

DEREHAM TOWN COUNCIL

12th March 2024

At a meeting of the **Full Council** held on **Tuesday 12th March 2024** in the Memorial Hall at **7.30pm**.

Present: Councillors H King (Chairman), A Brooks, K Cogman, P Morton, C Coleman, Z Flint, A Greenwood, L Monument, S Green and P Duigan.

Also in attendance: Town Clerk T Needham and Deputy Town Clerk J Barron.

116. **To receive apologies for absence.**

Apologies for absence were received from Councillor H Clarke.

117. **Declaration of Interest.**

Councillor A Greenwood declared a personal interest as he is a member of St Nicholas Bowls Club and Councillor K Cogman declared that she is a District Councillor.

The meeting was adjourned

There was no public speaking

The meeting resumed

118. **To receive announcements.**

The Mayor, Councillor H King announced that he had attended the following events:

20th February 2024 – Hear 2 Care Coffee Morning
4th March 2024 - Raising of the RNLI Flag
4th March 2024 - Meeting with Breckland Council

The Mayor, Councillor H King and Deputy Mayor, Councillor L Monument announced that they had attended the following events:

23rd February 2024 - Everyone Has A Right To Play Campaign

Councillor P Duigan arrived.

119. To receive from the Chairman, confirm as correct and sign the minutes of the **Full Council meeting** held on **Tuesday 13th February 2024**.

Proposed by Councillor H King, the minutes of the Full Council meeting held on Tuesday 13 th February 2024 were agreed and signed subject to a minor amendment.
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120. To receive from the Chairman, confirm as correct and sign the minutes of the additional **Full Council meeting held on Tuesday 20th February 2024.**
To receive comments from the Clerk relating to the business of this meeting.

Proposed by Councillor L Monument, the minutes of the additional Full Council meeting held on Tuesday 20th February 2024 were agreed and signed.

121. **Heritage & Open Spaces**

- a) To receive from the Chairman, confirm as correct and sign the minutes of the **Heritage & Open Spaces Committee meeting held on 27th February 2024.**

Proposed by Councillor P Duigan, the minutes of the Heritage & Open Spaces Committee meeting held on Tuesday 27th February 2024 were agreed and signed.

- b) To discuss any matters arising and vote on any recommendations listed below.

The following recommendation was agreed and approved by the Council:

To consider Biodiversity policy.

The Biodiversity policy was agreed subject to the inclusion of the following:

- The tree planting budget to be increase by 50%
- Herbicide only being used when necessary
- The rear of new cemetery included noting that it is managed under Higher Level Stewardship

122. **Recreation**

- a) To receive from the Chairman, confirm as correct and sign the minutes of the **Recreation Committee meeting held on 27th February 2024.**

Proposed by Councillor K Cogman, the minutes of the Recreation Committee meeting held on Tuesday 27th February 2024 were agreed and signed.

- b) To discuss any matters arising and vote on any recommendations listed below.

The following recommendations were agreed and approved by the Council:

To consider Amendment to Allotment Tenancy Agreement.

The following clause be included in the allotment tenancy **'To treat all Council staff with courtesy and respect. Verbal abuse or threats towards staff will not be tolerated and could lead to the tenancy being revoked'**.

An additional clause be added to include to protect other tenants,

contractors and Councillors from verbal abuse and threats. The wording would be brought back to Full Council.

To consider current process for evicting allotment tenants (Torts (Interference with Goods) Act 1977)

An additional clause be added to the tenancy (if not already there) stating the length of time from the eviction date when all the tenants belonging should be removed.

123. **Finance & Governance**

- a) To receive from the Chairman, confirm as correct and sign the minutes of the **Finance & Governance Committee meeting** held on **5th March 2024**.

Proposed by Councillor S Green, the minutes of the Finance & Governance Committee meeting held on Tuesday 5th March 2024 were agreed and signed.

- b) To discuss any matters arising and vote on any recommendations listed below.

The following recommendations were agreed and approved by the Council:

To consider grants applications.

The Following Grants were agreed:

Organisation	Purpose	Amount	Comment
Dereham St Nicholas Bowls Club	Towards a new fence	£1,000	Suggest that the Club also requests funding from Breckland Council
Dereham Community Crafters	D-Day commemoration event.	£400	
Dereham Band	Summer Concerts	£500	

Review expenditure against budget

It was agreed that from the end of this financial year and until otherwise decided that any underspend in the allotment Maintenance Budget be placed in an ear marked reserve for allotment capital projects.

To review Standing Orders

The recommendations for amendments to Standing Orders were proposed, seconded, and adjourned to the next meeting.

To Consider amending Standing Order 20.

Standing Order 20 be amended to read:

If the subject matter of a resolution comes within the province of a Committee of the Council, it shall be placed before such Committee or to such other Committee as determined by the Clerk in consultation with the proposer; unless the Chairman of the Council and the Chairman of the relevant committee considers it to be a matter of urgency, then they may allow it to be dealt with at the next Council meeting.

This would be reviewed in 12 months.

That there would be no regular meetings in August:

The Council look at not holding ordinary meetings in August, the Clerk would look at options and bring back to Full Council.

Selection of future Work Streams and presenting reports to Council and its Committees.

The Council suspend Standing Order 20 for the time being and implement the following working practice:

All reports for consideration should be prepared by an Officer.

1. A Councillor thinks that the Council should do something new.
2. The item is then placed on a committee agenda. If the matter is quite straight forward, incurs minimal cost and minimal risk, it could be dealt with by the Committee. If it is something which, has risk and resource implications and therefore needs more consideration and it is something which the committee wishes to pursue further, then committee could decide to 'commission' a report. The report would be prepared by the Clerk in consultation with the proposing Councillor. The report would briefly set out the proposal, risk, costs, opportunities and potential issues. The report would be a First Step Report and not a thorough report.
3. If, after receiving the first step report, the committee still felt it was something that it might want to consider pursuing at a later date, it would place the report on the list of potential work streams. When Councillors then decide to select the next work stream, there will be a better understanding of some of the issues for each item under consideration.

Progress on work streams would be updated in a written report to every committee to which the work stream sits within.

In addition to the above points.

That Standing Order 1 also include reference to Full Council meetings being held on the second Tuesday of the month with regular committees on the fourth Tuesday of the month. Any other meetings will be arranged on other Tuesdays.

To review Insurance Schedule.

It was agreed that all items other than mobile phones with a valuation of less than £3,000 be removed from the insurance schedule.
To check to see if the excess can be increased to £2,000.

To consider Communications Policy

The Communications Policy produced by the Working Group be adopted.

To consider the draft Terms of Reference for the proposed Communications and Events Sub-Committee, as requested by the Council (Cllr Coleman)

Matters relating to communications and events would sit within the province of the Social and Welfare Committee.

To discuss refurbishment and revised cost plan of Cemetery Lodge

On considering the estimated costs of the refurbishment and possible savings,

It was agreed:

- To change the construction of the extension to cavity wall blockwork and plasterboard on dabs and use trussed rafters with a raised tie.
- That, if required, funding from the 'New Cemetery' and 'Major Refurbishment of Town Council Asset ', be reallocated to this project along with the 2024/25 building repairs budget.
- Proceed to tender for the construction.

124. To receive, confirm as correct and sign the minutes of the **Planning meeting** held on **Tuesday 13th February 2024**.

Proposed by Councillor H King, the minutes of the Planning meeting held on Tuesday 13th February 2024 were agreed and signed.

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

Proposed by Councillor H King, the list of accounts paid, the Financial Statement and list of accounts to be paid were agreed.

126. **To appoint Councillor Flint to the Recreation Committee, Heritage and Open Spaces Committee and Personnel Committee.**

It was agreed that Councillor Flint be appointed to the Recreation Committee, Heritage and Open Spaces Committee and Personnel Committee.

127. **To receive any updates/reports from members of the Council who are County or District Councillors.**

There were no updates.

128. To agree to sign and seal transfer documents of open spaces at Etling View.

The transfer documents of open spaces at Etling View we signed and sealed.

129. Exclusion of press and public

Proposed by Councillor H King, seconded by Councillor L Monument it was agreed to pass a resolution to exclude the Press and Public from the meeting on the grounds that the Business to be transacted is confidential and publicity would be prejudicial to the public interest.

Councillor H King left the meeting.

130. To consider consultation on the transfer of open spaces.

Proposed by Councillor L Monument, seconded by Councillor K Cogman it was agreed to pass a resolution to suspend Standing Order 35.

Proposed by Councillor L Monument, seconded by Councillor A Greenwood, it was agreed that the council would rescind its previous decision regarding public consultation on the transfer of open spaces, on the expectation that the principle of the transfer and Heads of Terms are agreed by the end of March 2024, with sufficient certainty to enable equipment to be ordered. Also that Breckland Council continue to support the Town Council's work to acquire additional open space in the south of Dereham.

Chairman