



MINUTES OF THE MEETING OF REEPHAM TOWN COUNCIL

HELD ON WEDNESDAY 8th DECEMBER 2021 AT 8.00pm at Stimpson's Piece Pavilion.

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

Town Clerk – Kirsty Cotgrove

District Councillor S. Beadle

County Councillor G. Peck (from 8:09pm)

Police Representative PC Bailey

5 members of the public

1. APOLOGIES FOR ABSENCE

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

2. DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

3. TO RECEIVE AND APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 10th NOVEMBER 2021

Minutes of the Town Council Meeting held on 13th October 2021 had previously been circulated. The minutes were unanimously **AGREED** (prop. Cllr Steel, sec. Cllr Harding).

4. INFORMATION ON MATTERS FROM PREVIOUS MEETINGS

None.

5. REPORTS FROM POLICE, DISTRICT AND COUNTY COUNCILLORS

Police – PC Bailey was in attendance and gave a brief verbal report. A priority setting meeting has taken place, and the new priorities are speeding and anti-social behaviour. A traffic survey box was put up opposite Bircham Road from 15th – 22 November, and PC Bailey has sent the report to Councillors. It shows very few vehicles speeding along that stretch of road. A number of members of the public in attendance disputed the speeds recorded and gave representation of dangerous driving along Norwich Road. PC Bailey advised that the recording device is calibrated and certified as correct.

County Cllr Peck arr. 8:09pm.

It was confirmed that the location of the box was chosen to ascertain the sizes of vehicles travelling past the church wall, but did not record registration details of individual vehicles. PC Bailey offered to put the box further out of the town. It was agreed that this issue will be included in the January agenda. Cllr Mitchell asked members of the public to contact the Town Council with their experiences, and suggestions for improvements, so the Council can make representation to Highways.

PC Bailey left at 8:25pm.

District Councillor – District Cllr Beadle has assisted the Nursery in obtaining a grant for £500, and has put the Clerk in contact with someone at District Council who can assist with advice for funding for a new skatepark. The Wood Dalling Road planning application was turned down, as it is outside the development zone. District Cllr Beadle urged the Council to consider a Neighbourhood Plan. It will be discussed in the coming months, but it was noted that a plan would involve an enormous amount of time and effort.

County Councillor - County Cllr G. Peck gave a verbal report, which covered the budget consultation, which is taking place in respect of the 2022/23 County Council budget.

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

None – covered in Police report.

7. EXCLUSION OF PUBLIC AND PRESS

Under the Public Bodies (Admission to Meetings) Act 1960, and in accordance with the Council's Standing Orders, it was **AGREED** to exclude the public and press from item 23, due to confidential nature of the item to be discussed - salaries (prop. Cllr Harding, sec. Cllr Hazelwood).

8. 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** (prop. Cllr Mitchell, sec. Cllr Lester)

(b) To receive the income & expenditure report to 30th November 2021

The Income & Expenditure report was received.

(c) To approve a quote for legionella testing at Stimpson's Piece

Two quotes were received. It was **AGREED** to accept the quote from Lakeside Water, for £318.50 (prop. Cllr Steel, sec. Cllr Harding).

(d) To consider membership of Norfolk Parish Training and Support

Following discussion, it was **AGREED** to join NPT&S (prop. Cllr Steel, sec. Cllr Fisher).

(e) To consider the purchase of a laptop for the RFO, for up to £350

The RFO needs a new laptop. It was **AGREED** she should purchase one, for a maximum for £350 (prop. Cllr Lester, sec. Cllr Harding).

(f) To approve the budget for 2022/23

The precept has not been increased in recent years, as the Council had sufficient reserves. Operating costs are increasing, and there is upcoming work necessary on the churchyard wall. Following discussion, the budget was **AGREED** (prop. Cllr Lester, sec. Cllr Fisher).

(g) To approve the precept for 2022/23

Due to anticipated increased expenditure in 2022/23, it was **AGREED** to increase the precept to £82,825 (prop. Cllr Harding, sec. Cllr Steel).

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

The working group have inspected the Stony Lane and Fiddlers Field sites. Most plots are well cultivated, but a few tenants will be written to. It was agreed that Cllr Fisher will re-join the allotment working group.

10. PERSONNEL COMMITTEE – TO APPROVE AN ADDITIONAL APPOINTMENT TO THE PERSONNEL COMMITTEE AND TO RATIFY THE TERMS OF REFERENCE

During the process for appointing a Clerk earlier in the year, it became apparent that the quorum of two for the Personnel Committee was incompatible with the Standing Orders. To bring the quorum to three, it was agreed that an additional member of the committee is necessary. It was **AGREED** to appoint Cllr Steel to the Personnel Committee, and to update the Terms of Reference to increase the membership of the committee to four, with the quorum at three (prop. Cllr Mitchell, sec. Cllr Lester).

11. CEMETERIES –

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

The repairs have been authorised, and should be carried out in December. A volunteer has temporarily repaired the potholes with gravel in the meantime.

(b) To update on churchyard footpath repairs

The Clerk is investigating responsibilities for the path.

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

Cllr Lester had sent a comprehensive report maintenance programme and map to Councillors. It was noted that one bay which urgently requires repair is where Highways have agreed to put up a barrier, so the work will need to be done prior to Highways carrying out their installation. Concern was raised that, should the barrier be hit when installed, it could cause damage to the foundations of the wall, so assurances will need

to be sought from Highways as to how they will prevent this. Work is also required to the Ollands Way wall. It was agreed that the Clerk will obtain quotes for repairs to bays 4, 6 & 7, and to remove the vegetation in front of the Ollands Way wall. Cllr Mitchell thanked Cllr Lester and the working group for their work on this.

13. MARKET PLACE – TO RECEIVE ANY UPDATES

An enquiry for a stall has been received. The Clerk has sent an application form.

14. OVERTON WAY PLAY AREA

Nothing to report.

15. TOWN HALL – TO RECEIVE ANY UPDATES

(a) To accept a quote for a new AV system

Following discussion, it was AGREED to accept the quote from ETS at £4145, exc. VAT (prop. Cllr Harding, sec. Cllr Steel).

(b) To review hire fees and a cancellation procedure

A new cancellation procedure was AGREED, and it was AGREED not to increase the fees (prop. Cllr Harding, sec. Cllr Steel).

(c) To feedback on the recent Fire Risk Assessment and to approve actions required

A number of small items were raised, and an action plan has been produced and distributed to Councillors prior to the meeting. It was AGREED that the Clerk will obtain quotes for the work required.

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

Cllr Morgan, the link Councillor for Whitwell Common, was not present.

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

None.

18. HIGHWAYS MATTERS

(a) Update on Bircham Rd/Ollands Rd handrail

It is understood that the current Highways Engineer leaving at the end of this month, so this and other agreed works will be chased with the new engineer in January, with a site meeting requested.

(b) Any Other Highways Matters

None. Traffic flow in Reepham will be discussed in the January meeting.

19. PLANNING

(a) APPLICATIONS FOR CONSIDERATION

(i) 20212062. 1 New Road, Reepham. Two storey rear extension. It was AGREED that the Council have no comment or objection to this application.

(b) APPLICATIONS DETERMINED

(i) 20211745. Land off Wood Dalling Road, Reepham. Erection of seven single storey dwellings with site access. Outline refusal by Broadland District Council.

(c) TO CONSIDER LATE PLANNING APPLICATIONS

None.

20. TO UPDATE ON WIND FARM CABLING CORRIDORS AND APPLICATIONS

No update. A decision by the Planning Inspectorate is due any day for the Boreas project. Hornsea have still not replied to the Clerk regarding traffic queries raised.

21. TO CONSIDER MAKING REPRESENTATION TO BROADLAND DISTRICT COUNCIL PLANNING, REGARDING LACK OF COMPLETION OF THE CROWN MEADOW DEVELOPMENT

Following correspondence from a Parishioner, it was noted that this development has been ongoing for approximately 30 years. The developer contacted Cllr Mitchell prior to the meeting to advise that he has now retired, and cannot complete the development, but will keep the area tidy. It was agreed that this is a planning matter, so the Clerk will contact the Parishioner to advise that they can report it to Broadland

District Council Planning Enforcement if they wish to.

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

(a) A resident wrote to the Council to advise that a number of additional documents have been added to the portal for 20200847, and to ask if the Council will make further representation. The Clerk has contacted the Planning Officer, who confirmed that the documents are of a technical nature, so no reconsultation is necessary. The Clerk will let the resident know.

(b) A resident of Norwich Road has written to complain that her house has again been hit by a vehicle. As previously discussed, this will be added on the January agenda.

(c) Cllr Morgan has suggested a response to Jerome Mayhew's email. This will be discussed, if necessary, in the January meeting.

All members of the public left the meeting at 9:13pm.

23. TO RECEIVE RECOMMENDATIONS FROM THE PERSONNEL COMMITTEE

(a) To receive recommendations from the RFO's appraisal, and to approve any actions

A satisfactory appraisal has taken place, and it was AGREED to increase the RFO's salary as recommended (prop. Cllr Lester, sec. Cllr Fisher). Thanks were recorded to the RFO for all of her assistance and additional time given in both the Clerk's recruitment process and in between the previous Clerk leaving and the new Clerk's start.

(b) To agree staff salary increases

It was AGREED to increase the cleaning staff's salaries, in line with the Real Living Wage Foundation's recommendations (prop. Cllr Mitchell, sec. Cllr Harding).

24. TO CONFIRM THE DATE AND TIME OF THE NEXT TOWN COUNCIL MEETING – 12th JANUARY 2022

It was agreed that the next meeting should be held on Wednesday 12th January 2022 at 8pm at the Town Hall.

25. TO CLOSE THE MEETING

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

Minutes Agreed..... 12th January 2022