



MINUTES OF THE MEETING OF REEPHAM TOWN COUNCIL

HELD ON WEDNESDAY 8th SEPTEMBER 2021 AT 8.00pm at Stimpson's Piece Pavilion.

Present: Cllr P. Mitchell (Chair), M. Lester, M. Steel, A. Hazelwood and S. Fisher.

Town Clerk – Kirsty Cotgrove
District Councillor S. Beadle
6 members of the public

(Prior to the commencement of the meeting the Chairman welcomed Kirsty Cotgrove, who will take up the post of Clerk on Monday 13th September, and thanked her for agreeing to minute this meeting. He also thanked the Finance Officer, Sally Gill for doing an excellent job as Acting Clerk during the interim period.)

1. TO ELECT VICE CHAIRMAN AND RECEIVE DECLARATION OF ACCEPTANCE OF OFFICE

On a proposal by Cllr Mitchell, seconded by Cllr Hazelwood, it was unanimously **AGREED** to elect Cllr Steel as Vice Chairman.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Harding & Cllr Douglas.

3. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

4. TO APPROVE CO-OPTION OF A NEW COUNCILLOR & RECEIVE DECLARATION OF ACCEPTANCE OF OFFICE

Dr Sarah Morgan has volunteered to be co-opted, but was unable to attend the meeting as she was self-isolating. On a proposal by Cllr Lester, seconded by Cllr Harding, it was unanimously **AGREED** to co-opt Dr Morgan. The Clerk will contact her to arrange signing of the Declaration of Acceptance of Office.

5. TO APPOINT REPRESENTATIVES TO WORKING GROUPS AND OTHER ORGANISATIONS

(a) Stimpson's Piece Working Group- It was unanimously **AGREED** to co-opt Cllr Hazelwood.

(b) Churchyard Wall / Cemetery Working Group – Cllr Harding has expressed an interested in joining this working group. Cllr Mitchell will speak to her to confirm that she is happy to join.

(c) Whitwell Common Trust – Dr Morgan has expressed an interest in joining this group. It was agreed to defer this to the October meeting.

(d) Bircham Centre – It was unanimously **AGREED** to put forward Cllr Fisher as the Town Council nominee to be a trustee at The Bircham Centre, subject to there being a vacancy at present.

6. TO APPOINT A COUNCILLOR FOR INTERNAL FINANCIAL CHECKS

It was **AGREED** that Cllr Fisher will conduct a September check as a 'one off', with the intention of making a permanent appointment at the October meeting.

7. TO RECEIVE AND APPROVE THE MINUTES OF THE EXTRAORDINARY TOWN COUNCIL MEETING HELD ON 4TH AUGUST 2021

Minutes of the extraordinary Town Council Meeting held on 4th August 2021 had previously been circulated. The minutes were unanimously **AGREED**.

8. INFORMATION ON MATTERS FROM PREVIOUS MEETINGS

Cllr Mitchell has received concerns from some residents regarding speeding on Nowhere Lane and through Whitwell, particularly from the High School to the A1067. Cllr Mitchell has written to Highways expressing the Town Council's

concern about road safety on this stretch of road. County Cllr Peck is arranging a meeting with the Highways Engineer Ben Rayner & Cllr Mitchell to discuss this and other Highways concerns. Cllr Mitchell liaised with the film company, and filming went ahead.

9. REPORTS FROM POLICE, DISTRICT AND COUNTY COUNCILLORS

Police – The monthly report was circulated electronically.

District Councillor – District Cllr Beadle provided information regarding the Broomhill development application progress. It is hoped that it will go to the Development Committee meeting in October for decision. However, there have been delays in getting responses from some consultees and the developer

County Councillor - **County Cllr G. Peck** gave his apologies prior to the meeting. There was no report.

10. TO ADJOURN THE MEETING TO ALLOW MEMBERS OF THE PUBLIC TO SPEAK ON AGENDA ITEMS

A member of the public asked how much the Council have been involved with the discussions with other Parish and Town Councils, regarding the various wind farm applications. The Town Council met with Vattenfall in the past, who assured the Council that no HGV traffic will go through the Town. County Cllr Peck has been heavily involved in the applications and has raised issues, such as the increased traffic in the area, with Vattenfall.

A member of the public asked a number of questions, and made a number of observations regarding the possible moving of the nursery into the Town Hall, and the future use of, and repairs to, Stimpsons Piece. It was confirmed that the Charity Commission have been asked if it is possible to move the Town Council Offices to Stimpson's Piece, and if they say no, it will not happen. The proposals are in very early stages, and no plans will be explored further until a reply from the Charity Commission is received. It was noted that, although there is provision for visitors with disabilities, there are issues with disabled access to the Town Council office, where a ramp would improve access.

11. EXCLUSION OF THE PUBLIC AND PRESS

On discussion, it was agreed that no items required the public and press to be excluded under the Public Bodies (Admissions to Meetings Act 1960) under section 1c of Standing Orders.

12. FINANCE –

(a) To approve list of payments made / to be made

The list of payments was circulated prior to the meeting. It was unanimously **APPROVED**, as proposed by Cllr Mitchell and seconded by Cllr Lester.

(b) To receive the income & expenditure report to 31st August 2021

The Income & Expenditure report was received.

(c) To approve award of grant to Reepham Food Festival 2021, of £390.

This grant was awarded in 2020, but the event did not go ahead. It was therefore **AGREED** to award the grant.

(d) To consider award of grant application from Festival of Light 2021

An application was distributed to Councillors prior to the meeting for a grant of £788.84. The Council has supported this event in previous years and the grant was unanimously **APPROVED**

(e) To note Conclusion of External Audit, by PKF Littlejohn

Legislation and Regulatory requirements have been met and there are no other matters for attention of the Council. Cllr Mitchell offered thanks to and congratulated the RFO, Sally Gill for her hard work and the positive outcome of the audit.

13. TO CONSIDER PROJECTS FOR S106 MONEYS

There is £22,444 S106 money available, due to the Abbs Garage development. It was noted that the money must be used for the provision of open space within the Parish of Reepham. Possible improvements to the skate park were discussed, along with a basketball court. The working party will explore options and matched funding opportunities. An article will be put into the Reepham Life magazine, to ask residents to put forward ideas.

14. ALLOTMENTS – TO RECEIVE AN UPDATE FROM THE ALLOTMENT WORKING GROUP

It was noted that there is no noticeboard at the Norwich Road site. Cllr Hazelwood will discuss further with the Clerk and bring quotes to the October meeting.

15. CEMETERIES – TO RECEIVE AN UPDATE ON DRIVEWAY REPAIRS FROM THE WORKING GROUP

Two quotes were received for the path, but were not comparable as they had widely differing specifications.

Concerns were expressed about potholes in the driveway at the School Road, Cemetery. As an interim measure, quotes will be obtained to fill the potholes, which can be authorised under delegated authority. The Church paths will be looked at again.

16. CHURCHYARD WALL – TO RECEIVE AN UPDATE FROM WORKING GROUP

This is on hold currently, due to the difficulty in finding contractors in the present climate. A meeting will be held on site to decide what to do, how to do it, and when. It is now not possible to insure the wall, due to the number of times it has been hit. Highways have suggested a bollard, but Councillors felt that a barrier would be more appropriate. Cllr Mitchell will write to Highways to give reasons why a bollard would not be suitable, and to ask if restrictions can be put in place to restrict HGV access to the town. The Ollands Road wall is also in a poor state of repair. Cllr Lester will obtain quotes for repair.

17. MARKET PLACE – TO RECEIVE ANY UPDATES

Benches have been installed close to the bus stops. A blocked gully outside the Bircham Centre has been cleared. The Bircham Centre would like to revitalise the Market Place, and the possibility of a Sunday market was discussed as the Wednesday market is unlikely to return. Cllr Mitchell will speak to local businesses and explore the possibility further.

18. OVERTON WAY PLAY AREA – TO RECEIVE ANNUAL PLAY INSPECTION RECOMMENDATIONS

The report has recommended improving the safety surface underneath the equipment. It was **AGREED** to ask the handyman to place turf in the areas identified.

19. TOWN HALL – TO RECEIVE AN UPDATE ON INITIAL PROPOSAL TO RELOCATE REEPHAM NURSERY

This was discussed in depth in public participation. Nothing further will be done until a response is received from the Charity Commission.

The audio equipment in the Town Hall has not been working properly, and a contractor has submitted a quote for £14,000, which was considered to be too expensive. The current equipment is obsolete, so the quote is for replacement. The RFO is exploring other quotes, and other ways of providing the same service with alternative equipment.

The Clerk will arrange for the path to the Council Office to be pressure washed and weeded to prevent any slip hazards.

20. WHITWELL COMMON – TO RECEIVE AN UPDATE ON DRAINAGE AND TREE MATTERS

A new representative is required. Some ditches need clearing, but it is unknown who has responsibility for them.

21. STIMPSON'S PIECE – TO RECEIVE A REPORT AND REQUESTS FROM THE TRUSTEES

(a) To approve payment for repairs to Skatepark

It was unanimously **AGREED** to award a grant from reserves, ear-marked for Stimpson's Piece, up to a maximum of £1800 for repairs.

To receive annual play inspection recommendations

The report was received and noted. There were no matters requiring urgent attention.

22. HIGHWAYS MATTERS

(a) Update on Bircham Rd/Ollands Rd handrail

Cllr Mitchell and County Cllr Peck are meeting with the Highways Engineer, Ben Rayner, to see if a handrail can be installed.

(b) Any Other Highways Matters

Width or weight restrictions though the town will be explored.

Vegetation on the footpath in Bircham Road is getting out of hand and needs to be cleared.

23. PLANNING

(a) APPLICATIONS DETERMINED

(i) 20210860 Existing freestanding garden buildings (playhouse & shed) to be removed and replaced with larger freestanding building. Usage split between garden office/studio space and garden storage at The Hollies, 1 Malthouse Yard, Reepham. Full Approval.

(ii) 20210977 Sub division of garden and erection of new 1.5 storey dwelling at Rayburn, 1 Cawston Road, Reepham. Full Approval.

(iii) 20211047 Re-design of garage to car port/store at 22 Mill Road, Reepham. Full Approval.

(iv) 20211102 Demolish existing conservatory and build new single storey extension at Behind The Chimes, 4 Chimes Way, Reepham. Full Approval.

(b) TO CONSIDER LATE PLANNING APPLICATIONS

(i) 20211543. WILLOW TREE BARN. WHITWELL STREET, REEPHAM, NR10 4RA. EXTENSION TO THE EXISTING DWELLING, DEMOLISH THE OUTBUILDINGS AND CONSTRUCT A 1-BED ANNEXE AND REPLACEMENT CART LODGE.

The Town Council has no objection / comment on this application.

(ii) 20211596. THE GLEBE HOUSE, NORWICH ROAD, REEPHAM, NR10 4NH. VARIATION OF CONDITION 2 OF 20200957 TO ALLOW REVISIONS TO DESIGN OF DWELLING AND ADDITION OF AN OPEN FRONTED CAR PORT TO THE SOUTH WEST ELEVATION.

Concerns were raised by the Town Council last year, when the original application was active, at how the proposed extension would change the street scene. The Conservation department requested a smaller development, so plans were re-drawn as single storey. This new application appears to be in contradiction to the original application approval, which was only permitted based on a smaller design. Therefore, Councillors **RESOLVED** to object to this application.

24. TO AGREE ACTIONS FOR THE QUEENS PLATINUM JUBILEE CELEBRATIONS 2022

The Bircham Centre is keen to be involved in any potential celebrations. Cllr Mitchell will speak to them, and other town organisations to arrange a meeting of interested parties.

25. TO NOTE CORRESPONDENCE, ITEMS OF INFORMATION & REFER TO FUTURE AGENDA ITEMS

A resident had emailed with concerns about the potential cabling route for the Vanguard wind farm project, and future projects in the pipeline. It was understood that Vattenfall had confirmed that traffic accessing these cabling routes will not pass through Reepham. The Clerk will clarify the situation.

A resident has emailed to complain about vehicles damaging her fence along the green lane which runs from Whitwell Station to Broomhill Lane. This will be investigated and included on the October agenda.

26. PERSONNEL COMMITTEE – TO APPROVE THE CLERK’S CONTRACT OF EMPLOYMENT

A draft copy of the contract was forwarded to Councillors prior to the meeting. As all Councillors are happy with it, it will be sent to the Clerk.

27. TO CONFIRM THE DATE AND TIME OF THE NEXT TOWN COUNCIL MEETING – 13TH OCTOBER 2021

It was agreed that the next meeting should be held on Wednesday 13th October at 8pm at Stimpson’s Piece, or the Town Hall, depending on government guidance.

28. TO CLOSE THE MEETING

There being no further business, the Chairman closed the meeting at 9.15pm.

Minutes Agreed..... 13th October 2021