



MINUTES OF THE MEETING OF REEPHAM TOWN COUNCIL

HELD ON WEDNESDAY 10TH NOVEMBER 2021 AT 8.00pm at Stimpson's Piece Pavilion.

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

Town Clerk – Kirsty Cotgrove
District Councillor S. Beadle
County Councillor G. Peck
Police Representative PC Bailey
1 member of the public

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Morgan and Cllr Kular.

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

3. TO RECEIVE AND APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 13TH OCTOBER 2021

Minutes of the Town Council Meeting held on 13th October 2021 had previously been circulated. The minutes were unanimously **AGREED**.

4. INFORMATION ON MATTERS FROM PREVIOUS MEETINGS

Quotes will be obtained for an outdoor table tennis table, to be paid for with S106 money, as outdoor gym equipment will prove to be too expensive.

The Queen's Jubilee planning meeting took place, and small working groups have been formed to develop ideas discussed. The next meeting will take place on 24th November.

5. REPORTS FROM POLICE, DISTRICT AND COUNTY COUNCILLORS

Police – PC Bailey was in attendance and gave a brief verbal report. He reported that there have recently been some break ins in the Coltishall area. More speed checks will be carried out around Reepham. Cllr Mitchell thanked PC Bailey for dealing with the recent anti-social behaviour so swiftly. A Safer Streets scheme is being promoted. Some Parishioners have reported a lack of lighting near the church. If anyone has concerns, please contact the Town Council, or report them directly to the police on the Streetsafe website.

District Councillor – District Cllr Beadle gave a brief verbal report on planning, and an update on the potential premises move for Broadland and South Norfolk Councils to the same office.

County Councillor - County Cllr G. Peck gave a verbal report, which covered the budget consultation. He has chased the Highways engineer to carry out the agreed works as soon as possible. It was stressed that a handrail along the Bircham Road / Olland Road footpath is essential before the winter sets in.

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

None.

7. 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**.

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

The Income & Expenditure report was received.

(c) To receive the draft budget.

As the Council had sufficient reserves, the precept had not been raised for a number of years. This year, the precept will need to increase as costs are rising generally, the reserves have been reduced and there is a need to carry out potentially expensive repairs to the Churchyard walls. The budget will be finalised in the December meeting.

8. TO CONSIDER REGISTERING TOWN COUNCIL PROPERTY AND LAND WITH THE LAND REGISTRY

Following research, it is noted that the Council's own land and property is not registered with the Land Registry. It was agreed that the Clerk will get advice from NP Law regarding doing this.

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

The Clerk met with the Allotment Association, and discussed a number of matters, including changing the rent collection date to the Autumn. It was **AGREED** that the Clerk should go ahead and change the collection date to October. The Allotment Working Group will conduct an inspection of all sites soon.

10. CEMETERIES –

(a) To receive an update on driveway repairs from working group

The potholes are to be filled. It was agreed that the area of the churchyard path which needs to be repaired will be looked at again, and repair authorised if not too expensive.

(b) To approve cemetery management software

The Clerk and RFO visited Cromer Town Council to look at their cemetery management software, as the Town Council are still working on a paper-based system. A quote has been received from Rialtas, who have a management package. It was **AGREED** to accept the quote (prop. Cllr Steel, sec. Cllr Fisher).

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

Some years ago, Cllr Lester made a plan following a survey, which prioritised the repairs required, over a number of years. The wall was split into separate sections. Cllr Harding and Cllr Lester have looked at the wall recently, and noted that someone has pruned the buddleia, which used to be sprayed by Highways. The most exposed section of the wall has been hit again, and Cllr Lester suggested that, when it is repaired next, the wall could be 'rounded off' in that area, which could prevent it being hit so often. Highways have agreed to install posts which will hopefully protect this area. Cllr Lester will reissue the plan made previously and bring a proposal to the next meeting, along with a report of urgent work required. PC Bailey will install his traffic camera in the area, which will identify the size of vehicles travelling along that section of road.

12. MARKET PLACE – TO RECEIVE ANY UPDATES

Nothing to report.

13. OVERTON WAY PLAY AREA

Nothing to report.

14. TOWN HALL – TO RECEIVE ANY UPDATES

(a) To receive an update on initial proposal to relocate Reepham Nursery

Following extensive investigations, it was **AGREED** that a move will not be viable for a number of issues, including access issues at the Town Hall, emergency vehicle access, the loss of business rate relief for the Town Council, and the cost of a commercial lease for the Nursery School.

(b) To consider options to renew the AV system

The Clerk distributed a report to Councillors prior to the meeting. It was **AGREED** to obtain a second quote for a simplified system.

(c) To consider an out of hours emergency procedure

There is currently no procedure in place in the event of an emergency at the Town Hall, and no emergency contact number for hirers. It was **AGREED** that the Clerk will purchase a mobile phone, to be held by the keyholder, and the number advertised on hire forms in the event of an emergency.

(d) To review hire fees and a cancellation procedure

The Clerk will bring a proposal to the December meeting.

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

Cllr Morgan met with the Whitwell Common Trustees, and found out some useful information. She may report back in the December meeting.

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

None.

17. HIGHWAYS MATTERS

(a) Update on Bircham Rd/Ollands Rd handrail

Already covered in County Councillor's report.

(b) To consider further action relating to damage to Green Lane, from Whitwell Station to B1145

County Cllr Peck reported that this Green Lane is in good condition compared to others in the area. It was noted that the fence posts which have been damaged appear to be in poor condition, and it is unclear if the damage was done by vehicles. No vehicle details have been passed to police regarding the damage. Following discussion, it was **AGREED** that the issue is not serious enough to warrant any expenditure, and the Council will take no further action.

(c) Any Other Highways Matters

None.

18. PLANNING

(a) APPLICATIONS FOR CONSIDERATION

(i) 20211807. 1-5 Station Road, Reepham. Change of Use from café to takeaway in the evening.

It was **AGREED** that the Town Council has no comment / objection to this application.

(ii) 20211826. Vale Farm, Dereham Road, Reepham. Conversion of barn to 2 dwellings & change of use of land to domestic use.

It was **AGREED** that the Town Council has no comment / objection to this application.

(iii) 20211977. Callanish. 3 Lawns Loke, Reepham. Single storey extension.

It was **AGREED** that the Town Council has no comment / objection to this application.

(b) APPLICATIONS DETERMINED

(i) 20211543. Willow Tree Barn, Whitwell Street, Reepham. Extension to existing dwelling, demolish outbuildings and construct 1 bedroom annexe and replacement cart lodge.

Full approval given.

(ii) 20211596. The Glebe House, Norwich Road, Reepham. Variation of condition 2 of 20200957 to allow revisions to design of dwelling and addition of open fronted car port to the south west elevation.

Full approval given.

(iii) 20211329. The Stables, 15 Church Hill, Reepham. Change of Use from commercial premises to a single residential dwelling – internal alterations.

Full approval given.

(c) TO CONSIDER LATE PLANNING APPLICATIONS

None.

19. TO UPDATE ON WIND FARM CABLING CORRIDORS AND APPLICATIONS

The Clerk has heard from Orsted, who have confirmed that some of their traffic will travel down Station Road then turn right into the B1145 towards Dereham. She has asked if this will include HGV traffic, but has not yet received a reply.

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

(a) An informal request for a grant has been received to support a litter pick. The Clerk has requested further information. The applicant will need to complete a grant application form before any request can be considered formally.

(b) A resident next to the cemetery has informed the Council that she is cutting her hedge back, and has

asked if she can burn her hedge clippings in the cemetery. Cllr Mitchell has replied to say that she does not have permission to have a bonfire in the cemetery.

(c) A resident of Crown Meadow has written to ask the Town Council to review their consultation response for the Wood Dalling Road development, as the developer has not yet completed the Crown Meadow development. It was noted that the decision will not be revisited, as they are separate developments. The lack of completion of the Crown Meadow development is a Broadland District Council planning issue. This will be considered for the December agenda, to ask Broadland to take action.

21. TO CONFIRM THE DATE AND TIME OF THE NEXT TOWN COUNCIL MEETING – 8th DECEMBER 2021

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

22. TO CLOSE THE MEETING

There being no further business, the Chairman closed the meeting at 9.20pm.

Minutes Agreed..... 8th December 2021