

NOTE: In the case of non-members, this agenda is for information only

DEREHAM TOWN COUNCIL

Assembly Rooms, Quebec Street, Dereham, Norfolk NR19 2DJ

Telephone: Dereham (01362) 693821 Fax: (01362) 693405

E-mail: generalenquiries@derehamtowncouncil.org

Web Site: www.derehamtowncouncil.info

3rd September 2026

Dear Councillor

You are hereby summoned to attend the next meeting of **Dereham Town Council** which will be held at the Memorial Hall, Dereham on **Tuesday 8th September 2026 at 7.30pm** to consider the items on the Agenda below.

Yours faithfully

A N Needham

**Mr A N Needham
Town Clerk**

Members requiring further information, or with specific questions, are asked to raise these with the appropriate officer at least two working days before the meeting. If the information requested is available, this will be provided, and reported to Council.

A G E N D A

1. To receive apologies for absence.
2. **Declaration of Interest.**
In accordance with the Localism Act 2011, Members are asked at this stage to declare any Disclosable Pecuniary Interests or Other Registerable Interests; as defined by the Code of Conduct adopted by the Council. Councillors shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of those interests. Failure to disclose any Disclosable Pecuniary interests or to knowingly give false or misleading information is a criminal offence under section 34 of the Localism Act 2011

Adjournment for Public Speaking - meeting to be adjourned for up to 15 minutes maximum to take questions from members of the public or to allow County and District Councillors to give a report and answer questions.
3. To receive announcements.
4. To receive from the Chairman, confirm as correct and sign the minutes of the **Full Council meeting** held on **Tuesday 11th August 2026**.
5. To receive and adopt the list of accounts paid, the Financial Statement and list of accounts to be paid.
6. To consider giving delegated authority to the Finance Committee to authorise grants for the September meeting only.

DEREHAM TOWN COUNCIL

11th August 2026

At a meeting of the **Full Council** held on **Tuesday 11th August 2026** in the Memorial Hall at **7.30pm**.

Present: Councillors Z Flint (Chairman), P Duigan, S Green, A Greenwood, R Jamieson, A Keats, L King, H King, P Morton, and R O'Callaghan.

Also in attendance: A Webb (District & County Councillor), T Needham (Town Clerk), and J Barron (Deputy Town Clerk).

36. **To receive apologies for absence.**

Apologies for absence were received from Councillor A Brooks

37. **Declaration of Interest.**

There were no declarations of interest.

The meeting was adjourned

County and District Councillor A Webb advised that there will be drop-in centres for the Local Plan on the 20th August at the Library and the 8th and 9th September at Breckland Council offices.

Councillor Webb also spoke of the Gaming Bus that will be in the marketplace on the 9th August and the Outdoor cinema that will be on Fleece Meadow on the 26th August.

A member of the public had raised the issue of people without blue badges parking in disabled bays in Cherry Tree Car park, Councillor Webb said that she was in discussion with the park enforcement authority to see what can be done to stop this.

Councillor Webb continued by saying that she had been approached by a local resident who was concerned about the lack of benches in the new cemetery and had said that they would like to have a memorial bench installed.

The Town Clerk advised that the Town Councils policy is that it does not install memorial benches.

Councillor Webb asked if the Town Sign and the bus shelters could be cleaned.

Councillor R Jamieson asked how often the bus shelters were cleaned and if the Town Council could be more proactive regarding this.

Councillor P Morton asked if there were any updates on what is happening with the Akash. Councillor Webb said that she should have more information by the end of September.

Councillor A Greenwood asked who he should contact regarding an abandoned car at the gates of the bowls club. Councillor Webb said that if she was given all the information on the vehicle then she would look into it.

County Councillor Jamieson advised that Parish Partnership Scheme, would be operating again this year.

The meeting resumed

38. **To receive announcements.**

The Mayor, Councillor Z Flint, announced that she had attended the following events:-

- | | | |
|-----------------------------|---|--------------------------------------|
| 2 nd August 2026 | - | Mid-Norfolk Railway 1940's weekend |
| 2 nd August 2026 | - | The opening of 'Another Barber Shop' |

The Town Clerk advised Councillors that the sound desk at the Memorial Hall was beginning to fail and need to be replaced, the replacement was above the five-year budget figure but after discussion with the Mayor and Chairman of Finance it was agreed that the purchase should go ahead.

Councillor Z Flint gave a brief update on the progression of a youth club in Dereham and said that she would be having a meeting with Norfolk County Council about this tomorrow.

39. To receive from the Chairman, confirm as correct and sign the minutes of the **Full Council meeting held on Tuesday 14th July 2026**

Proposed by Councillor Z Flint, the minutes of the Full Council meeting held on Tuesday 14 th July 2026 were agreed and signed.
--

40. **Personnel**

- a) To receive from the Chairman, confirm as correct and sign the minutes of the **Personnel Committee meeting held on Tuesday 21st July 2026.**

Proposed by Councillor Z Flint, the minutes of the Personnel Committee meeting held on Tuesday 21 st July 2026 were agreed and signed, subject to minor amendments.
--

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

The following recommendations were put to the vote, agreed and approved by the council:

To consider recommendation contained within the LGRC report and how to apply those recommendations.

Each recommendation related to specific numbered recommendations from the LGRC Report.

Recommendation 1.

With regards to the staff structure

It was agreed that the Council transitions to the recommended revised structure with the Deputy Clerk taking responsibility for particular committees and being titled Deputy Clerk/ Project officer. The Committee recognised that this may well lead to a change to the committees.
--

With regards to job evaluation.

It was agreed that when recruited for; the Deputy Clerk/Project Officer's post would be at SCP 28 - 29 (excluding contractual CiLCA scale point) as recommended in the LGRC Report and that reference to the Deputy Clerk's pay originally being based on 75% of the Clerk's salary, be removed from the Staff Handbook.

It was agreed to accept the recommendation from the consultants and establish the pay scale of the Clerk from SCP44 to 54 (excluding contractual CiLCA scale point).

After considering further advice from the Consultant, and in recognition of the Clerk potentially being underpaid for a number of years, the Committee recommended that the Clerk be moved from SCP51 to SCP 53 from April 2026. This would be conditional on the Clerk accepting the following contractual changes to the benefit of the Council:

1. Notice period extended from 1 month to 3 months.
2. The removal of the option to be paid overtime for Xmas lights event.

Recommendation 3.

Amendments to contracts

It was agreed that in addition to minor inconsequential amendments recommended by LGRC, the Committee recommended the following amendments:

Training: the Council reserves the option to recover the cost of any essential training if the employee leaves within 2 years of the training.

Additional hours: overtime payment is not available to Clerk and Deputy Clerk.

Expenses: mileage and subsistence expenses would be at the HMRC rates applicable at the time.

Notice period: The Clerk would need to give 3 months' notice all other employees remain at 1 month.

Recommendation 4.

With regards to Job descriptions and person specifications for the Clerk and Deputy Clerk/Projects officer.

It was agreed that the proposed Job descriptions and Person Specifications for Clerk and Deputy Clerk/project officer be accepted, subject to bullet points being numbered and that they be reviewed again immediately prior to recruitment.

Recommendation 5.

With regards to expenses:

It was agreed the staff handbook be amended to include the condition that where staff use bicycles for work purposes, that the wearing of helmet and

hi-viz clothing would be compulsory. That the Council would pay 50% of the cost of such items.

For both vehicles and cycles used for work purposes; the Council would cover difference in cost between the legally mandated insurance cover and the cost of providing third party insurance when being used for employment purposes.

Recommendation 6.

Governance review – the council acknowledged that LGRC had been commissioned by the Council to carry out further Governance work.

Recommendation 7.

Employee assistance scheme

It was agreed that this be considered at a future meeting when the costs and benefits of different schemes could be considered.

To consider progressing the development of a recruitment and selection process as part of succession planning.

It was agreed that LGRC be engaged to progress the recruitment process for the Deputy Clerk/Projects Officer, so that the recruitment process is ready when needed.

42. 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 28th July 2026.**

Proposed by Councillor P Duigan, the minutes of the Heritage & Open Spaces Committee meeting held on Tuesday 28th July 2026 were agreed and signed.

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

The following recommendations were put to the vote, agreed and approved by the council:

To receive a report from the Community Access Warden.

It was agreed that the document prepared by the Community Access Warden be posted on the Town Council website along with a link for reporting problems with footpaths. There would also be a report/simple explanation of how to use the link. This information would also be included in the Councillors information packs.

To consider having a Speed Activated Sign (SAM) policy.

It was agreed there should be a policy stating that the Speed Activated Sign should be in any one location for a maximum of 4 weeks.

To consider approach to risks arising from tree inspection reports.

It was agreed that future tree work is now focused on trees requiring work

which has been categorised as a high or medium priority in a high-risk zone.

43. **Recreation**

- a) To receive from the Chairman, confirm as correct and sign the minutes of the **Recreation Committee meeting held on 28th July 2026.**

Proposed by Councillor Z Flint, the minutes of the Recreation Committee meeting held on Tuesday 28th July 2026 were agreed and signed subject to minor amendments

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

To review parking fees Recreation Ground.

It was agreed that the parking fees for the Recreation Ground be increased to £30 per vehicle per year.

To consider options for Neatherd play equipment painting.

It was agreed that this item would be brought back to committee where further information would be provided as to the types of hardwearing paint that could be used to keep the play equipment in good order and how long the work could be guaranteed for.

To consider next steps with regards to acquiring additional outdoor playing space and grass sports pitches in south of Dereham.

The following steps were agreed with regards to acquiring additional outdoor playing space and grass sports pitches in the south of Dereham:-

1. If no landowners bring potential sites forward; landowners in the most beneficial location are contacted directly to ascertain their willingness to sell or lease land to the Town Council
2. If a willing landowner comes forward, a process assessing the suitability of the land could begin.
3. If no willing landowners come forward; then prepare a concept master plan of the most beneficial area to form the basis of public consultation to gauge public support for the project.
4. To re-engaging with NP LAW again to check the process being followed fulfils the needs for any compulsory purchase.

To consider purchasing Glebe lands from the Church of England.

It was agreed that the Town Council express an interest in purchasing land from the Church of England.

To consider offer value for Glebe lands.

It was agreed that this item be brought back to committee to discuss further options.

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

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

45. **To consider making a response to the Government's call for evidence with-regards-to revitalising the high streets.**

It was agreed to submit the following comments to the Government's committee looking at High Streets and copy George Freeman MP into the correspondence.

- There is a clear public perception that there are too many betting shops, vape shops and barber shops on local high streets, and this is detrimental to the character of the high street. HMRC should be taking a more proactive role in checking that all businesses are legitimate.
- Planning policies should be available to limit the over dominance of a single type of outlet along with the over dominance of single occupancy accommodation.
- When looking at policy to revitalise the high streets, consideration should be given to the different sizes of high streets. Policies which may be beneficial to a high street in a large urban area may be detrimental to a high street in the rural market town.
- Landlords/tenants should be held accountable if their shop fronts are not kept up to a high standard and although Breckland District Council have a design guide it is only guidance and is not enforceable.
- There seems to be a reluctance by the District Council to use Section 215 of the Town and Country Planning Act 1990 to prevent buildings becoming untidy. Any barriers to using this power should be removed.

46. **To agree to delegate the awarding of the contract for repairs and redecoration of Assembly Rooms and Bishop Bonners Cottages to the Clerk in consultation with the Chairman of Finance.**

Proposed by Councillor L Monument, seconded by Councillor R O'Callaghan it was agreed to delegate the awarding of the contract for repairs and redecoration of Assembly Rooms and Bishop Bonners Cottages to the Clerk in consultation with the Chairman of Finance.

Chairman