

# **Minutes of the Annual Meeting of Reepham Parish Council held on Wednesday 14<sup>th</sup> May 2025 in Reepham Methodist Chapel.**

**Present:** Cllrs D Perkins (Chairman), B Wharton (also acting as Clerk), H Gee, N Ward, C Wilson, C/Cllr T Bridgwood, D/Cllr M Palmer. 3 member of the public also attended.

*Meeting started at 07.54pm.*

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

## **1. Election of Chairman and sign the Declaration of Acceptance of Office form:**

A proposal was made by Cllr B Wharton that Cllr D Perkins be returned as Chairman. This was seconded by Cllr N Ward. 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.

**2. Election of Vice Chairman:** A proposal was made by Cllr N Ward that Cllr B Wharton be returned as Vice Chairman. This was seconded by Cllr D Perkins. With no other proposals, it was RESOLVED unanimously that Cllr B Wharton would be reappointed as Vice Chairman.

Items 3 – 6 below were then taken en bloc. At the proposal by Cllr D Perkins, seconded by Cllr H Gee, it was RESOLVED unanimously that the current appointees be returned to their positions.

## **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. Councillors to confirm that their published Register of Interest Forms are up-to-date.** Confirmed by those present.

## **8. Declarations of Interest:** None.

## **9. Apologies:** Cllr A Brammer, Cllr D Davies.

At the proposal by Cllr B Wharton, seconded by Cllr N Ward, it was RESOLVED that the apologies be accepted.

## **10. Minutes of Meeting held on 25<sup>th</sup> February 2025:**

At the proposal by Cllr B Wharton, seconded by Cllr H Gee, it was **RESOLVED** that the minutes be accepted.

## **11. Clerk's Report:** A report was read out by Cllr D Perkins.

**National Rail – Bramble clearance** – No response as yet.

**Lansdown Villa Wall** – With Sir Edward Leigh.

**12. Correspondence:**  
**WLDA – Newsletter.**

WLDC – Free event for Parish Councils in village hall 10-1200 on Monday 31<sup>st</sup> March.  
An email was received from a resident of Beck Hill with regard to a grass cutting complaint– this has been raised with the Company for their investigation.

**13. Financial matters**

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

M Vail – May salary	£ 248.15
PAYE – May	£ 62.00
Sage payroll, May	£ 12.00 (inc. £2.00 VAT)
Glendale	£ 377.28 (inc. £2.00VAT)
<b>TOTAL</b>	<b>£699.43 (inc. £64.87 VAT)</b>

At the proposal by Cllr H Gee, seconded by Cllr N Ward, it was **RESOLVED** that these be paid,

**b) APPROVE INSURANCE for 2025/26 at £644.60.**

Note: this is year 1 of a 3-year Long Term Agreement with Clear Councils, as previous years. (Premium for 2024/25 was £512.33).

At the proposal by Cllr B Wharton, seconded by Cllr N H Gee, it was **RESOLVED** that this be paid,

**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 2024/2025:**

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 2024/2025.

**iii. To resolve to approve Section 1- Annual Governance Statement 2024/2025:**

The Annual Governance Statement for 2024/25 had been circulated; and was duly confirmed.

At the proposal by Cllr H Gee, seconded by Cllr N Ward, it was **RESOLVED** unanimously that this be approved and signed.

**iv. To resolve to approve Section 2 - Accounting Statements 2024/2025:**

The Accounting Statement for 2024/25 had been circulated. At the proposal by Cllr H Gee, seconded by Cllr N Ward, it was **RESOLVED** unanimously that this be approved and signed.

Action: clerk to complete all audit requirements.

## 14. Planning Matters

### **Report from Planning Committee:**

Item WL/2025/00244: 23 Manor Rise Heat Pump – granted.

Item WL/2025/00402: Field land south of Wragby Road in North Greetwell. Originally granted as a build in 2020 followed by a granted 3 building in 2023 this has reappeared as a 5 building site application. There were no comments to the earlier applications and the granting had covered all aspects of landscaping and traffic management, etc. It was agreed that a 'no comment' be returned. Clerk to action.

Item WL/2025/00432: A fill-in build behind the farmhouse of 20 High Street. This involves the demolition of old farm buildings within the Conservation Area. The buildings will be squeezed into available space with 2-storey elevations close to already existing property windows. There will be additional parking and traffic issues. The meeting closed at 2010 to discuss further aspects with a parishioner. Standing orders resumed at 2012

This application was raised in the Annual Parish Meeting. In order that the application can be discussed in full Council, an extension to the response period to, say, 8<sup>th</sup> July will be required. Clerk to action.

**Lansdown Villa wall – Ongoing**

**Goods Farm Development:** Nothing to report.

**Neighbourhood Plan Steering Group:** The Chairman updated the current situation with the dates of the referendum to be held by WLDC and a resume of why the amendment decisions had been taken. The meeting closed at 2014 for discussion with standing orders restarting at 2016.

## 15. Roads and footways

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

**Mellows Close yellow lines** – holding item

**Bus shelter, Lincoln bound travellers at the bus stop in Fiskerton** – holding item

**Bus shelter at the end of Mellows Close** was found to have a broken window.

Quotes for replacement have been obtained. Insurance excess is £250.

## 16. Field Footpaths and Bridleways

**Reepham /Greetwell PF 131: Delayed works:** holding item.

Noted that the wooden bridge handrail over bridge near the airfield has been replaced.

## 17. Conservation area

**Village Green:** The next stage of the map production, following correction, is continuing under the guidance of Cllr Brammer..

**Following the representation at the Annual Parish Meeting,** the Chairman pointed out the Standing Order requirements to re-discuss a previously resolved course of action. If those rules are followed letters from 3 Councillors are required otherwise the matter will remain in abeyance for 6 months.

## **18. Amenity areas**

**Play Area inspections – internal:** A Facebook reported vandalism to the slide required a temporary closure of the slide – quotations are being obtained through a limited number of firms who may undertake such work.

C/Cllr Bridgwood questioned whether the two crimes (bus shelter and slide) had been reported to the police. This is noted.

## **19. Trees/vegetation**

Considered under earlier sections.

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

Revised Standing Orders.  
Revised Financial Regulations.

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

Tuesday 24<sup>th</sup> June 2025, 7.30pm, Methodist Chapel.

The meeting closed at 08.25pm.

Cllr Brian Wharton, Temporary acting Parish Clerk. 15th May 2025.