

# ANNUAL MEETING OF REEPHAM PARISH COUNCIL

Wednesday 15 May 2024 at 7.30pm in Reepham Methodist Chapel

## AGENDA

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

### Matters raised by members of the public

1. Election of Chairman and sign the Declaration of Acceptance of Office form
2. Election of Vice Chairman
3. Election of a Chair for the Planning Committee and Committee members
4. Election of other Committee members (Personnel; Footpaths; Tree Planting; Amenity Areas)
5. Confirm Cllr A Brammer as Play area inspector
6. Appoint Reepham & C W Village Hall member
7. Apologies
8. Councillors to confirm that published Register of Interest Forms are up-to-date
9. Declarations of Interest
10. Minutes of Meeting held on 26 March 2024
11. Clerk's Report:
  - Annual Litter pick
  - Handyman retirement
  - WLDC feedback on taking school defibrillator into its scheme, costs
  - Adding trees onto Tree Protection Order register
  - Bus shelter cleaning
12. Correspondence:
  - To note: Police update (*circ. 16/4/24*)
  - Action Required:
    - Police: Parish Council Engagement sessions, 4th July 2024, Teams, appoint attendee
    - Resident request re. Smooting Lane sign warning drivers of pedestrians
13. Financial matters
  - a) **Presentation of Accounts for Payment (April/May):**

|                                 |                          |
|---------------------------------|--------------------------|
| M Vail – April salary           | £ 238.41                 |
| PAYE – April (already paid)     | £ 59.40                  |
| M Vail – May salary             | £238.21                  |
| PAYE – May                      | £59.60                   |
| M Vail – expenses, phone top up | £ 20.00                  |
| Glendale 0135 (VH)              | £12.08 (inc. £2.01 VAT)  |
| Glendale 0124 (April)           | £262.90 (inc. 43.83 VAT) |
| Glendale 04308 (March)          | £262.90 )inc £43.83 VAT) |

|   |                                    |
|---|------------------------------------|
| Sage payroll, April                         | £ 9.60 (inc. £1.60 VAT)            |
| Sage payroll, May                           | £ 9.60 (inc. £1.60 VAT)            |
| R&CW Village Hall, half costs Defib install | £ 200.00                           |
| <b>TOTAL</b>                                | <b>£ 1372.70 (inc. £92.87 VAT)</b> |

**b) Approve Insurance cover for 2024/25 at £512.33** (*note: this is year 3 of a 3-year Long Term Agreement with BHIB. Premium in 2022/23 was £502.31*)

**c) Audit:**

- i. Resolve to sign of Certificate of Exemption from External Audit
- ii. To receive the Internal Audit Report 2023/2024
- iii. To resolve to approve Section 1- Annual Governance Statement 2023/2024
- iv. To resolve to approve Section 2 - Accounting Statements 2023/2024

#### **14. Planning Matters**

Report from Planning Committee  
Lansdown Villa - enforcement case open  
Goods Farm Development  
Neighbourhood Plan Steering Group: update, finances, website

#### **15. Roads and footways**

Mellows Close to Manor Rise footpath – holding item  
Mellows Close yellow lines – holding item  
LRSP Speed survey – Kennel Lane – holding item  
Bus shelter for Lincoln bound travellers at the bus stop in Fiskerton – holding item

Meadows Lane – request for road sign to be fitted  
Kennel Lane – Speed limit signs for wheelie bins. 50p each and the minimum order would be £50.00

#### **16. Field Footpaths and Bridleways**

Reepham /Greetwell PF 131: Delayed works due to weather  
Footpath to airfield – footbridge has rotten handrails: holding item

#### **17. Conservation area**

Village Green – project update, note formal works order issued  
Proposed pole installation by Open Reach

#### **18. Amenity areas**

Play Area inspections – internal  
Report on path by play area

#### **19. Business for next agenda:**

Reviewed Xmas tree risk assessments (erecting and dismantling)

#### **20. Date of next meeting:**

**Tuesday 25<sup>th</sup> June at 7.30pm**, Methodist Chapel

Mrs Michelle Vail, Parish Clerk/RFO 9<sup>th</sup> May 2024