



## **MINUTES OF THE MEETING OF REEPHAM TOWN COUNCIL**

**HELD ON WEDNESDAY 10<sup>th</sup> MARCH 2021 AT 8.00pm.**

The meeting was held under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 via Zoom.

Present: Cllr P. Mitchell (Chair), R. Comer (Vice Chair), M. Lester, S. Fisher, G. Kular, A. Hazelwood, B. Douglas, and J. Harding

Town Clerk - Jo Boxall

District Councillor S. Beadle & County Councillor G. Peck

6 members of the public

### **1. APOLOGIES FOR ABSENCE**

Apologies for absence from Cllr Steel were received and noted.

### **2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

None received. The Chairman acknowledged that planning application 20210185 belonged to the Clerk and confirmed that she was not required to declare an interest.

### **3. MINUTES**

Minutes of the Town Council Meeting held on 10<sup>th</sup> February 2021 had previously been circulated. The minutes were confirmed as proposed by Cllr Lester, seconded by Cllr Douglas and will be signed by the chairman.

### **4. INFORMATION ON MATTERS FROM PREVIOUS MEETINGS**

All items covered elsewhere on the agenda

### **5. REPORTS FROM POLICE, DISTRICT AND COUNTY COUNCILLORS**

**Police** – The monthly report was circulated electronically. The targets for the SNT were confirmed as speeding and Road Safety and scam/Fraud Awareness to include Cold Callers.

**County Councillor** - County Cllr Peck confirmed that the bollard outside Victoria House has been hit again. Following concern about the speed of traffic and the road layout, it was confirmed that Highways will be contacting the resident to repair the bollard and consider ideas to slow traffic and prevent further damage to the property. Suggestions to be brought back to the Town Council for consideration. Details of the Parish partnership scheme were given. It was suggested the provision of a handrail on Bircham Road could be considered under this scheme. A brief overview of NCC's budget was reported.

**District Councillor** – Cllr Beadle gave update on matters at Broadland. He confirmed that the parking consultation was outstanding and that the Broomhill Lane applications were still active.

### **6. TO ADJOURN THE MEETING TO ALLOW MEMBERS OF THE PUBLIC TO SPEAK ON AGENDA ITEMS**

Thanks were extended to the Council for getting the church clock back into operation.

### **7. TO APPROVE FURTHER ACTION FOLLOWING RECEIPT OF QUOTES FOR TREE WORKS**

Following the tree survey, a specification was sent to contractors and separate quotes obtained for tree works and ivy removal. Following discussion it was agreed to accept a quote from Premier Landscapes for the removal of ivy from trees, as proposed by Cllr Lester and seconded by Cllr Comer. Now that restrictions are lifting, Cllr Comer confirmed she was able to meet and discuss the Whitwell Common aspect of the tree survey / quotes with the Trustees. It was agreed to accept a quote from Ravenscroft for tree works as proposed by Cllr Mitchell and seconded by Cllr Lester.

## **8. TO REVIEW GRIT BIN LOCATIONS, SEVERE WEATHER GUIDANCE AND APPROVE FURTHER ACTION.**

Severe weather had generated complaints that the Town Council had not gritted paths. The gritting and/or clearance of snow from paths is not a responsibility of the Town Council but it does provide grit bins for residents' use. It was acknowledged that a grit bin was needed in the Market Place. As it was identified that there were two litter bins in close proximity, it was suggested that one of the bins be moved to the other side of the Market Place to allow a grit bin to be placed in between the phone box and cycle racks. It was acknowledged that a conservation grit bin would be required and permission would need to be sought from Broadland District Council conservation and Highways. It was agreed that there wasn't clarity on the Town Council website regarding what residents should do in case of bad weather. It was agreed that the severe weather guidance, as drafted by Cllr Mitchell and circulated to Councillors, should be included on the website. It was agreed to ask a local contractor to clean the existing grit bins.

## **9. TO CONSIDER PROVISION OF ELECTRIC CHARGING POINTS FOR VEHICLES IN REEPHAM**

Cllr Douglas raised the issue of electric charging points and highlighted the need for infrastructure to support government plans. It was agreed that there needed to be careful consideration on the location of any charging points. As it was confirmed that Broadland would be considering the installation of charging points as part of their parking review it was agreed to speak to Broadland in the first instance.

## **10. FINANCE –**

### **To receive the income & expenditure report to 28th February 2021 and approve list of payments**

The Income & Expenditure report was received. The list of payments was unanimously approved, as proposed by Cllr Fisher and seconded by Cllr Douglas. The Town Hall water bill was significantly higher than normal due to the men's toilet which had been continuously flushing whilst the Hall had been out of use due to Covid restrictions but had since been repaired. The RFO confirmed that the Council were unable to claim for water loss under their insurance.

### **To review and record decision to renew subscription to NPLAW**

It was unanimously agreed to renew the subscription to NPLAW as proposed by Cllr Lester and seconded by Cllr Comer.

## **11. ALLOTMENTS**

The Clerk circulated a report to Council which included information on allotments. Cllr Fisher highlighted that correspondence was received from an allotment holder concerned about the restriction on the number of chickens. It was agreed to speak to the allotment holder about this.

## **12. TOWN HALL - To approve emergency lighting repair quote**

It was unanimously agreed to accept the quote from Norwich Electrical for emergency lighting replacement / installation at the Town Hall as proposed by Cllr Mitchell and seconded by Cllr Lester.

## **13. MARKET PLACE- To consider provision of benches in Market Place**

It was agreed to talk to Broadland conservation about the possibility of the Town Council providing benches in the Market Place as a need was identified.

## **14. CEMETERIES**

No information was received.

## **15. STIMPSON'S PIECE –**

### **To approve grant to Trustees for CCTV expenditure, approve purchase of picnic benches and seating and grant for redecoration of pavilion.**

It was unanimously agreed to award a grant of £2942.69 plus VAT to Stimpson's Piece Trustees for the installation of CCTV as proposed by Cllr Lester and seconded by Cllr Hazelwood. It was unanimously agreed to purchase recycled plastic benches and picnic tables for Stimpson's Piece with a view to exploring the option of allowing residents to dedicate benches as proposed by Cllr Douglas, seconded by Cllr Hazelwood.

It was unanimously agreed to award a grant for the redecoration of the pavilion as proposed by Cllr Comer and seconded by Cllr Lester.

## **16. CHURCHYARD WALL – To receive update**

Cllr Lester gave a brief overview of the situation regarding the Church wall and Ollands Road wall. As there had been difficulty previously in obtaining comparable quotes, it was agreed that a proper specification from which quotes

could be obtained should be sought. Two companies have agreed to provide quotes which would include a quote to produce a specification and, if the Town Council decides to proceed with the work, a quote to handle the tender process. It was hoped the specifications can be obtained in the near future. Cllr Lester highlighted that it may also be necessary to consult with a structural engineer and that there may be a need to increase the budget allocation as repairs were going to be costly. As it has been reported there were areas of the path in the churchyard, which could be a trip hazard, it was agreed that this required further attention.

## **17. PLANNING**

### **a) APPLICATIONS FOR CONSIDERATION**

20210185      Addition of first floor to single storey extension to create additional living space and office  
White House, Pettywell, Reepham, NR10 4RN

The Council agreed that they had no comment / objection

20202311      Replace existing 3 bedroom bungalow with 4 bedroom 1 1/2 storey dwelling (amendment)  
Hyside, 33 Ollands Road, Reepham, NR10 4EL

The Council agreed that they had no objection to the amended plans but remained concerned about the access to the site by lorries during demolition and rebuilding given that Ollands Road is narrow at this point, and the impact this may have on neighbouring properties.

### **b) APPLICATIONS DETERMINED**

Decisions regarding applications, as detailed in the minutes, were noted.

### **c) TO CONSIDER LATE PLANNING APPLICATIONS**

No late planning applications were received.

## **18. TO NOTE CORRESPONDENCE, ITEMS OF INFORMATION & REFER TO FUTURE AGENDA ITEMS**

### **To include issue of horses on footpath, churchyard path, street food request, Norwich Road parking & school sports hall concerns**

Correspondence received included a complaint about horses using Bar Lane footpath on consecutive occasions. It was agreed to ask the Safer Neighbourhood Team (police) to investigate further.

It was confirmed that further enquiries would be made with contactors regarding the path in the churchyard to remove any potential trip hazards.

Permission was sought from a street food company selling pizza. It was agreed that with premises closed, their presence would not impact on businesses but this would need review once restrictions were lifted. A letter is to be sent permitting them to attend one evening / week for a month with a view to reviewing the situation.

A further enquiry was received about the situation with cars parking on Norwich Road in Booton and speeding traffic. It was reported that Booton Parish Council have looked into the complaints. Highways have confirmed there are no parking restrictions. A traffic survey carried out by the Police confirmed that there is no evidence of people speeding and that the cars parked on Norwich Road were slowing down the traffic.

After concerns were raised by the school over the a perceived lack of support by the Town Council, Cllr Mitchell had met with the Head of Reepham High School and had explained that the Council's objection to the planning application should not be interpreted as a lack of support in principle for a Sports Hall. He had confirmed the Council's support for the provision of a Sports Hall, clarifying the Council's reasons for objecting to the current planning application.

It was confirmed that the Town Council were not responsible for the dog bins on Marriotts Way but had forwarded complaints received to Broadland.

Future agenda items to include exploring possibilities for promoting tourist information.

## **19. CONFIRM THE DATE AND TIME OF THE NEXT FULL COUNCIL MEETING -- 14TH APRIL 2021 AND APPROVE DATE FOR ANNUAL TOWN COUNCIL MEETING AND PARISH MEETING**

It was agreed that the next meeting is to be held on 14<sup>th</sup> April at 8pm with the Stimpson's Piece Trustee meeting at 7.30pm. Due to the legislation permitting virtual council meetings ending on 6<sup>th</sup> May meetings, it was agreed that the Annual Town Meeting should be held at 7.30pm and Annual Town Council Meeting should be held at 8pm on the 5<sup>th</sup> May as proposed by Cllr Harding and seconded by Cllr Kular.

**20. TO EXCLUDE THE PRESS AND PUBLIC UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 DURING DISCUSSION OF THE FOLLOWING ITEM;**

It was proposed and unanimously agreed, that in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the Press and Public should be excluded.

**21. TO RECEIVE PERSONNEL REPORT AND REVIEW SALARY FOLLOWING RFO APPRAISAL.**

The Personnel committee reported that the RFO's appraisal was carried out on 22<sup>nd</sup> February using the new structured appraisal document. An overall view of the assessment was given and the RFO was thanked for all her hard work. It was unanimously agreed to accept the Personnel committee's recommendation to increase the RFO's salary increase in line with 2020/21 budget allocation, backdated to October 2020 as proposed by Cllr Mitchell and seconded by Cllr Comer. The Council thanked the Personnel Committee for their time spent on personnel matters.

**22. TO CLOSE THE MEETING**

There being no further business, the Chairman closed the meeting at 21.19pm.

Minutes Agreed..... 14<sup>th</sup> April 2021