



MINUTES OF THE MEETING OF REEPHAM TOWN COUNCIL

HELD ON WEDNESDAY 9th JUNE 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, B. Douglas, and J. Harding.

Town Clerk - Jo Boxall

District Councillor S. Beadle & County Councillor G. Peck

6 members of the public

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Fisher

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

Cllr Mitchell declared an interest in planning application 20210860 as the owner of a neighbouring property.

3. MINUTES

Minutes of the Annual Town Meeting and the Annual Town Council Meeting both held on 5th May 2021 had previously been circulated. The minutes were unanimously **AGREED** as proposed by Cllr Mitchell, seconded by Cllr Hazelwood and will be duly signed.

4. INFORMATION ON MATTERS FROM PREVIOUS MEETINGS

Concern was raised by a resident at the Town meeting about how the Spar shop was disadvantaged due to the Parking provisions outside. Following a brief discussion, it was agreed to review at the July meeting. The signage for the Town Hall had been approved by Councillors via email and would now be ordered.

5. REPORTS FROM POLICE, DISTRICT AND COUNTY COUNCILLORS

Police – The monthly report was circulated electronically.

District Councillor – District Cllr Beadle provided information on Widdicombe rules (political restrictions introduced to address concerns about political impartiality and conflicts of interest) and confirmed he was pleased to see this was being followed at Broadland.

County Councillor - **County Cllr G. Peck** gave a brief update on the Western Link and confirmed that Norfolk County Council had approved the submission of a business case to the Department of Transport, who will be financing the majority of the cost. A contractor would be appointed shortly.

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

No comments were received at this time. A representative from nursery was invited to speak during agenda item 14.

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

As apologies for absence were received from the applicant due to a last minute work obligation, it was unanimously agreed to defer their co-option to the next agenda as per the co-option policy.

8. WHITWELL COMMON – TO RECEIVE REPORT – TREES / DRAINAGE AND APPOINT COUNCIL REPRESENTATIVE

Cllr Comer gave an update on Whitwell Common Trustees and confirmed that the Trustees were pleased to have Town Council support. It was confirmed that they need help after the tree assessment highlighted work was required. As Cllr Comer confirmed that the trees were the responsibility of the Town Council, it was agreed to review the tree quotes received in respect of Whitwell Common and put on the July agenda for consideration.

Further to the enquiry regarding the drainage ditches, Cllr Comer had sent an email to the resident but no further correspondence had been received. Cllr Comer confirmed that the land is not the responsibility of the Town Council. Whitwell Common Trustees had cleared areas that they felt they were responsible for but accepted that they were limited in their resources.

As the Trustees had made an enquiry about 'borrowing' the Council's handyman, It was suggested that they apply for grant funding from the Town Council.

It was unanimously **AGREED** to reappoint Cllr Comer as the Council representative for Whitwell Common Trustees as proposed by Cllr Mitchell, seconded by Cllr Douglas.

9. TO RECEIVE REPORT ON RURAL SERVICES NETWORK AND APPROVE FURTHER ACTION

Following discussion it was unanimously **AGREED** not to take any further action with regards to the Rural Services Network, as proposed by Cllr Mitchell and seconded by Cllr Steel. It was acknowledged that the Network was a lobbying group and Reepham did not currently have any large issues to pursue.

10. PERSONNEL COMMITTEE – TO RECEIVE UPDATE AND APPROVE JOB SPECIFICATION, ADVERT AND ASSOCIATED DOCUMENTS IN RESPECT OF CLERK VACANCY

Cllr Lester confirmed that the job advertisement had gone live. The Clerk confirmed that the advert and associated documents had been published on the website. The advert had also been published on the Norfolk Parish Clerk Facebook page, on the Town Council noticeboard and Norfolk ALC and NPTS had been sent a copy for publication.

11. TO RECEIVE CLERK'S REPORT

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

12. FINANCE –

To receive the income & expenditure report to 31st May 2021 and approve list of payments

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

To Approve Section 1, Annual Governance, of AGAR

It was unanimously **AGREED** to approve Section 1 of the Annual Governance Statement 2020/21 as proposed by Cllr Steel , seconded by Cllr Comer

To Approve Section 2, Accounting Statement, of AGAR

It was unanimously **AGREED** to approve Section 2 of the Accounting Statement 2020/21 as proposed by Cllr Steel, seconded by Cllr Harding.

To Appoint Claudia Lowe as Internal Auditor for 21/22 Accounts

It was unanimously **AGREED** to approve the appointment of Claudia Lowe as Internal Auditor for the 2021/22 accounts as proposed by Cllr Mitchell, seconded by Cllr Lester.

To approve the extension of the current delegated verge grass cutting agreement

It was unanimously **AGREED** to approve the extension of the current delegated verge grass cutting agreement as proposed by Cllr Steel , seconded by Cllr Hazelwood.

13. ALLOTMENTS - To receive update and appoint Councillors to working group

The Clerk circulated an allotment report to Council and confirmed that half of plot holders had not yet returned the initial amended allotment agreement. It was agreed that due to other priorities, no action would be taken at present but that when the rent reminder letters were sent out next year, tenants would be sent / emailed the latest agreement and advised that without returning a signed copy, their tenancy would be terminated. The Clerk gave a brief overview on the Council's responsibilities with regards to the allotments.

Cllr Hazelwood, Cllr Steel and Cllr Douglas agreed to form an allotment working group with Cllr Hazelwood volunteering as the lead.

14. TOWN HALL - To consider request for reallocation of Nursery

A letter was received from the Nursery requesting to relocate to the Town Hall. Supporting reasons for the move were given. Cllr Mitchell reported that as the Town Council office was currently tucked away and didn't fully meet the requirements of the Disability Discrimination Act there may be an argument in support of this request. Following

discussion it was agreed to obtain quotes for the replacement of the two corner steps up to the office to become a ramp.

A representative from the Nursery gave an update on the situation, confirming that Stimpson's Piece is not suitable for use as a Nursery in the long term and highlighted future plans to extend the hours and offer more.

Cllr Mitchell confirmed that the Working Group had been looking at ways of maximising the income at Stimpson's Piece but it was recognised that there were constraints due to the presence of the Nursery. It was acknowledged that there was a lack of storage facility at Stimpson's Piece which further complicated the issue.

It was unanimously **AGREED** in principle to explore this proposal further, as proposed by Cllr Lester and seconded by Cllr Harding. Enquiries are to be made with Broadland regarding change of use, to see what is required.

It was unanimously **AGREED** to make the necessary enquiries to ensure that this is a viable option and in regards to converting the storeroom at Stimpson's Piece into an office, as proposed by Cllr Mitchell and seconded by Cllr Lester.

It was unanimously **AGREED** that, if required, the Council would apply for the Change of Use in respect of the Town Hall as proposed by Cllr Mitchell, seconded by Cllr Comer.

District Cllr Beadle advised the Council to check the fees as this may vary depending on who is applying (Town Council or Nursery, as a Charity) Following concern raised about the volume of traffic, close proximity of the Town Hall to the road, there was the suggestion of consulting with parents in the first instance.

15. MARKET PLACE - To approve purchase of grit bin and benches for market place. To consider additional provision of cycle racks

Following approval from Highways, It was unanimously **AGREED** to purchase a Grit bin for the Market Place as proposed by Cllr Steel and seconded by Cllr Hazelwood. It was agreed to relocate the litter bin which was currently in the location proposed for the grit bin to the other side of the market place.

As there were two benches left over from the four ordered for Stimpson's Piece, it was suggested that these be placed in the Market Place next to the centre islands, thus not taking up car parking spaces. It was agreed to include this proposal in the 'Your Council Matters' piece for Reepham Life and invite comments before placing the benches. It was confirmed that Broadland Conservation had advised that it was the Town Council's decision regarding what was suitable, although a need to be discreet was recognised.

An email was received from Norfolk County Council as funding had been awarded to improve cycle parking in a number of market and coastal towns within Norfolk, including Reepham. Following discussion it was unanimously **AGREED** to propose Stimpsons Piece as a location for cycle racks as there were currently none there as proposed by Cllr Douglas, seconded by Cllr Lester.

A resident asked about the possibility of slow down signage at Stimpsons Piece and the installation of a speed bump at the entrance was suggested. It was confirmed that this would be discussed at the next Trustee meeting.

16. CEMETERIES - To approve application for grave space from non-resident and approve further action following receipt of quotes for work to paths in Churchyard / Cemetery.

An application received from a previous Reepham resident, some of whose family members were buried in Whitwell Road cemetery, was granted approval to reserve a grave space.

Two quotes were received in respect of repairs to the Churchyard path and the Cemetery driveway. As these quotes varied in terms of specification, it was unanimously **AGREED** that as a working group was going to be proposed under agenda items 18 for the churchyard wall, this group could also review the quotes and make recommendations on the repairs to the churchyard and cemetery as proposed by Cllr Mitchell and seconded by Cllr Comer.

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

As the cleaning contract has been terminated with effect from the end of May, A self-employed individual has offered to carry out the cleaning of the pavilion in the interim period. As the building is currently not used Thursday to Monday night he will do two hours over weekend and also come in on a needs basis for up to a further three hours. Council to ask for timesheet to monitor hours. The Nursery was asked to advise Trustees about any matters of concern in respect of the cleaning.

18. CHURCHYARD WALL – To receive update and approve quotes for specification of works. To establish working group for churchyard / Ollands Road wall project

Cllr Lester confirmed that although two quotes had been received, it would be difficult to accept a quote without the Council making definite decisions. He requested support from other councillors. It was agreed that Cllr Lester would lead a working group with Cllr Steel and Cllr Comer to review quotes and report back to Council with recommendations.

19. PLANNING

a) APPLICATIONS FOR CONSIDERATION

**20210706 Ground floor single storey extension to front elevation
The Glebe House, Norwich Road, Reepham, NR10 4NH**

The Council agreed that they had no comment or objection.

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

It was agreed that the Council would respond expressing concern that the site does not appear to be viable and this could mean that work could start but not be completed due to the lack of funds. The Council would like reassurance that this would not happen.

b) APPLICATIONS DETERMINED

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

c) TO CONSIDER LATE PLANNING APPLICATIONS

**20210860 Existing freestanding garden buildings (playhouse, shed) to be removed and replaced with larger freestanding building. Usage split between garden office/studio space and garden storage.
The Hollies,1 Malthouse Yard,Reepham,NR10 4NF**

Concern was expressed about the possible damage to the holly hedge due the close proximity of the proposed building (loss of light). The Council agreed that they strongly objected to the proposal of a zinc roof as this would be inappropriate in a conservation area. It was agreed that a tiled roof would be more in keeping.

**20211072 To remove existing windows and replace with new ones (Listed Building).
7 Market Place,Reepham,NR10 4JJ**

The Council agreed that they had no comment or objection to make as it was a like for like replacement

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

Residents living in the property which was damaged when a tree in the cemetery fell have raised concern about their financial loss due to the incident. As the Council’s insurer has confirmed that the Council were not liable it was agreed that no further action could be taken and the resident has been referred back to insurance company. A resident living next to the cemetery expressed concern that a similar thing may happen. The Clerk wrote and confirmed that there was no immediate risk and confirmed action that some tree work had already been approved. A complaint was received about the dissolution of the Town Hall Management Committee. The Chairman drafted a response and no further comments were received.

No future agenda items were confirmed.

21. TO CONFIRM THE DATE AND TIME OF THE NEXT TOWN COUNCIL MEETING – 14TH JULY 2021

It was agreed that the next meeting should be held on Wednesday 14th July at 8pm at Stimpson’s Piece in accordance with government guidance

24. TO CLOSE THE MEETING

There being no further business, the Chairman closed the meeting at 9.18pm.

Minutes Agreed..... 14th July 2021