

# DEREHAM TOWN COUNCIL

8<sup>th</sup> June 2021

At a meeting of the **Full Council** held on **Tuesday 8<sup>th</sup> June 2021** in the Memorial Hall at **7.30pm**.

**Present:** Councillors S Green (Chairman), A Brooks, C Bunting, H Clarke, K Cogman, P Duigan, H King, L Monument, T Monument and P Morton.

Also in attendance: Town Clerk Tony Needham, Deputy Town Clerk Jillian Barron, District Councillor A Webb and County Councillor W Richmond.

19. **To receive apologies for absence.**

There were no apologies for absence

20. **Declaration of Interest.**

Councillor H King declared an interest in minute 25 as he is a member of the Royal British Legion.

*The meeting was adjourned*

District Councillor A Webb gave an update on the issues at Safari Way, she said it was still with Breckland Councils legal team but would keep every one updated. Councillor H Clarke asked what action could be taken, Councillor A Webb advised Councillor H Clarke to speak to District Councillor G Bambridge for more details.

Councillor A Brooks asked that now the eviction ban has been lifted are Breckland Council prepared and can they guarantee to rehouse people.

Councillor A Webb replied that Breckland Council have put out lots of information for those who may be evicted advising them not to leave it until the last minute which will help Breckland Council find them suitable accommodation, some people have preferential and houses are not always available in those area.

County Councillor W Richmond congratulated Councillor S Green and H King on being elected Mayor and Deputy Mayor.

Councillor W Richmond said that he was meeting with the new Highways Engineer on the 17<sup>th</sup> June at 9am and hope that the Town Clerk and Councillor P Duigan would be able to join them. He also said that if Councillors had any questions they would like him to put forward then they should let him know.

Councillor P Morton said that some repairs had been carried out on the track at the back of the new Cemetery but there was still work to be done to rectify it. Councillor W Richmond said he would look into this.

Councillor H Clarke asked Councillor P Duigan if there were any updates on the closure of the Children's Centre on London Road. Councillor Duigan said that he was still waiting to hear back about the Children's Centre but what happens to it will depend on whether Children's Services want to keep it. A report would need to go to cabinet before it could be disposed of.

Councillor H Clarke said that as Councillor P Duigans Highways allowance had been raised to £10,000 did he have any plans on what he would spend this on? Councillor P Duigan replied that he hadn't made a decision and was open to any potential ideas. Councillor W Richmond said that this funding could also be used for electric car charging points and tree planting.

Councillor H Clarke asked if the leaflet 'Are You At Risk' was just going to those living in areas that flooded. Councillor W Richmond replied that the leaflets were being delivered to everyone in the County so that those who are subjected to flooding would have a direct line contact number.

Mr Hunt addressed the meeting stating that he had been an allotment holder for 7 years and now feels that he is being singled out as he is the only allotment holder receiving letters about not having permission for a shed and several other issues.

Carolyn Coleman from about Dereham advised the meeting that the Information Panels should be ready for the 25<sup>th</sup> June and asked if the Council would like a launch event. Carolyn continued by suggesting that three small events might be best due to not wanting crowds, the first event would be in the Market Place, the second in Wrights Walk and the third at Mid Norfolk Railway. Councillor agreed this was a good idea. District Councillor A Webb thanks Carolyn for all her hard work.

The Mayor, Councillor S Green gave an update on the Town Plan working group.

*The meeting resumed*

21. To receive, confirm as correct and sign the minutes of the virtual **Annual Town Council meeting** held on **Tuesday 11<sup>th</sup> May 2021**.

Proposed by Councillor S Green, seconded by Councillor L Monument the minutes of the virtual Annual Town Council meeting Tuesday 11 <sup>th</sup> May 2021 were agreed and signed.
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22. **Virtual Heritage & Open Spaces Committee meeting**
  - (a) To receive, confirm as correct and sign the minutes of the meeting held on **Tuesday 25<sup>th</sup> May 2021**.

Proposed by Councillor P Duigan, seconded by Councillor P Morton the minutes of the virtual Heritage & Open Spaces Committee meeting Tuesday 25 <sup>th</sup> May 2021 were agreed and signed.
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- (b) To receive a report from the Chairman, discuss any matters arising therefrom and vote on recommendations.

The following recommendations were agreed and approved by the Council:

**To receive report from the Footpaths Warden**

The Town Council write to Norfolk County Council regarding RB3 and RB39.
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## **To consider unclaimed PROW for the 2025 deadline**

The Town Council write to George Freeman requesting he ask the Government for a 5-year extension.

### **23. Virtual Recreation Committee meeting**

(a) To receive, confirm as correct and sign the minutes of the meeting held on **Tuesday 25<sup>th</sup> May 2021**.

Proposed by Councillor A Brooks, seconded by Councillor C Bunting the minutes of the virtual Recreation Committee meeting Tuesday 25<sup>th</sup> May 2021 were agreed and signed subject to the following recommendation being included: 'The committee recommended adopting open spaces from Persimmon Homes development 3PL/2019/1526/D'

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

The following recommendations were agreed and approved by the Council:

#### **Consider Playing Pitch Strategy**

The Town Council take legal advice with regard to section 52(3)(a) of the Public Health Act 1961.

The Town Council liaise with the schools with regards to community use of their pitches.

#### **To consider improving Play Provision following on from the Play and Open Spaces Assessment**

The Town Council use the Play Assessment to invite tenders for the play equipment on the sites outlined.

The Town Council use the full budget of £200,000 towards the play provision.

The Town Council write to Breckland Council to ask them to improve play provision at Sandy Lane open space and the Highfields area.

The Clerk compile a schedule of potential parcels of open space which could be used as Local Areas for Play or community seating areas. Councillors would make suggestions to the Clerk and the schedule brought back to a future meeting.

#### **To consider next steps for addressing shortfall in open spaces**

The Town Council should reengage with Solicitors at NP Law to review progress so far and map-out the next steps for Councillors to consider.

#### **To consider adopting open spaces from Persimmon Homes development 3PL/2019/1526/D**

The Town Council adopt open spaces from Persimmon Homes development 3PL/2019/1526/D.

Councillor A Brooks left the meeting.

24. **Virtual Personnel Committee meeting**

(a) To receive, confirm as correct and sign the minutes of the meeting held on **Tuesday 1<sup>st</sup> June 2021**.

Proposed by Councillor H King, seconded by Councillor S Green the minutes of the virtual Personnel Committee meeting Tuesday 1<sup>st</sup> June 2021 were agreed and signed.

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

The following recommendations were agreed and approved by the Council:

**To review grading and progression through pay scale of Admin Officers.**

That Scale 4 be removed from the pay scale for this post and that staff currently on this pay scale be advanced 5 SCPs.

25. **Virtual Finance & Governance Committee meeting**

(a) To receive, confirm as correct and sign the minutes of the meeting held on **Tuesday 1<sup>st</sup> June 2021**.

Proposed by Councillor T Monument, seconded by Councillor P Morton the minutes of the virtual Finance & Governance Committee meeting Tuesday 1<sup>st</sup> June 2021 were agreed and signed.

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

The following recommendations were agreed and approved by the Council:

**To Consider grant applications**

The following grants were agreed.

Applicant	Purpose	Amount	Comment
Dereham Theatre Company	Support for restarting the Panto following COVID.	£500	Make clear that this is a one-off exception.
Dereham Royal British Legion	Towards show to commemorate 100 years of the RBL.	£500	
Dereham Bowls Club	Towards cost of CCTV.	£365	

**To review ear-marked**

1. That the ear market reserve for Legal Contingency and Planning Advice, accumulated up to 2020, be transferred to General Reserve.
2. That the funds accumulated since 2020 to be allocated to a new ear marked reserve for improving walking and cycling.
3. That half of the currently undesignated earmarked reserve be designated towards climate change initiatives.
4. The remaining undesignated fund will be considered again at the next Finance and Governance Committee when there is likely to be a better understanding of the options around the Queen Mothers Garden.

**To review 5-year projects and capital budget.**

£20,000 be set aside as the Council's contribution to improvements to the Neatherd track.

**To appoint internal Auditor for 2021/22**

Mr R Goreham be appointed Internal Auditor for financial year 2021/22.

**To consider process for paying invoices.**

- 1) 'Cheques to be issued' should be renamed 'payments to be made'
- 2) Where possible payments would be made following a full council meeting, but, where necessary, payment could continue to be made between meetings and reported to the next full council as payments made.
- 3) That invoices continue to be paid electronically, where possible.
- 4) That the 'payments to be made' list is prepared for Councillors by a member of staff not responsible for ordering materials.
- 5) Invoices would be available for any Councillor to inspect at any time.
- 6) That the internal auditor be required during the audit, to select two months at random and go through every payment in that month. During the audit the Internal Auditor would check that the invoices match the payment and the invoice matches what is stated on the 'Payments to be made'.
- 7) That the invoices be made available to Councillors and full council meetings.
- 8) Any Councillor could also do an audit at any time.

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

Proposed by Councillor S Green, the list of accounts paid, the Financial Statement and list of account to be paid were agreed.

**27. To approve the Annual Governance Statement 2020/21**  
Councillors reviewed all questions individually, these were agreed and signed.

**28. To approve the Accounting Statement 2020/21**  
This was agreed and signed.

29. **To consider planting a small copse with seating area to celebrate the work carried out by all the essential workers during the COVID 19 crisis.**  
Councillors agreed in principle and suggested it be discussed at the July Full Council meeting with suggestions of a location.

**Chairman**