

DEREHAM TOWN COUNCIL

14th March 2023

At a meeting of the **Full Council** held on **Tuesday 14th March 2023** in the Memorial Hall at **7.30pm**.

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

Also in attendance: County Councillor W Richmond, District Councillor A Webb, Caroline Bidewell (Breckland Council), Town Clerk Tony Needham and Town Council Officer Gemma Drew

99. **To receive apologies for absence.**
There were no apologies for absence.

100. **Declaration of Interest.**
Councillor H Clarke declared a personal interest as he is an allotment holder.
Councillor H King declared an interest as he is a member of the Royal British Legion.

The meeting was adjourned

Councillor A Webb confirmed Dereham had now achieved “Mindful Town” status.

Caroline Bidewell from Breckland Council apologised for an error made on the QMG opening invitations where the Dereham Town Council logo had been omitted. This had now been rectified.

Councillor W Richmond confirmed all five bus shelters had been approved and would be put up during the summer.

A member of the public raised concerns over the bus shelter outside Quebec Hall. The entrance was too narrow and it was unusable. Councillor A Webb will investigate and organise the hedge to be cut. The Town Clerk also suggested we could look at replacing the bus shelter using one of the five approved from the Parish Partnership Scheme. Councillor W Richmond confirming he would look into this.

Councillor H Clarke noting that speeding on Quebec Road still an issue. Councillor P Duigan will suggest at the next SNAP meeting that speed traps are set up.

Councillor A Greenwood expressed concern over approved housing in Toftwood – the Transport Assessment approved by Norfolk County Council doesn’t correlate with what people are experiencing and he asked Councillor Duigan to put pressure on NCC about this. It was also noted there was insufficient notice given for the proposed roadworks on Yaxham Road. Councillor A Webb suggesting councillors raise complaints about this with Norfolk County Council.

Councillors K Cogman and A Brooks left the meeting.

The meeting resumed

101. To receive announcements

The Mayor, Councillor H King confirmed he attended the following events:
15 February – presentation at Dereham Windmill
15 March – Coffee Morning at Jordan Young Funeral Home

102. To receive from the Chairman, confirm as correct and sign the minutes of the **Full Council meeting held on Tuesday 14th February 2023.**

Proposed by Councillor P Morton the minutes of the Full Council meeting held on Tuesday 14th February 2023 were approved and signed.

103. **Markets & Buildings**

- a) To receive from the Chairman, confirm as correct and sign the minutes of the **Markets & Buildings Committee meeting held on 28th February 2023.**

Proposed by Councillor A Greenwood, subject to minor amendments, the minutes of the Markets & Buildings Committee meeting held on Tuesday 28th February 2023 were approved and signed.

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

To consider ground floor retail at 62 Norwich Street

The Council agreed that the ground floor of 62 Norwich Street be used by the Town Council for storage, workshop and welfare facilities for bar staff. Details of any changes needed would be brought back to the committee.

To consider appointing architect for detailed design for Cemetery Lodge

The Council agreed that Jeremy Stacey Architect be appointed for the detailed design for Cemetery Lodge.

104. **Social & Welfare**

- a) To receive from the Chairman, confirm as correct and sign the minutes of the **Social & Welfare Committee meeting held on 28th February 2023**

Proposed by Councillor L Monument the minutes of the Social & Welfare Committee meeting held on Tuesday 28th February 2023 were approved and signed.

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

To consider additional support for the Battle of Britain Parade

The Council agreed that there should be no additional support for the Battle of Britain Parade but the Town Council would continue supporting Battle of Britain Day by providing refreshments after the commemoration event.

To consider using professional stewards to close the roads on Remembrance Sunday

The Council agreed that the Town Council hire professional stewards to close the roads on Remembrance Sunday.

To consider continuing with Remembrance Sunday Live stream

The Council agreed that Remembrance Sunday should no longer be live streamed.

To discuss Market Place Christmas Tree

The Council agreed that the Town Council continue to purchase a large Christmas tree for the town centre, even if the cost was higher. Donations towards the tree would be accepted.

105. Finance & Governance

- a) To receive from the Chairman, confirm as correct and sign the minutes of the Finance & Governance Committee meeting held on the 7th March 2023

Proposed by Councillor P Morton the minutes of the Finance meeting held on Tuesday 7th March 2023 were approved and signed.

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

To consider grants applications.

The Following grants were approved:

Organisation	Purpose	Amount recommended	Comment
Friends of Dereham Memorial Hall	Contribution towards Dereham Day 2023	£1,000	
Dereham Lions Club.	Coronation tea	£300	To come from the coronation budget rather than the grants budget.
Dereham Band	Two concerts in either Ellenor Fenn or Queen Mother Garden.	£300	
Wellspring Family Church	Towards storage for the Food Cabin	£1,000	Make the group aware that this is our maximum grant and suggest that they apply to neighbouring parishes whose residents may also benefit.

The Council agreed that:

All organisations receiving a grant give credit to the Town Council.

The Cowper Memorial Church be asked for addition information for the next meeting and informed that the maximum grant is £1,000.

The grants listed, would be drawn from the underspend in the Mayor's Events budget for 2022/23, rather than the 2023/24 grants budget.

To review Financial Regulations

The Council agreed that Paragraph 6.1 be changed to include:

For electronic payments, it is essential that two members of staff oversee the system of payments. One member of staff prepares 'payments to be made',

then following authorisation from the Council, makes the payments. A different member of staff produces the Financial Statement which is checked against the bank statement and the 'payments to be made' list approved by the Council.

The Council agreed that at paragraph 11.1 (b)(i) –
second to last paragraph insert the words “paper tenders” after the word “All”

Then to insert a new paragraph to read:

Where tenders are to be received electronically, a locked email account would be created for this purpose. The account would only be unlocked after the deadline by the Council's IT providers.

To consider changes to machinery fleet

The Council agreed that the Pick-up truck, Digger and Scag mower be sold and using the proceeds along with an additional £10,000 set aside for a new digger, purchase a second hand mini tractor from Ben Burgess along with a grader box, transport box and tipper trailer.

To consider Nutrient Neutrality Credits

The Council agreed the broad heads of terms with the final contract to be brought to Full Council at a later date.

107. To receive from the Chairman, confirm as correct and sign the minutes of the **Planning meetings** held on **Tuesday 14th February 2023** and **Tuesday 28th February 2023**.

Proposed by Councillor H King, the minutes of the Planning meetings held on Tuesday 14th February and Tuesday 28th February 2023 were approved and signed.

108. 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.

109. **Exclusion of press and public**

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.

110. To confirm broad heads of terms for Nutrient Neutrality Credits.

The Clerk explained that the concept of Nutrient Neutrality Credits (NNC) was still quite fled. Issues, opportunities and risks relating to NNC was discussed; no decision was made. The Clerk would continue to meet with relevant parties and bring a proposal to the Council when there was a firm proposal.

Chairman