



MINUTES OF THE MEETING OF REEPHAM TOWN COUNCIL

HELD ON WEDNESDAY 9TH FEBRUARY 2022 AT 7:30pm AT THE TOWN HALL

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

Town Clerk – Kirsty Cotgrove

County Councillor G. Peck

District Councillor S. Beadle

4 members of the public

1. APOLOGIES FOR ABSENCE

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

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

3. TO RECEIVE AND APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 12TH JANUARY 2022

Minutes of the Town Council Meeting held on 12th January had previously been circulated. The minutes were unanimously **AGREED** and signed.

4. INFORMATION ON MATTERS FROM PREVIOUS MEETINGS

None.

5. TO CONSIDER CO-OPTION OF A NEW COUNCILOR TO THE TOWN COUNCIL

Two members of the public who had sent application forms to the Clerk were in attendance, and would like to join the Town Council. On a **PROPOSAL** by Cllr Mitchell, it was unanimously **AGREED** to co-opt Binks Neate-Evans and Sian Dilley onto the Town Council. The Declaration of Acceptance of Office forms were duly signed.

6. REPORTS FROM POLICE, DISTRICT AND COUNTY COUNCILLORS

Police – PC Bailey has sent his apologies. Following information received from members of the community and other evidence, he has identified those responsible for vandalising the toilets. A community update from the police shows very low crime levels for the Reepham area.

District Councillor – District Cllr Beadle reported that Broadland District Council is due to carry out a car parking review in Reepham soon. He asked that the Town Council could let him know when the District Council get in touch regarding this.

County Councillor - County Cllr G. Peck reported that the County Council has a youth offending team, who the police will refer youths to, to prevent them being charged and getting a criminal record. The County Council have set their budget, and will increase their precept by 1.99%, and 1% for adult social care. Consultants have been hired to make savings, and will be paid only once they have identified savings of at least £9.5 million. The Clinical Care Group are moving to County Hall, and the Council have sold Carrow House, relocating staff to County Hall. The Government 'Levelling Up' paper was discussed.

Graham Peers, the new Tourism Officer for South Norfolk & Broadland District Council was in attendance, and he introduced himself and his role. It was suggested that he also contact Reepham Rotary, as they are involved in organising the Food Festival and the Festival of Light.

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

None.

8. EXCLUSION OF THE PUBLIC AND PRESS

Due to discussing contracts, it was **RESOLVED** to exclude the public and press under the Public Bodies (Admission to Meetings Act 1960), under section 1c of Standing Orders, for item 21.

9. 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 January 2022

The Income & Expenditure report was received.

(c) To approve the Financial Regulations, Financial Risk Assessment and Internal Control Policy

Following discussion, where the updates to the policies were identified, these policies were **APPROVED**.

10. ALLOTMENTS – TO REVIEW THE 2023 ALLOTMENT RENT AND COLLECTION DATE

Following discussion, it was **AGREED** to increase the allotment rent to £30 for a half-sized plot, and £60 for a full-sized plot from April 2023. The rent will then be collected for six months, and future collection dates will be October each year.

11. MARKET PLACE – TO RECEIVE ANY UPDATES

The toilets were vandalised again over the weekend, but the offenders have already been caught. It was noted with thanks that the community had come together very quickly to assist in identifying them.

12. OVERTON WAY PLAY AREA

The Clerk has received an email regarding a damaged fence. She will investigate and organise repair.

13. TOWN HALL – TO APPROVE A QUOTE FOR THE FIRE ALARM UPGRADE

A recent fire Risk Assessment identified that a commercial alarm is required for the Town Hall. Four quotes have been received and, following discussion, it was **AGREED** to accept the quote with A1 Fire, with the add on for the system to automatically call the fire brigade in the event of the alarm being activated.

14. WHITWELL COMMON – TO RECEIVE AN UPDATE

Tree responsibilities are still unclear. It was noted that the Town Council only own a small triangle of land, with the rest being common land. Historically the Town Council have paid for some work to the Common. Cllr Morgan and the Clerk will continue to look into this, and possibly arrange a meeting with the Trustees.

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

None. The Trustee may apply for a grant for the new CCTV camera, if necessary.

16. HIGHWAYS MATTERS

(a) Update on Bircham Rd/Ollands Rd handrail

This has still not been done, and the new Highways Engineer has not yet been in contact with the Council. County Cllr Peck will contact him and ask that he makes contact to arrange a meeting as soon as possible. Road Closure Notices are in place for the bollards to be installed, due to take place w/c 28th February. The Bircham Centre have had water ingress issues, and Bawdeswell Parish Council has contacted the Town Council regarding issues with HGVs going through the village, and into Reepham. It was agreed that all of these issues will also be raised with the Highways Engineer.

(b) To discuss traffic issues in Reepham, and to approve any further actions necessary

Concerns were raised about the lack of a footpath in parts of Norwich Road, and that this means 30mph is too fast. The possibility of the 20mph limit being extended to the Moor will be raised with the Highways Engineer. Correspondence has been received regarding serious errors in the Rossi Long traffic report for the Broomhill Lane development. David Wilson from Norfolk Highways has also raised concerns with the

planning officer. There is concern surrounding junctions in the Town, and the Nowhere Lane / A1067 junction, where there has been a serious accident recently. A member of the public has asked the Town Council to make representation to the planning officer dealing with the application to express concerns and to ask for further studies to be done. It was **AGREED** that Cllr Mitchell will write to the Planning Officer at Broadland District Council outlining the Council's concerns about the impact of the proposed Broomhill Lane development on traffic levels and road safety in Reepham.

17. PLANNING

(a) APPLICATIONS FOR CONSIDERATION

- (i) 20220106.** Gooseacre, Kerdiston, Reepham. Proposed change of use to form additional living accommodation together with internal and other elevation changes and 3 bay cart shed, garages and store. It was **AGREED** that, whilst the Council has no objection to the application, the Council notes with concern that bat and bird nesting will be disturbed, and that it is hoped that mitigating measures will take place.
- (ii) 20220025 & 20212280.** The Old Turnip House, Back Street, Reepham. Single storey and two storey extensions and alterations. The Town Council has no comment or objection to this application.
- (iii) 20212221.** Breese House, Church Hill, Market Place, Reepham. Listed building application – rebuild chimney (retrospective); reroofing works; replacement rainwater goods and new external flue; changes to internal layout, new external step and handrail; replacement windows, enlarge rear window opening, block-in internal door and new rear door access at utility room; cut through timber frame to raise door entrance height at bedroom 3 and raise roof above bedroom 3; new internal insulation and part rebuilding of east gable end wall. The Town Council has no comment or objection to this application.

(b) APPLICATIONS DETERMINED

- (i) 20212187.** 8 Bircham Road, Reepham. Application refused by Broadland District Council.

(c) TO CONSIDER LATE PLANNING APPLICATIONS

- (i) Planning Consultation for installation of telecommunications equipment, at St Michaels All Angels, Church Street, Reepham.** This consultation was discussed at length. Concern was raised that the brackets will be mild steel, which are likely to rust and stain or damage the stonework. The Clerk will contact the consultants with a request for stainless steel to be used.

18. TO UPDATE ON PLATINUM JUBILEE PLANS, AND TO AGREE FUNDING FROM THE TOWN COUNCIL

A schedule of events has been agreed. It was noted that getting enough volunteers may be an issue. Chairs are required for the afternoon tea, as padded ones will not be suitable. Hire companies are already running low of stock, so Cllr Mitchell had circulated a request for the Town Council to fund the hire. All respondents were in agreement, so this payment was **RATIFIED**. It is expected that ticket sales for the afternoon tea will cover costs.

19. TO UPDATE ON WIND FARM CABLING CORRIDORS AND APPLICATIONS

The Town Council has been informed that Vattenfall has sent out compulsory purchase orders for land.

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

- (a) CPRE Legal costs for the GNLN public examination.** The CPRE have instructed a barrister to represent them at the GNLN examination, and are asking for donations towards these costs. As the housing targets affect Reepham, due to additional houses in Drayton and Taverham, a donation of £100 was **AGREED**.
- (b) Safe Hands request for a burial plot.** A company who are arranging a funeral plan for an ex-resident has been in contact, to ask if their client can purchase Exclusive Rights for a plot in the cemetery. She lived in the town for 20 years and her parents and grandparents are buried there. Following discussion, it was **AGREED** that she can be granted exclusive rights of burial for a plot.

Members of the public left the meeting at 9:15pm.

21. TO UPDATE ON CHURCHYARD MAINTENANCE RESPONSIBILITIES AND TO CONSIDER FURTHER ACTIONS

The history behind the churchyard maintenance was given to new Councillors, and options provided by NALC's Churchyard Adviser were discussed. It was **AGREED** that the Clerk will contact NP Law for advice,

and that a meeting will be arranged with the Parochial Church Council to discuss options available.

22. TO CONFIRM THE DATE AND TIME OF THE NEXT TOWN COUNCIL MEETING – 9TH MARCH 2022

It was agreed that the next meeting should be held on Wednesday 9th March 2022 at 8pm at the Town Hall.

23. TO CLOSE THE MEETING

There being no further business, the Chairman closed the meeting at 9.25pm.

Minutes Agreed..... 9th March 2022