

Minutes of the Annual Meeting of Reepham Parish Council held on Wednesday 15 May 2024 at 7.30pm in Reepham Methodist Chapel

Present: Cllrs D Perkins (Chairman), B Wharton, H Gee, C Wilson, Mrs M Vail (Clerk).

There was one member of the public in attendance.

Meeting started at 7.30pm.

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

1. Election of 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 B Wharton. 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.

Items 2 – 6 below were then taken en bloc. At the proposal by Cllr C Wilson, seconded by Cllr H Gee, it was **RESOLVED** unanimously that the current appointees be returned to their positions.

2. Election of Vice Chairman: Cllr B Wharton reappointed.

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

Cllr B Wharton reappointed as Chair, with Cllrs C Wilson, N Ward, D Davies and A Brammer reappointed as Committee members.

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

Personnel - Cllrs D Perkins, A Brammer and H Gee reappointed.

Footpaths - Cllrs J Oxby, A Brammer, and N Ward reappointed.

Tree Planting - Cllrs J Oxby, N Ward and C Wilson reappointed.

Amenity – Cllrs D Perkins, J Oxby and H Gee reappointed.

5. Confirm Cllr A Brammer as Play area inspector: Confirmed.

6. Appoint Reepham & C W Village Hall member: Cllr H Gee reappointed.

7. Apologies: Cllrs D Davies, M Doughty, J Oxby, N Ward, A Brammer, D/Cllr M Palmer, D/Cllr T Bridgwood.

8. Councillors to confirm that published Register of Interest Forms are up-to-date:

Confirmations were given that forms were current.

9. Declarations of Interest: None.

10. Minutes of Meeting held on 26 March 2024:

At the proposal by Cllr H Gee, seconded by Cllr C Wilson, it was **RESOLVED** with one abstention that the minutes be accepted.

11. Clerk's Report:

Annual Litter pick – the event had been successful; and had been reported in local publications.

Handyman retirement – the handyman will complete the repair of the Hawthorn Avenue noticeboard, but cannot take on the refurbishment of the noticeboard on The Green.

WLDC feedback on taking school defibrillator into its scheme, costs – WLDC will attend site to physically assess the defibrillator. A plastic cabinet is easier to access and is more robust than a metal one. If the existing defibrillator is acceptable,

annual costs will be £106.00 inc VAT to join the maintenance scheme. If not, annual costs will be a one-off £600.00 inc VAT fee for a new defibrillator plus cabinet, plus the annual £106.00 inc VAT scheme fee.

Adding trees onto Tree Protection Order register – applications for a TPO assessment can be made to WLDC in respect of a tree of considerable amenity value if it is known or suspected that it is in danger. Noted that two trees on Manor Rise no longer exist but remain on the TPO register. **Action: Clerk** to request the Register be updated accordingly.

Bus shelter cleaning – A quote has been received for the Kennel Lane bus shelter of £20.00 for a quarterly clean, or £25.00 for a six-monthly clean. At the proposal by Cllr D Perkins, seconded by Cllr B Wharton, it was **RESOLVED** to accept the quote of £25.00 for a six-monthly basis; to have both bus shelters cleaned; and to monitor.

Action: Clerk.

12. Correspondence:

To note: Police update (*circ. 16/4/24*): Noted.

Action Required:

Police: Parish Council Engagement sessions, 4th July 2024, Teams, appoint attendee: Item deferred.

Resident request re. Smooting Lane sign warning drivers of pedestrians: LCC have advised that they had cut away the hedge obscuring this sign and cleaned the sign.

Internal Auditor Letter: The Internal Auditor had written to advise that Council accounts had been kept to the highest standard. **Action: Clerk** to write letter of thanks.

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
TOTAL	£ 1372.70 (inc. £92.87 VAT)

At the proposal by Cllr B Wharton, seconded by Cllr H Gee, it was **RESOLVED** that these accounts be paid. **Action: Clerk, Cllr D Perkins**

b) Approve Insurance cover for 2024/25 at £512.33:

This is year 3 of a 3-year Long Term Agreement with BHIB. Premium in 2022/23 was £502.31. At the proposal of Cllr H Gee, seconded by Cllr C Wilson,

RESOLVED to approve the payment of £512.33 for insurance cover for 2024/25.

Action: Clerk

c) Audit:

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

At the proposal by Cllr B Wharton, seconded by Cllr H Gee, it was **RESOLVED** to sign of Certificate of Exemption from External Audit form, and the form was duly signed.

- ii. **To receive the Internal Audit Report 2023/2024:**
This had been circulated. All internal control objectives had been met. At the proposal by Cllr B Wharton, seconded by Cllr H Gee, it was **RESOLVED** unanimously to receive the Internal Audit Report 2023/2024.
- iii. **To resolve to approve Section 1- Annual Governance Statement 2023/2024:**
The Annual Governance Statement for 2023/24 had been circulated; and was duly confirmed. At the proposal by Cllr B Wharton, seconded by Cllr H Gee, it was **RESOLVED** unanimously that this be approved and signed.
- iv. **To resolve to approve Section 2 - Accounting Statements 2023/2024:**
The Accounting Statement for 2023/24 had been circulated. At the proposal by Cllr B Wharton, seconded by Cllr H Gee, it was **RESOLVED** unanimously that this be approved and signed.
Action: clerk to complete all audit requirements.

14. Planning Matters

Report from Planning Committee:

There has been little activity to report on.

The following applications have all been **granted approval** by WLDC:

147284: Lawris Cottage 34 High Street: Listed building consent: replace 1no. rear window

147889: Green Garth 24 Wragby Road Sudbrooke Lincoln LN2 2QU: erect two storey front extension, single storey rear extension and detached garage.

147989: Barfield Farm Wragby Road Sudbrooke Lincoln LN2 2QX: single storey rear extension to form boot room.

147962: The Old Airfield Reepham Road Fiskerton Lincoln LN3 4EZ: Planning application for construction and operation of a solar photovoltaic farm

New application:

148270: 6 Walnut Tree Close: erect detached garden room: **Action: Clerk** to submit response as supplied by Cllr B Wharton

Lansdown Villa - enforcement case open in relation to the wall having been constructed without planning permission. There have been no further attempts made by the owners to regularise the breach, therefore WLDC will now consider whether it is expedient (in line with policy) to serve an enforcement notice in relation to this.

Action: Clerk to request that WLDC to suggest it is in line with policy and proceed with enforcement policy

Goods Farm Development: nothing to report.

Neighbourhood Plan Steering Group: update, finances, website:

The NP is currently with WLDC. A meeting has been held to appoint an Inspector, with the NP Group having had representation also. The appointed Inspector comes with relevant experience, and the next step is for them to provide information to the Parish.

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 – WLDC have raised a job for a road sign to be fitted.

Kennel Lane – Speed limit signs for wheelie bins.: Signs are 50p each and the minimum order would be £50.00. Item deferred.

16. Field Footpaths and Bridleways

Reepham /Greetwell PF 131: Delayed works due to weather

Footpath to airfield FP 120 – footbridge has rotten handrails: holding item

17. Conservation area

Village Green – The successful contractor has been formally notified of his appointment following clarification of requirements. A start date is awaited and advisory noticed have been prepared. Due to the handyman's retirement, further thought will be required regarding noticeboard provision. **Action: Clerk:** future agenda item.

Proposed pole installation by Open Reach: At a similar time to the abovementioned progress on the green project, Open Reach were in the area to scope out for broadband improvements. This included a new pole to be located where the disabled access onto the green is planned. Thanks to the vigilance of a parishioner, this pole is being relocated to a point on the opposite side of the road.

18. Amenity areas

Play Area inspections – internal: A general weeding and tidying up is required.

Action: Cllr D Perkins to obtain quote.

Report on path by play area: Cllr D Perkins has inspected and there are areas that flood. These areas could be raised up, but this would be at significant cost.

19. Business for next agenda:

Reviewed Xmas tree risk assessments (erecting and dismantling)

Noticeboard at the green

Printing off of confirmations of authorisation of bank payments

20. Date of next meeting:

Tuesday 25th June at 7.30pm, Methodist Chapel

Meeting ended at 8.20pm.

Mrs Michelle Vail, Parish Clerk/RFO 10th June 2024