

DEREHAM TOWN COUNCIL

10th September 2019

At a meeting of the **Full Council** held on **Tuesday 10th September 2019** in the Assembly Rooms at **7.30pm**.

Present: Councillors L Monument (Chairman), A Brooks, H Bushell, H Clarke, P Duigan, A Grey, K Grey, S Green, H King, T Monument and P Morton.

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

69. **To receive any World War One centenary commemorations.**
There were no World War One centenary commemorations.

70. **To receive apologies for absence.**
Apologies for absence were received from Councillor C Bunting.

71. **Declaration of Interest.**
There were no declarations of interest.

The meeting was adjourned

Sgt Matt Howes and PC Jon Downs from Dereham Safer Neighbourhood Team gave an update on crime figures and advised that the priorities at the moment are:

- Drug Misuse and Supply
- Vehicle Related ASB in the area
- Rural Crime patrols

Dereham Safer Neighbourhood Team has been put forward for the SNT of the year award.

The next Safer Neighbourhood Action Panel will be held on 28th October 2019.

District Councillor L Turner (*Shipdham & Scarning Parishes*) said that after another accident on the A47 in Dereham, she wants to form a local action group to push for the dualing of that part of the A47.

The action group would consist of District Councillors, three Town Councillors and Councillors from Scarning Parish Council.

Dereham Town Council agreed unanimously to give their support with Councillor P Duigan volunteering to be one of the three Town Councillors to be on the local action group.

Councillor L Turner also said that if anyone knows of any rough sleepers then please report this to Breckland Council.

District Councillor A Webb said that the Anglian Water sewerage connection at Swanton Morley is not yet commissioned and sewerage is still being taken away in tankers.

Dereham Town Council taking over the maintenance of the Neathed is still at the

informal chat stage.

There will be an update on the Unsightly Sights by the end of the month

County Councillor W Richmond said that School 20mph signs had now been installed on Quebec Road. He thanked Town Council staff for installing the SAM2 sign on Norwich Road.

County Councillor W Richmond said the he and Councillor Duigan would be meeting with the Highways officer tomorrow and should anyone have any issues they would like raised then to let him know.

The meeting resumed

72. **To receive announcements.**

The Mayor, Councillor L Monument announced that she had attended the following events:

16th August 2019 - Annual Bowls Match
8th September 2019 - Hunstanton Civic Sunday

Councillor L Monument announced that her Civic Sunday would be held on the 13th October at Trinity Methodist Church, followed by a civic reception at the Memorial Hall.

The Town Clerk advised Councillors that there would be a Finance and Governance meeting on Tuesday 17th September 2019.

73. To receive, confirm as correct and sign the minutes of the **Full Council** meeting held on **Tuesday 13th August 2019.**

Proposed by Councillor L Monument, seconded by Councillor S Green, the minutes of the Full Council meeting Tuesday 13th August 2019 were agreed and signed subject to minor amendments, entered in the minute book at the meeting.

74. **Heritage & Open Spaces Committee**

(a) To receive, confirm as correct and sign the minutes of the meeting held on Tuesday 27th August 2019.

Proposed by Councillor P Duigan, seconded by Councillor P Morton the minutes of the Heritage & Open Spaces Committee Tuesday 27th August 2019 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 receive presentation from 'about Dereham' regarding signage.

The Town Council agrees in principle to extra signage and interpretation boards as detailed in the study, financial commitments would be taken to the Finance and Governance Committee.

75. **Recreation Committee**

(a) To receive, confirm as correct and sign the minutes of the meeting held on **Tuesday 27th August 2019.**

Proposed by Councillor K Grey, seconded by Councillor P Duigan the minutes of the Recreation Committee Tuesday 27th August 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 recommendations were agreed and approved by the Council:

To consider offer regarding Holly Lodge.

The Council continues with its previous decision to realign the boundary on the correct boundary line, with the Council bearing all the costs.

76. **Personnel Committee**

(a) To receive, confirm as correct and sign the minutes of the meeting held on **Tuesday 3rd September 2019.**

Proposed by Councillor H King, seconded by Councillor K Grey the minutes of the Personnel Committee Tuesday 3rd September 2019 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 recruitment for Admin Position.

The Town Council continues with their own recruiting of staff, if this proves to be unsuccessful then using a recruitment agency would be considered.

The following recruitment procedure was agreed:

- Initial short listing
- Interview to select for second interview
- Second interview to include visit to office and task
- Final decision

77. To receive, confirm as correct and sign the minutes of the **Planning** meetings held on **Tuesday 13th August 2019** and **Tuesday 27th August 2019.**

Proposed by Councillor S Green seconded by Councillor K Grey the minutes of the Planning meetings Tuesday 13th August 2019 were agreed and signed.

Proposed by Councillor L Monument seconded by Councillor P Duigan the minutes of the Planning meetings Tuesday 27th August 2019 were agreed and signed.

78. **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 Clarke, the list of accounts paid, the Financial Statement and list of accounts to be paid were agreed and signed.

79. **Update on Neighbourhood Plan.**

The Town Clerk gave a verbal update on the Neighbourhood Plan and said that he would email a draft copy to all Councillors.

80. **To consider obtaining further legal advice relating to Planning applications.**

Proposed by Councillor L Monument, seconded by Councillor P Duigan, it was agreed that the Town Council would obtain Counsel Opinion relating to Planning applications for Swanton Road and Hopkins Homes applications. The 291 Toftwood application would be included if the Town Council's solicitor believes that there is a valid argument

81. **To confirm arrangements for Christmas Lights.**

Councillor K Grey, proposed Councillor A Grey be in charge of the organisation of the acts for the Christmas Lights event and also the compere on the day, seconded by Councillor P Duigan, and agreed.

Councillor L Monument proposed Councillor H Bushell work with Councillor H King at Santa's Grotto, seconded by Councillor H Clarke, and agreed.

All other Councillors who are available on Sunday 24th November would help by being stewards.

82. **To confirm representative for Dereham Windmill. (normally appointed for 4 years).**

No Councillor came forward as a representative for Dereham Windmill; the Deputy Town Clerk will request the meeting dates from the Windmill Trustees and forward them to all Councillors to see if anyone is available to attend.

83. **Exclusion of Press & Public**

Proposed by Councillor L Monument seconded by Councillor H Bushell 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

84. **To consider occupational maternity pay for a member of staff.**

Proposed by Councillor K Grey, seconded by Councillor S Green and put to the vote, it was agreed that qualification period for occupational maternity pay would be reduced to 52 weeks for all staff who are employed on a zero hours contract.

Chairman

