

THE MINUTES OF REEPHAM TOWN COUNCIL MEETING HELD ON WEDNESDAY 12TH JUNE 2019 STARTING AT 7.30PM AT THE TOWN HALL.

Present: Cllr L. Paterson, A. Woollett, P. Mitchell, M. Lester, J. Line, M. Steel, S. Fisher and R. Taylor
County Councillor G. Peck, District Councillor S. Beadle
Town Clerk - Jo Boxall and 5 members of the public

TC19/98. TO CONSIDER ACCEPTING APOLOGIES FOR ABSENCE

No apologies for absence were received as all Councillors present.

TC19/99. TO RECORD DECLARATIONS OF INTEREST FROM MEMBERS IN ANY ITEM TO BE DISCUSSED¹

Cllr Paterson declared a personal interest in planning application 20190873 as a friend of the applicants.

TC19/100. TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS HELD ON 8TH MAY 2019.

The Council resolved that the minutes were a true and accurate reflection of the meetings.

TC19/101. TO RECEIVE INFORMATION ON MATTERS ARISING FROM THE MINUTES NOT LISTED ELSEWHERE ON THE AGENDA.

All matters covered elsewhere on the agenda.

TC19/102. TO ADJOURN THE MEETING TO ALLOW MEMBERS OF THE PUBLIC TO SPEAK AND COUNCILLORS WITH A PREJUDICIAL INTEREST TO SPEAK ON AGENDA ITEMS

No comments were received.

TC19/103. TO RECEIVE POLICE REPORT & UPDATE FROM DISTRICT AND COUNTY COUNCILLOR

Cllr Line circulated the police report. PC Colin Bailey confirmed he would be introducing 'hourly community sessions' around Reepham. County Cllr G. Peck updated on the Western Link Road proposals and confirmed a 125 year lease had been agreed for the Police to use the land at the Fire Station highlighting long term intentions to retain the fire station for emergency services. Following further complaints about parking, Highways were intending to introduce more single white lining in Old Brewery Lane. District Cllr S. Beadle gave an update on matters at Broadland and confirmed the planning application for the Fishery had been deferred by Planning Committee pending receipt of further ecology reports.

TC19/104. TO APPROVE CO-OPTION OF NEW COUNCILLOR

It was unanimously agreed to co-opt Rebekah Comer onto the Town Council as proposed by Cllr Paterson.

TC19/105. TO APPROVE RESTORATION / REPLACEMENT OF POUND RAILINGS

It was unanimously agreed to approve the quotes received for renovation / replacement of The Pound railings / associated brickwork underneath at a combined cost of £19058.39 (Estimated) as proposed by Cllr Paterson. It was accepted that although only one quote was available at this time, attempts had been made to obtain quotes over the past two years. The Finance Officer had confirmed that there was money in the CIL fund, earmarked reserves and general reserves to cover the cost.

TC19/106. TO APPROVE FURTHER ACTION RE LIGHTING STEWARDS CLOSE.

Following a complaint from a resident and discussion, it was agreed that the Town Council had met its obligations under the section 38 agreement signed in 1979 regarding the lighting and had successfully maintained / replaced the lighting brackets in Stewards Close. Alterations had already been made to one of the lanterns following a complaint from the homeowner. It was hoped that once

the lighting was switched off between 12 and 5am, the issues with light pollution may be lessened. No further action was considered necessary.

TC19/107. FINANCE

To approve invoices paid and to be paid.

The Council resolved to approve the list of bills paid and to be paid for June.

To approve VAT training course for Finance Officer

It was unanimously approved that the RFO should attend a VAT training course at a cost of £45 as proposed by Cllr Paterson.

To approve section 1 of AGAR – Annual Governance, To approve section 2 of AGAR – Accounting Statement and to review Internal Auditor

Section 1 of AGAR – Annual Governance was unanimously approved. Section 2 of AGAR – Accounting Statement was approved unanimously. Reappointment of internal auditor Claudia Lowe for 2019/2020 was approved. All the above approved as proposed by Cllr Paterson

TC19/108. ALLOTMENTS

It was reported that all plots were now occupied and all rents received.

TC19/109. TOWN HALL

Cllr Paterson gave an update on Town Hall matters. Quotes were being obtained for the redecoration of the front porch and storage room and that following some issue with the connection; the emergency phone just required programming before installation.

TC19/110. MARKET PLACE

No information was received although it was noted that there had been low attendance from traders.

TC19/111. CEMETERIES

To approve introduction of a ‘reservation fee’ for burial plots.

It was unanimously agreed to introduce a reservation fee for residents wishing to purchase a grave plot in advance. This would be set at £100 for a 10 year term, which could be renewed for a further 10 year term on expiry. The Exclusive Right of Burial would be purchased at the point of interment as proposed by Cllr Paterson

To approve the use of grave diggers employed by Funeral Directors, and Rules and Regulations for Funeral Directors and Grave Diggers at Whitwell Road Cemetery.

It was unanimously agreed to issue the rules and regulations to all Funeral Directors wishing to arrange an interment in Whitwell Road Cemetery and obtain public liability and health & safety documentation from the Grave Digger prior to permitting interment as proposed by Cllr Paterson.

To approve revised cemetery fees.

It was unanimously agreed to introduce a £25 administration charge for any matters relating to transfer of Exclusive Right of Burial (excluding change of address) as proposed by Cllr Paterson

TC19/112. STIMPSON’S PIECE

A Trustee meeting is to follow the Town Council meeting.

TC19/113. PLANNING

To consider planning applications

No planning applications were received prior to the publication of the agenda.

To consider late planning applications

Application Number – 20190873

Description – Replacement conservatory / garden room to the rear

Location – 3 Coles Way, Reepham, NR10 4LW

The Town Council agreed unanimously that they had no comment or objection to make.

Application Number – 20190928

Description – Demolish existing garage and construct two storey extension to side

Location – 7 Elizabeth Close, Reepham, NR10 4JF

The Town Council unanimously agreed that they had no comment or objection to make.

Application Number 20190937

Description – Demolition of existing detached dwelling and detached garage and construction of replacement detached dwelling plus associated hard and soft landscaping

Location – Tree Tops, 22 Mill Road, Reepham, NR10 4JU

The Town Council agreed that whilst they had no objection to the application, concern was expressed over the severe appearance of the north elevation.

To record decisions made by Broadland District Council

Single storey front extension at Park View, Kerdiston Road, Reepham

- Approval

Extensions & alterations at 1 Whitwell Street, Reepham

- Approval

Erection of 1 No single storey dwelling with detached garage and associated development, including access to existing horse paddock (outline) at Old Monastery Field, The Moor, Reepham

- Refusal

Change of Use & incorporation of land into fishery business to provide two new fishing lakes at Beck Farm, Norwich Road, Reepham

- Decision deferred

TC19/114. CORRESPONDENCE – Request for speed monitoring system / Parking complaint

All correspondence received was circulated. Following a complaint about inconsiderate parking during the recent Food Festival the Council agreed to monitor the situation and revisit as appropriate. It was agreed to contact the Community Speed Watch coordinator following a request for a SAM2 on Station Road. Cllr Paterson reported that The Original Cottage Company were planning to consult with the Community regarding plans for a new development which would include a two storey office block of traditional construction and a car park with access from Dereham Road, allowing space for future extension to the Doctors' Surgery. No plans were yet available for consideration.

TC19/115. TO NOTE ITEMS OF LATE CORRESPONDENCE AND REFER TO FUTURE AGENDA ITEMS

Future agenda items to include Clerk's annual review and the Church wall

TC19/116. TO CONFIRM THE DATE OF THE NEXT FULL COUNCIL MEETING.

The date of the next Town Council meeting was confirmed as 7.30pm on Wednesday 10th July 2019,

The meeting was adjourned at 8.58pm for the Stimpson's Piece Trustee Meeting and reconvened at 9.23pm

TC19/117 TO CLOSE THE MEETING TO PRESS AND PUBLIC

Pursuant to section 1(2) of the Public Bodies (Admission to meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the Press and Public leave the meeting during discussion / approval of staffing matters – Clerks appraisal

As the Personnel Committee report had not been circulated to full Council, it was unanimously agreed to defer this agenda item until the next meeting.

TC19/118. TO CLOSE MEETING

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