

# DEREHAM TOWN COUNCIL

11<sup>th</sup> June 2019

At a meeting of the **Full Council** held on **Tuesday 11<sup>th</sup> June 2019** in the Assembly Rooms at **7.30pm**.

**Present:** Councillors L Monument (Chairman), C Bunting, H Bushell, P Duigan, S Green, H King, T Monument and P Morton.

Also in attendance: Deputy Town Clerk Jillian Barron, Town Council Officer Julie Mason and County Councillor W Richmond.

19. **To receive any World War One centenary commemorations.**  
There were no World War One centenary commemorations.
20. **To receive apologies for absence.**  
Apologies for absence were received from Councillor H Clarke.
21. **Declaration of Interest.**  
There were no declarations of interest.

*The meeting was adjourned for public speaking at which the following items were raised:*

*PC Downs addressed the meeting providing the crime statistics for Dereham.*

*Allotment holders Mr Hunt, Mr Buck, Mr Stamp and Mr Rose said that during an allotment inspection being carried out by Town Council staff they were advised that they were not allowed to have cockerels on their allotment plots. The allotment holders said they had had cockerels on their allotment plots for many years and they had not caused any problems.*

*Councillor L Monument said that the cockerels could have a stay of execution at least until this had been discussed at the next meeting of the Recreation Committee on 25<sup>th</sup> June.*

*County Councillor W Richmond said that he and Councillor P Duigan would be meeting with the Highways Engineer in the morning: should any Councillor have any questions they would like him to put forward then they should notify him before 10am.*

*The meeting resumed.*

22. **To receive announcements.**  
There were no announcements.

23. To receive, confirm as correct and sign the minutes of the **Annual Town** meeting held on **Tuesday 14<sup>th</sup> May 2019.**

Proposed by Councillor L Monument, seconded by Councillor P Morton the minutes of the Annual Town meeting were agreed and signed.

24. **Market & Buildings Committee**

- (a) To receive, confirm as correct and sign the minutes of the meeting held on **Tuesday 28<sup>th</sup> May 2019.**

Proposed by Councillor L Monument, seconded by Councillor H King the minutes of the Markets & Buildings Committee Tuesday 28<sup>th</sup> May 2019 were agreed and signed subject to minor amendments, entered in the minute book at the meeting.

- (b) To receive a report from the Chairman, discuss any matters arising therefrom and vote on recommendations.

The following two recommendations were agreed and approved by the Council without amendment:

**To discuss Market Rules.**

That the Market Rules should be amended as per Councillor L Monument's suggestions.

**To consider external redecoration of Cemetery Lodge, chapels and mortuary. Also to consider external decoration and pargeting repair at Bishop Bonners Cottages.**

That external redecoration of Cemetery Lodge, chapels and mortuary, also the external decoration and pargeting repair at Bishop Bonners Cottages be carried out. This would include the damp at Bishop Bonners Cottage.  
The council would employ Anna High to oversee the work.

25. **Social & Welfare Committee**

- (a) To receive, confirm as correct and sign the minutes of the meeting held on **Tuesday 28<sup>th</sup> May 2019.**

Proposed by Councillor L Monument, seconded by Councillor T Monument the minutes of the Social & welfare Committee Tuesday 28<sup>th</sup> May 2019 were agreed and signed subject to minor amendments, entered in the minute book at the meeting.

- (b) To receive a report from the Chairman, discuss any matters arising therefrom and vote on recommendations.

The following four recommendations were agreed and approved by the Council:

**To consider Community car rule for the under-16s.**

That the charge for a Community Car journey would be the same price regardless of the age of the passenger.

**To Consider Community Car scheme rules for compassionate visits.**

That requests for compassionate journeys should be judged on a case by case basis, at the discretion of the co-ordinator, taking into consideration individual circumstances and availability of drivers. Priority should always be given to medical journeys.

**To consider Cemetery rules with regard to items on graves.**

That any items that are not classed as offensive will be allowed providing they are placed on the plinth of the headstone, and do not overhang the plinth.

**To consider possibility of organisations /religious groups purchasing the burial rights to a block of grave spaces.**

That organisations/religious groups should be allowed to purchase burial rights in blocks of grave spaces. The burial rights would be sold at parishioner rates, if any bodies being interred were non parishioners then the balance would be paid at that time. This would be the non-parishioner rate minus the parishioner rate at the time of the funeral. Any requests for ten or more plots should be brought back to the Social & Welfare Committee.

26. **Finance & Governance Committee**

(a) To receive, confirm as correct and sign the minutes of the meeting held on **Tuesday 4<sup>th</sup> June 2019.**

Proposed by Councillor L Monument, seconded by Councillor H Bushell the minutes of the Finance & Governance Committee Tuesday 4<sup>th</sup> June 2019 were agreed and signed.

(b) To receive a report from the Chairman, discuss any matters arising therefrom and vote on recommendations.

The following three recommendations were agreed and approved by the Council without amendment:

**Consider Grants.**

That the committee recommended payment of the following grants:

Organisation	Amount	Purpose.
Wellspring Family Centre	£1,000	Towards replacement glazing in velux windows, updating lighting, furniture, equipment and décor.

Toftwood Village Hall	£465	New signage to help identify and locate the Hall.
Stag Explorer Scouts Unit	£339.80	Camping stoves and cook sets

**Review of Financial and Operational Risks Register.**

That the fire risk assessments and all inspections for the Assembly Rooms be reviewed this year as part of the review of risk assessment. The results would be reported back to the finance and governance committee.

**Appoint Internal Auditor 2019/20.**

That Mr Robin Goreham be appointed as the internal auditor for 2019/20 at an hourly rate of £16/hr.

27. To receive, confirm as correct and sign the minutes of the **Planning** meetings held on **Tuesday 14<sup>th</sup> May 2019** and **Tuesday 28<sup>th</sup> May 2019.**

Proposed by Councillor L Monument, seconded by Councillor P Duigan the minutes of the Planning meetings Tuesday 14<sup>th</sup> May 2019 and Tuesday 28<sup>th</sup> May 2019 were agreed and signed subject to minor amendments, entered in the minute book at the meeting.

28. **To receive and adopt the list of accounts paid, the Financial Statement and list of accounts to be paid.**

Proposed by Councillor L Monument, seconded by Councillor H Bushell, list of accounts paid, the Financial Statement and list of accounts to be paid were agreed and signed.

29. **To consider reinstating position of civic assistant to the Mayor.**

Proposed by Councillor T Monument, seconded by Councillor P Duigan, it was agreed to reinstate the position of civic assistant to the Mayor for one year. This position is to be reviewed in February/March 2020.

30. **To consider appointing civic assistant to the Mayor.**

Councillor P Duigan proposed Councillor H Bushell, seconded by Councillor H King. Councillor H Bushell accepted the appointment of civic assistant to the Mayor.

31. **To co-opt Councillors**

Councillors read the applications from the five prospective Councillors before the voting commenced. The following received majority votes and were co-opted onto the Town Council: **Kay Grey, Alan Grey and Amy-Jane Brooks.**

Amy-Jane Brooks signed her acceptance of office and joined the meeting. Kay Grey and Alan Grey were not in attendance owing to illness.

32. **To consider commissioning further Cycling Studies to support improvements to the cycle network in Dereham**

Proposed by Councillor P Morton, seconded by Councillor S Bunting it was agreed that the Town Council commission further Cycling Studies to support improvements to the cycle network in Dereham. The cost of Norfolk County Council carrying out this work would cost £6000 and would be funded from the Neighbourhood Plan budget.

33. **To receive a report on the use of Outdoor Playing spaces as Sustainable Urban Drainage schemes (SuDS).**

Councillors received the report and agreed that this should be used as evidence in the Neighbourhood Plan. It was also felt that any future developers should be made to adhere to the report.

Councillors said that Agrostis should be invited to a council meeting to carry out a presentation on the report and how it would be best used.

34. **Update regarding the Dereham Transport Study.**

Councillors received an update regarding the Dereham Transport Study.

Councillors agreed that in order to move forward constructively the following points are pursued:

*1) That NCC recognise that Dereham has critical congestion issues and that there could be serious risks to the functioning of the Town over the next 10 years if traffic grows as currently predicted.*

*2) That NCC agree that if the review of the Local Plan includes any growth that is likely to require a transport study then the LPA should commission a comprehensive transport assessment of the whole town.*

*3) That an agreement is reached on how traffic and congestion can be monitored so that we all can understand how congestion and travel patterns are changing over time. Modern-day use of mobile phone data enables traffic and congestion to be monitored relatively cheaply. That this monitoring forms part of the Annual Norfolk Market Town Centre report already carried out by Norfolk County Council. It will then be possible for everybody to see any trends establishing over time.*

*4) That Norfolk County Council and Dereham Town Council agree a level of congestion, above which; further investigations by NCC would be triggered and the development of a scheme to address the congestion would need to be considered.*

35. **To agree membership of Committees.**

This item was deferred to the July Full Council meeting.

36. To confirm representatives for outside bodies (normally appointed for 4 years).

(a) **Trustees of Charities:**

Aaron Williamson's Charity  
Councillors P Morton & H Clarke

Dereham Relief In Need Charities  
Councillors P Morton & H Clarke

East Dereham Educational Charity Trust.  
Councillors P Morton & H Clarke

(b) **Representation on other bodies:**

Friends of Dereham Hospital  
Councillor H Clarke

Dereham Twinning Associations:

- Ruthen – Councillor L Monument
- Caudebec: - Councillor P Morton

Citizens Advice Bureau  
Councillor C Bunting

Civil Emergency Member (to liaise with Breckland Council Emergency Officer)  
Councillor P Duigan

37. **To sign the Annual Governance Statement 2018/19**

Councillors reviewed all questions individually, these were agreed and signed.

**To sign the Accounting Statement 2018/19**

The Accounting Statement for 2018/19 was approved and signed.

**Chairman**