



MINUTES OF THE MEETING OF REEPHAM TOWN COUNCIL

HELD ON WEDNESDAY 14th JULY 2021 AT 8.00pm at Stimpson's Piece Pavilion.

Social Distancing measures were in place and a full risk assessment was carried out prior to the meeting.

Present: Cllr P. Mitchell (Chair), R. Comer (Vice Chair), M. Lester, M. Steel, A. Hazelwood, S. Fisher, B. Douglas and G. Kular.

**Town Clerk - Jo Boxall
District Councillor S. Beadle
16 members of the public**

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr J. Harding.

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

No declarations of interest were received.

3. MINUTES

Minutes of the Town Council Meeting held on 9th June 2021 had previously been circulated. The minutes were unanimously **AGREED** as proposed by Cllr Mitchell, seconded by Cllr Lester and will be duly signed.

4. INFORMATION ON MATTERS FROM PREVIOUS MEETINGS

It was confirmed that there is now a grit bin in the market place next to the phone box and the Council were looking to relocate the litter bin. The Town Hall signage has been replaced.

5. REPORTS FROM POLICE, DISTRICT AND COUNTY COUNCILLORS

Police – The monthly report was circulated electronically.

District Councillor – District Cllr Beadle gave an update on district council matters. Enquiries had been made with Broadland planning, who confirmed that if the nursery is to move into the town hall on or before 31 July 2021 it will not be considered a change of use, however if it moves after that date it will be considered to be a change of use and planning permission will be required.

County Councillor - County Cllr G. Peck sent his apologies

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

Cllr Mitchell proposed that the meeting be adjourned prior to agenda item 15 for members of the public to make representation on the Nursery's proposed move into the Town Hall. No other comments were received.

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

As apologies for absence due to a last minute work obligation and assurance that attendance at Council meetings would not be a future issue were received from the applicant, it was unanimously agreed to defer their co-option to the September agenda as per the co-option policy as proposed by Cllr Mitchell.

8. TO CONSIDER PROJECTS FOR S106 MONIES

The RFO had circulated information to Council regarding section 106 monies. It was confirmed that the sum of £22,444.00 was available, being s106 monies from Abbs Garage development. Broadland District Council have asked the Town Council to give consideration to any projects to utilise the money which has been allocated to improve the provision of open space. It was agreed to invite proposals from residents through Your Council Matters and for the Council to consider appropriate projects.

9. PERSONNEL COMMITTEE – TO RECEIVE UPDATE ON APPOINTMENT OF NEW CLERK AND TO RATIFY APPROVAL OF JOB SPECIFICATION, ADVERT AND ASSOCIATED DOCUMENTS IN RESPECT OF CLERK VACANCY

It was unanimously **AGREED** to ratify the approval of the job specification, advert and associated documents in respect of the Clerk vacancy as proposed by Cllr Mitchell and seconded by Cllr Comer. Cllr Lester confirmed that of four formal applications received, three applicants had been invited to a preliminary interview. Interviews would commence on the 26th July. The RFO has agreed to be involved in the process and meet the applicants. Suitable candidates will be taken forward to a second interview when the Personnel Committee would seek to involve more Councillors.

10. WHITWELL COMMON – TO RECEIVE UPDATE ON DRAINAGE MATTERS, REVIEW TREE QUOTES AND APPROVE EXPENDITURE

It was unanimously **AGREED** that Cllr Comer would obtain quotes for work to a couple of trees at Whitwell Common currently overhanging the road, as proposed by Cllr Comer and seconded by Cllr Steel. It is understood that work any necessary work to trees on Marriott's Way would be managed by Norfolk County Council.

Cllr Comer had met with a resident regarding concern over drainage on Whitwell Common and acknowledged that the situation was complicated as there was no clear ownership / responsibility for the land.

Following discussion, It was **AGREED** that Cllr Comer would approach Whitwell Common Trustee and ask them to calculate a cost for clearing those ditches that are causing concern, with a view to receiving an application for a grant from the Trustees to cover this cost, as proposed by Cllr Comer, seconded by Cllr Lester.

11. TO APPROVE APPOINTMENT OF LOCUM CLERK / COUNCILLOR TO CARRY OUT DUTIES OF CLERK AND APPOINT TEMPORARY PROPER OFFICER

It was unanimously **AGREED** that the RFO would act as the Proper Officer until a replacement Clerk is appointed as proposed by Cllr Mitchell, seconded by Cllr Comer. It was unanimously **AGREED** that expenditure could be incurred to appoint a Locum Clerk should expertise be required and that Councillors be permitted to carry out the duties of the Clerk as required (without remuneration) as proposed by Cllr Mitchell, seconded by Cllr Steel.

12. TO RECEIVE CLERK'S REPORT

The Clerk's report was received, there were no further questions

13. FINANCE –

To receive the income & expenditure report to 30TH June 2021 and approve list of payments

The Income & Expenditure report was received. The list of payments was unanimously **APPROVED**, as proposed by Cllr Hazelwood and seconded by Cllr Comer.

14. ALLOTMENTS - To receive update from Allotment working group

Cllr Hazelwood confirmed that site inspections had been carried out on Stony Lane and Fiddlers Field allotment sites. It was acknowledged that there were a couple of plots which seemed to be untended and some tenants fencing / gates that needed repair. A notice would be displayed on all sites requesting plot holders to clearly display their numbers to help with future inspections (as required in the allotment agreement). The working group were considering creating an award for the best kept allotment as recognition of tenant's efforts. The chickens had been inspected and the Working Group were satisfied that they were all being well kept. The working group were thanked for their hard work.

The meeting was adjourned to allow members of the public to speak.

15. TOWN HALL - To receive update on proposal to relocate Nursery and approve further action regarding audio system

Resident's concerns regarding the lack of consultation were addressed and it was confirmed that should the Town Council decide to progress the proposal, having sought advice from Broadland Planning and the Charity Commission and having considered the viability of the Nursery, then a consultation with residents would take place.

It was acknowledged that emails of concern had been received regarding the loss of facilities for the current Town Hall user groups (in particular the sprung floor in the Town Hall which was considered a rarity) and the increased traffic / noise on Back/ Church Street. Support for the proposals were received acknowledging that Reephams needed a wider Nursery, able to provide longer hours for working parents. There was agreement that the Nursery was in danger of closing if they could not provide the facilities required and that there may need to be a conversation with the local educational trust about options available.

A representative from the Kurling Group and Line Dancing voiced their concerns, agreeing that the Nursery needs a proper place to operate from which is easily accessible but highlighting that this should not have a negative impact on other demographic groups who use the Town Hall.

It was acknowledged that repairs were needed to the audio system in the Town Hall and this would be investigated further.

A representative from the Gardening Club confirmed that they made use of the cinema system for presentations and suggested the Town Hall be promoted with this facility to encourage new hirers.

A representative from the dance class confirmed that the sprung floor was important for her class and that she hoped the Council would keep a line of communication open regarding this proposal.

It was confirmed that the Town Council were exploring the option of installing a ramp at the Town Hall to allow those with disabilities to access the Town Hall office.

Following further discussion, during which various considerations were highlighted, Cllr Mitchell thanked residents for their comments and confirmed that all options would be examined and that another meeting would be held.

16. MARKET PLACE - To approve provision of benches in the Market Place

It was agreed to place two benches next to the 'islands' either side of the road in the Market Place as a trial and review as appropriate. Although it was acknowledged the benches would need to be secured in some way, they could be moved as necessary.

17. CEMETERIES - To receive an update on driveway repairs from working group

It was confirmed that the Working group have arranged a site meeting to review the quotes for the repair to the churchyard.

18. STIMPSON'S PIECE – To receive report and requests from trustee – to receive update regarding appointment of cleaner.

No requests were received from the Trustee, it was confirmed that the cleaning contractor would be asked to continue with a view to making the arrangement permanent.

19. CHURCHYARD WALL – To receive update and approve quotes for specification of works.

It was reported that the Church Wall has been hit twice since it was repaired in June. The Working Group will consider measures acceptable to Conservation which will protect this section of wall from future vehicle damage. It was uncertain if the insurance company would cover claims for damage given the frequency of the damage.

20. HIGHWAY MATTERS – To receive an update and consider application for Parish Partnership funding

A letter was sent to Highways on 28th June following the further damage to the Church Wall requesting urgent attention of this and other outstanding matters. Following receipt of the Parish Partnership grant funding application letter, it was suggested that the Town Council apply for funding for the handrail for Bircham / Ollands Road as previously proposed. Councillors were invited to put projects forward for consideration.

21. PLANNING

a) APPLICATIONS FOR CONSIDERATION

20210977 - Sub division of garden & erection of new 1.5 storey Dwelling at Rayburn, 1 Cawston Road, Reepham, NR10 4LU

It was agreed that the Council had no comment or objection to this application.

20210778 - Single storey rear extension with pitched roof and bi-fold doors at 15 Overton Way, Reepham, NR10 4FG

It was agreed that the Council had no comment or objection to this application.

20211038 - Replacement of 3 No windows at 1 Monastery Cottages, The Moor, Reepham, NR10 4NL

It was agreed that the Council had no comment or objection to this application.

20211102 Demolish existing conservatory and build new single storey extension at Behind The Chimes, 4 Chimes Way, Reepham, NR10 4LG

It was agreed that the Council had no comment or objection to this application.

20211047 Re-design of garage to car port/store at Tree Tops, 22 Mill Road, Reepham, NR10 4JU

It was agreed that the Council had no comment or objection to this application.

20191426 Construction of Holiday and Leisure Park Comprising an Additional 101 Units of Holiday Accommodation; Landscaping, Drainage and Associated Infrastructure Works at land At Haveringland Hall Park, Haveringland, NR10 4PN – To ratify decision

The Council agreed via email to object to this application as *‘this development would increase traffic through Reepham and on the narrow roads in the area, which would be inevitable given the lack of public transport. The development would be detrimental to a very important wildlife site in a rural area of Norfolk and would increase pollution, not least in the disposal of sewage.’* This decision was ratified although it was confirmed that this application has since been withdrawn.

b) APPLICATIONS DETERMINED

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

c) TO CONSIDER LATE PLANNING APPLICATIONS

No late planning applications were received.

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

Details of the Councillor Induction training courses were circulated and Councillors were encouraged to commit attending a course. It was acknowledged that the Scheme of Delegation policy was outstanding and would now need to include the various working groups. It was agreed to create a calendar for regular policy review. It was reported that the street lighting contract had been renewed for a further year under the same terms, conditions and cost. A letter was received from an Olland’s road resident seeking the council’s support in applying for ‘residents only parking’ in the layby near The Crown. It was agreed to write to Highways and seek their comments to inform discussion at the next meeting,

21. TO CONFIRM THE DATE AND TIME OF THE NEXT TOWN COUNCIL MEETING – 4th AUGUST 2021

It was agreed that the next meeting would be held on Wednesday 4th August to approve the appointment of the Clerk. The meeting would be held at 7.30pm at Stimpson’s Piece in accordance with government guidance.

24. TO CLOSE THE MEETING

As this was the Clerk’s last meeting, she was officially thanked for all her hard work and commitment to the Council and community over the past 10 years and was presented with flowers, vouchers and a card by the Chairman.

There being no further business, the Chairman closed the meeting at 21.25pm.

Minutes Agreed..... 8th September 2021