



**MINUTES OF THE ANNUAL MEETING OF REEPHAM TOWN COUNCIL HELD ON WEDNESDAY 5<sup>th</sup> MAY  
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), M. Lester, S. Fisher, A. Hazelwood, B. Douglas and J. Harding**

**Town Clerk - Jo Boxall**

**County Councillor G. Peck & District Councillor S. Beadle**

**7 members of the public**

**1. TO ELECT THE CHAIRMAN OF THE COUNCIL FOR 2021/22**

It was unanimously **AGREED** that Cllr Mitchell would continue as Chair as proposed by Cllr Lester and seconded by Cllr Fisher.

**2. TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE**

The Declaration of Acceptance of Office form was duly signed and displayed to Council

**3. TO ELECT THE VICE-CHAIRMAN OF THE COUNCIL FOR 2021/22 (and receive Declaration of Acceptance of Office form)**

It was unanimously **AGREED** that Cllr Comer would continue as Vice Chair as proposed by Cllr Mitchell and seconded by Cllr Hazelwood. The Declaration of Acceptance of Office form was displayed.

**4. APOLOGIES FOR ABSENCE**

Apologies for absence were received and noted from Cllr Comer.

**5. TO APPOINT REPRESENTATIVES TO COMMITTEES AND WORKING GROUPS**

It was unanimously **AGREED** to re-appoint the existing members of the Personnel Committee- Cllr Lester, Cllr Fisher and Cllr Harding as proposed by Cllr Mitchell. It was unanimously **AGREED** that Cllr Lester should continue as Chair of the Personnel Committee.

It was **AGREED** to defer the appointment of an allotment representative to the next meeting to consider options for a sub- committee.

**6. TO APPOINT REPRESENTATIVES TO EXTERNAL COMMITTEES AND OTHER ORGANISATIONS**

- Stimpson's piece- It was confirmed that Reepham Town Council are the sole Trustees of Stimpson's Piece
- Whitwell common – It was **AGREED** to defer this to the next meeting as Cllr Comer was absent and had intended to provide a report

**7. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

No declarations of interest or requests for dispensations were received.

**8. MINUTES**

Minutes of the Town Council Meeting held on 14<sup>th</sup> April 2021 had previously been circulated. The minutes were **AGREED** as proposed by Cllr Mitchell , seconded by Cllr Hazelwood and will be signed by the Chair as soon as possible following the meeting.

**9. INFORMATION ON MATTERS FROM PREVIOUS MEETINGS**

Cllr Mitchell had sent an email to Broadland District Council re discussion about the grit bin and location. It was acknowledged that the benches for the Market Place would be a longer term consideration. It was agreed that the schedule of delegation would be considered at a future meeting as it will take time to draft.

**10. REPORTS FROM POLICE, DISTRICT AND COUNTY COUNCILLORS**

**Police** – The monthly report was circulated electronically.

**District Councillor** – District Cllr Beadle gave a brief update on matters at the District Council and expressed concern about the elections and issues caused by a large amount of people queuing to vote.

**COUNTY COUNCILLOR** - County Cllr Peck gave a brief update on the current tree planting schemes and confirmed that, if he wasn't re-elected, he had enjoyed working with the council, and thanked them for all their hard work.

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

No comments were received

#### **12. TO RECEIVE UPDATE ON WAR MEMORIAL & APPROVE ARMED FORCES COVENANT**

Cllr Mitchell gave an update on the proposal for a war memorial and confirmed that although The Pound had been offered as an alternative location for the war memorial, it was accepted that it was no longer an option as it would be too expensive, there would be planning considerations and there was concern about the availability of safe space where services could be held. It was unanimously **AGREED** to confirm the Council's support for the memorial to be installed at The Bircham Centre.

Following discussion, Cllr Mitchell proposed that the Council approve the revised Armed Forces Covenant. This was **REJECTED** with two in support, two against and two abstentions. The Chairman used his casting vote against the proposal as he acknowledged that there were reservations, (it was acknowledged that the armed Forces deserved support but that the Council had a commitment to support all residents). Cllr Harding was thanked for her work on the document.

#### **13. TO RECEIVE REPORT ON SHERINGHAM SHOAL EXTENSION PROJECT AND DUDGEON EXTENSION PROJECT**

Cllr Douglas gave a brief update on the extension project having attended a briefing. County Cllr Peck gave an update on the proposed offshore ring main. Following discussion it was agreed that Cllr Mitchell and the Clerk would draft a response acknowledging the benefit of wind farm energy but expressing concern about the impact on the environment of another cable trench and traffic implications

#### **14. PERSONNEL COMMITTEE**

Draft Personnel Committee minutes were circulated for information. It was unanimously **AGREED** that the job description and advertisement for the Clerk role would be circulated via email by the Personnel Committee for comment as proposed by Cllr Lester and seconded by Cllr Hazelwood.

It was unanimously **AGREED** to approve the revised Terms of reference for the Personnel Committee, reflecting that meetings were being held in accordance with statutory standing orders as proposed by Cllr Lester and seconded by Cllr Harding.

#### **15. TO RECEIVE CLERKS REPORT**

The Clerk's report was circulated.

#### **16. FINANCE –**

##### **To receive the income & expenditure report to 30<sup>th</sup> April 2021 and approve list of payments.**

The income and expenditure report was received. It was unanimously **AGREED** to approve the list of payments as proposed by Cllr Fisher and seconded by Cllr Harding.

##### **To Approve Reinvestment with Nationwide Building Society - in a 1 Year Business Saver Account**

It was unanimously **AGREED** to approve the reinvestment of funds in a Nationwide Building Society Business 1 Year Saver Account, offering 0.30% as the Town Council are unlikely to need access to the funds within the next year as proposed by Cllr Mitchell and seconded by Cllr Lester.

##### **To Approve Transfer of £12,000 from General Reserves to Town Hall General Budget.**

It was unanimously **AGREED** to transfer the £12000 excess income received in respect of the Town Hall 2020/21 from general reserves into the Town Hall general budget as it was acknowledged that the income for the Town Hall will be reduced this year due to restrictions, as proposed by Cllr Mitchell and seconded by Cllr Douglas.

## **To Approve Annual subscription £426.80 to Norfolk ALC 2021/22**

It was unanimously **AGREED** to renew the annual subscription to Norfolk ALC at a cost of £426.80 as proposed by Cllr Mitchell and seconded by Cllr Hazelwood.

## **17. ALLOTMENTS –**

It was confirmed that vacant full plots were being divided to provide more opportunity for those on the waiting list.

## **18. TOWN HALL – To receive update & approve further action re signage**

It was acknowledged that the Town Hall Office sign is out of date. Following discussion it was unanimously **AGREED** to replace the sign with the correct contact details as proposed by Cllr Mitchell and seconded by Cllr Douglas.

## **19. MARKET PLACE– To approve Plant sale**

It was agreed that the Council had no objections to the Gardening Club using the Market Place for their plant sale

## **20. CEMETERIES – to receive update**

It was confirmed that action regarding obtaining quotes for driveway repairs was outstanding.

## **21. STIMPSON'S PIECE – To receive report and requests from trustee**

It was confirmed that the Trustees are in the process of getting revised quotes for gutter repairs. The next Trustee meeting would be held on the 12<sup>th</sup> May where Trustees will agree on accepting a new quote. Council had already approved to support Trustees with the urgent work to the gutters.

## **22. CHURCHYARD WALL – to receive update & approve request of further details from insurer.**

Cllr Lester gave a brief update on the situation regarding the vehicle damage to the Church Wall. Following the Council's agreement for the insurance company to arrange the repairs, a contractor has been appointed and work is expected to start shortly. As there were concerns that the Council has responsibilities under the Construction (Design and Management) Regulations 2015 to ensure that the repairs are being properly carried out, an email was sent to the insurer requesting clarification on several matters and confirmation/ reassurance was received. A copy of their response has been retained on file.

Cllr Lester was awaiting a second quote for the specification of works to the Church Wall and Ollands Road and once received would circulate a report with recommendations. As the wall is listed by association, there will be a need to involve Conservation at Broadland and as the works may disturb burial ground, a Faculty may also be required.

## **23. PLANNING**

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

20210712 - Change of use of agricultural building to 2 residential dwellings at Vale Farm, Dereham Road, Reepham, NR10 4QX

The Council agreed that they had no comment or objection to this application.

### **b) APPLICATIONS DETERMINED**

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

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

20200847      Proposed residential development for 141 dwellings with associated open space, highway and landscaping works. Extension to existing Reepham cemetery  
Location : Land West of Broomhill Lane, Reepham

The developer had submitted additional information which included an additional Air Quality Assessment and Amended Transport Assessment. As this planning application amendment had only just been received it was unanimously agreed to review and consider the Council's response via email.

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

All correspondence received was circulated electronically. Future agenda items to include forming an Allotment working group, Personnel Committee – appointment of new Clerk. It was hoped that the RFO would be able to provide quotes for the revaluation of the Town Hall and that a draft of the Scheme of Delegation would be available for consideration.

**25. TO CONFIRM THE DATE AND TIME OF THE NEXT TOWN COUNCIL MEETING – 9<sup>TH</sup> JUNE 2021**

The date of the next meeting was confirmed as the 9<sup>th</sup> June. As it was no longer possible to hold meetings remotely, it was agreed that this meeting would be held in person at Stimpson's Piece with social distancing measures in place.

**26. TO CLOSE THE MEETING**

There being no further business, the meeting was closed at 9pm