood advised that a proposal should be submitted to the relevant LCC Officer and that, due to the path width, any shelter may need to be located a short distance away from the bus stop. **Action: Clerk** to ask LCC to clarify what would be appropriate for this location.

Publishing SID data on website and in Reepham News (IF/DD): Item in progress.

Dead tree outside 2 The Green: LCC have works planned.

LCC response re. willow tree at Kennel Lane Z bends:

LCC have advised that the recent tree limb failure appeared to be because of some internal decay, although this was difficult to judge as it is internal, and the failed limb had not been available for inspection.

LCC further advised that when assessing trees, they make an educated assessment of the tree at the current time and condition. Their assessment does not cover how a tree may respond to unprecedented weather conditions. Highways trees are surveyed and scored using a system called QTRA (Quantified tree risk assessment) and works are carried out in accordance with guidance from HSE.

LCC Highways request for local knowledge on parish roads/drainage: Noted.

Request for Traffic Enforcement Officers to attend Reepham:

A request has been made for visits at school drop off and pick up times to patrol outside the school and in nearby streets. The school has provided an updated letter detailing its actions regarding parking concerns for the Clerk to provide to any interested residents.

8. Field Footpaths and Bridleways

Reepham /Greetwell PF 131 – LCC are planning improvements for which they require the Parish Council noticeboard to be relocated. The Clerk will request the handyman to remove noticeboard at the appropriate time. Agenda item to refurbish this noticeboard. **Action: Clerk**

Fiskerton Road to Meadow Close footpath – leylandii are overhanging the footpath. **Action: Clerk** to report to LCC.

Footpath to airfield – footbridge has rotten handrails. **Action: Clerk**

9. Conservation area

Village Green – project update:

A grant has been awarded by the National Lottery. Cllr A Brammer gave an overview of quotes received for this project. Item for next agenda to approve recommended quote. **Action: Clerk**

Noted that the school wishes to cut a resident's trees back in respect of the school's drainage. Noted that WLDC is responsible and should be approached regarding planned works to trees in the conservation area.

Noted that the Tree Protection Order list is out of date as many trees on it have been removed over time. **Action: Clerk** to obtain list from WLDC.

10. Amenity areas

Play inspections – There has been some litter including vaping items, and broken glass on the slide which Cllr A Brammer had cleaned up, following the display of a warning notice on the gate.

Jubilee tree – the tree has disappeared. It was suggested that a more substantial tree be purchased, and the school be asked to care for it. **Action: Clerk** to obtain prices.

11. Xmas planning

– The tree lights have been tested and are all working. The tree will be delivered to Cllr N Ward's yard on 28th November 2023.

The school will lead carols around the tree, weather permitting, on Monday 18th December at 6pm, and Santa will attend. At the proposal by Cllr M Doughty, seconded by Cllr C Wilson, it was **RESOLVED** to approve expenditure of up to £40.00 for the purchase of sweets for this event. **Action: Clerk**

12. Business for next agenda:

Road sweep (Cllr A Brammer)

13. Date of next meeting

31 October 2023 at 7.30pm in the Methodist Chapel

Meeting ended at 9.02pm

Mrs Michelle Vail, Parish Clerk/RFO 02 October 2023