



MINUTES OF THE MEETING OF REEPHAM TOWN COUNCIL

HELD ON WEDNESDAY 9th DECEMBER 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, M. Steel, S. Fisher, A. Hazelwood, B. Douglas, J. Harding and V. Harfield-Simpson

Town Clerk - Jo Boxall

County Councillor G. Peck & District Councillor S. Beadle

4 members of the public

1. APOLOGIES FOR ABSENCE

Apologies for absence from Cllr Kular received and noted.

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None received.

3. MINUTES

Minutes of the Town Council Meeting held on 11th November 2020 had previously been circulated, were confirmed as proposed by Cllr Mitchell and seconded by Cllr Steel and will be signed by the chairman.

4. INFORMATION ON MATTERS FROM PREVIOUS MEETINGS

It was confirmed that no response had been received from Highways regarding the Town Council's request for a handrail on Bircham / Ollands Road footpath. No response had been received from Broadland regarding the pedestrian crossing outside the Co-op, although it was understood the concerns were being investigated by Broadland. County Councillor G. Peck agreed to chase Highways.

5. REPORTS FROM POLICE, DISTRICT AND COUNTY COUNCILLORS

District Councillor - Cllr Beadle advised the Council that Officers from Broadland would be making a site visit in the next few days to review the situation regarding the pedestrian crossing. He confirmed that the promised landscaping on Stony Lane development would be the last thing to be carried out on site. The Broomhill Lane planning applications would not be considered by Planning Committee before Christmas but it was hoped there would be a convergence of all three applications.

Police – The monthly report was circulated electronically.

County Councillor – County Councillor G. Peck gave a brief report on County Council plans to plant 1 million trees in local communities. Further details to be released in the spring. An update on how Covid was being managed in the community was given and a report was given on MP's attempts to secure an offshore windfarm to prevent disruption of countryside from windfarm cable routes.

6. TO ADJOURN THE MEETING TO ALLOW MEMBERS OF THE PUBLIC TO SPEAK

Concerns were raised by a resident on behalf of Realistic Reepham over planning application 20202261. Concerns raised included inadequacy of the highway for the increased amount of traffic and concern about reduced visibility at the Broomhill Lane junction due to the development.

Cllr Mitchell confirmed receipt of two emails from residents objecting to the application and gave an overview of the concerns raised. In response to an enquiry from a member of the public, Cllr Mitchell confirmed that no firm plans had yet been received from Broadland regarding the previously postponed one day workshop to review parking / Market Place.

7. TO APPROVE ESTABLISHMENT OF PERSONNEL COMMITTEE & TERMS OF REFERENCE

It was unanimously agreed to form a Personnel Committee as proposed by Cllr Comer and seconded by Cllr Steel. Terms of reference were circulated and it was unanimously agreed to approve these as proposed by Cllr Comer and seconded by Cllr Harfield Simpson. It was unanimously agreed that Cllr Lester should chair the Personnel Committee as proposed by Cllr Fisher and seconded by Cllr Harding.

8. TO REVIEW AND APPROVE COMPLAINTS POLICY

It was unanimously agreed to approve the complaints policy following review as proposed by Cllr Mitchell and seconded by Cllr Lester.

9. TO CONSIDER FURTHER ACTION REGARDING PROVISION OF OUTSIDE GYM EQUIPMENT

Cllr Harfield-Simpson introduced the idea of an outdoor gym facility for Reepham as a project for 2021 and looked for support from the Council to form a working group and take the idea forward. Following discussion it was suggested that if residents were interested in this type of facility they should form a working group and present ideas to Council for consideration.

10. FINANCE –

To receive the income & expenditure report to 30th November 2020 and approve list of payments

The Income & Expenditure report was received. The list of payments was approved, as proposed by Cllr Mitchell and seconded by Cllr Steel.

To approve the budget & precept request 2021/2022

The budget / precept consideration figures were circulated. It was unanimously agreed to retain the precept at the existing level and therefore request a precept of £79485 for 20201 / 2022, as proposed by Cllr Fisher and seconded by Cllr Hazelwood. The subsidy of £12000 to Stimpson's Piece was agreed as part of the budget considerations.

To Agree RFO Recommendation to open a Nat West Business Reserve Account (when possible)

Following advice from the internal auditor to ensure that the Council's reserves were covered by the FSCS, it was unanimously agreed to open a Nat West Business Reserve Account as soon as applications are accepted as proposed by Cllr Mitchell and seconded by Cllr Lester

To approve applications for Local Restrictions Support Grant for Town Hall & Stimpsons Piece (£1334)

It was unanimously agreed to ratify email approval to apply for Local Restrictions Support Grant for the Town Hall and Stimpsons Piece as proposed by Cllr Steel and seconded by Cllr Harding.

To approve grant request from Allotment project – £100 towards litter pick

It was unanimously agreed to approve a grant of £100 to the Papillon Project, who supported a successful community litter pick, as proposed by Cllr Hazelwood and seconded by Cllr Comer.

11. ALLOTMENTS

TO RECEIVE UPDATE, APPROVE REGULATIONS FOR KEEPING CHICKENS AND REVIEW ALLOTMENT RENTS FOR 2022/23

Cllr Fisher gave an update on matters at the allotments. Full plots being vacated were going to be halved to provide more residents on the waiting list with plots. All poultry keepers were contacted and notices put up on site regarding Government regulations following Avian Flu outbreaks.

It was unanimously agreed to approve the regulations for keeping chickens with minor amendments as proposed by Cllr Douglas and seconded by Cllr Fisher. Letters, including the new regulations, would be sent to poultry keepers where there were welfare concerns.

The Clerk circulated the annual allotment report. It was unanimously agreed not to increase allotment rents 2022/23 but review again December 2021 as proposed by Cllr Mitchell and seconded by Cllr Lester.

12. TOWN HALL

The Clerk confirmed that the hall was currently being used by volunteers organising Christmas stockings for families in need.

14. MARKET PLACE

To receive update on planters

Cllr Mitchell gave an update and confirmed final plans to move the last of the planters. It was acknowledged that the planters placed outside the florist were working well and to date have not caused any problems or been the subject of any complaints.

15. CEMETERIES

TO APPROVE KEEPING CEMETERY FEES IN LINE WITH CHURCH OF ENGLAND PAROCHIAL FEES

The Council agreed to continue to keep cemetery fees in line with Church of England Parochial Fees and agreed a slight increase in fees effective from 1st January 2021.

16. STIMPSON'S PIECE –

TO RECEIVE REPORT FROM STIMPSONS PIECE TRUSTEES & APPROVE GRANT APPLICATION TO CO-OP FOR SWINGS / FURTHER ACTION REGARDING REPLACING MULTI USE PLAY EQUIPMENT & TO APPROVE REQUEST FROM STIMPSONS PIECE TRUSTEE FOR GUTTER REPAIRS TO PAVILION

A report was received from Stimpsons Piece Trustees requesting a grant to cover the cost of the replacement of the toddler swings and the multi-use climber. It was acknowledged that a grant application was currently being considered by the Co-op to cover the cost of the swings. A request was also received for a grant to cover the cost of gutter cleaning and urgent repairs without which, the building would deteriorate quickly.

It was unanimously agreed to use earmarked reserves for Stimpsons Piece to fund the replacement of the toddler swings and the multi-use climber and to cover the cost of the cleaning of the gutters and urgent repairs as proposed by Cllr Lester and seconded by Cllr Steel

17. PLANNING

a) APPLICATIONS FOR CONSIDERATION

20202261 Erection of 2no. Semi-detached single storey dwellings following the demolition of 1no. existing dwelling
Broomhill, Broomhill Lane, Reepham, NR10 4QY

It was unanimously agreed to object to the application as the proximity of the bungalow to the road affected the visual splay as proposed by Cllr Mitchell and seconded by Cllr Comer. It was agreed to add comments that the Council are concerned the proposed bungalows are significantly taller than ones they replace and are not in keeping with the area. The Council expressed disappointment that the plans submitted do not have much detail from which to make an informed decision.

b) APPLICATIONS DETERMINED

No applications were noted.

c) TO CONSIDER LATE PLANNING APPLICATIONS

Application 20202267 Remove existing front porch and add new front porch
Christmas Cottage, 31 Ollands Road, Reepham, Norwich, NR10 4EL

The Council unanimously agreed that they had no comment or objection subject to approval from the Conservation Officer as it was acknowledged that the property was just within the conservation area.

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

A letter was received from a resident concerned about safety when walking children to school on Norwich road. Cllr Mitchell agreed to draft a letter to Highways supporting concerns raised. The recurring issue of water on the Norwich Road (possibly caused by blocked drain) would need to be reported to Highways again.

Councillors agreed to undertake induction training in March in the hope this could be face to face. It was accepted that a zoom session may be required.

A letter of support was sent to the British Legion following their proposal to install a war memorial in Reepham. The Pound was put forward as a possible area for the memorial.

Whitwell Common Trustees confirmed that they had compiled a risk assessment. A copy is to be requested for the records.

It was agreed, following receipt of an email from the insurance company (Church wall repairs), that the Council would ask the insurance company to arrange a contractor to carry out repairs rather than accept a cash settlement.

19. CONFIRM THE DATE AND TIME OF THE NEXT FULL COUNCIL MEETING

The Chairman confirmed the date of the next full council meeting as Wednesday 13th January 2021. It was agreed to start this meeting at 8pm and hold a Stimpson’s Piece Trustee meeting at 7.30pm

20. TO CLOSE THE MEETING TO PRESS AND PUBLIC

‘PURSUANT TO SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 IT IS RESOLVED THAT, BECAUSE OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED, THE PRESS AND PUBLIC LEAVE THE MEETING DURING REVIEW OF CLEANING STAFF SALARY – LIVING WAGE INCREASE £9.50

As the Town Council support paying cleaning staff the living wage, it was unanimously agreed to award the increased hourly wage of £9.50 to the cleaning staff with immediate effect as proposed by Cllr Mitchell and seconded by Cllr Lester.

20. TO CLOSE THE MEETING

There being no further business, the Chairman closed the meeting at 21.30p.m.

Minutes Agreed..... 13th January 2021