

DEREHAM TOWN COUNCIL

9th February 2021

At a virtual meeting of the **Full Council** held on **Tuesday 9th February 2021** at **7.30pm**.

Present: Councillors S Green (Chairman), C Bunting, H Bushell, H Clarke, P Duigan, H King, L Monument, T Monument and P Morton.

Also in attendance: Town Clerk T Needham and District Councillor A Webb.

71. **To receive apologies for absence.**

Apologies for absence were received from Councillor A Brooks.

72. **Declaration of Interest.**

There were no declarations of interest.

The meeting was adjourned

Jessica Guida addressed the meeting stating that she was speaking on behalf of her mother who had recently been issued with a Notice to Quit due to unpaid allotment rent resulting in the allotment plot being allocated to a new tenant. Ms Guida asked the Council to reconsider reinstating the allotment plot back to her mother.

The Mayor, Councillor S Green said that he would look into the matter and contact Ms Guida with his findings.

Councillor H Clarke said that the Market Place had previously been on the gritting route due to this being where the buses turn.

The Town Clerk replied saying that the Market Place had been removed for the gritting route without any discussion with the Town Council.

County Councillor P Duigan agreed to query this decision with Norfolk County Council.

District Councillor A Webb advised that due to the adverse weather conditions some refuse collections had not taken place, but all bins should be left out and collections will be made when the road conditions have improved.

The meeting resumed

73. To receive, confirm as correct and sign the minutes of the virtual **Full Council** meeting held on **Tuesday 12th January 2021.**

Proposed by Councillor S Green, seconded by Councillor L Monument the minutes of the virtual Full Council meeting Tuesday 12 th January 2021 were approved.
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74. **Virtual Heritage & Open Spaces Committee meeting**

(a) To receive, confirm as correct and sign the minutes of the meeting held on **Tuesday 26th January 2021.**

Proposed by Councillor P Duigan, seconded by Councillor L Monument the minutes of the virtual Heritage & Open Space Committee meeting Tuesday 26th January 2021 were approved subject to minor amendments.

(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 subject to the amendments shown in bold:

Dereham Heritage Trust Report, Presentation and Discussion.

The Town Clerk and Trevor Ogden prepare an options appraisal to be discussed at a future meeting.

To consider requests from individuals to plant trees.

It was agreed the **Town Council** does not accept **funds for personal / memorial** trees as it is unable to sufficiently control the environment in which they may be located.

To consider possible encroachment at Etling Green.

Provided the occupiers first obtain consent (if needed) under section 38 of the Commons Act 2006, the Council would also give consent provided it is limited to the use of the paddock as ancillary to the main house, and not for any additional development within the paddock.

To consider recovering costs from a tenant.

The recovery of cost from the tenant will not be pursued.

75. **Virtual Recreation Committee meeting**

(a) To receive, confirm as correct and sign the minutes of the meeting held on **Tuesday 26th January 2021.**

Proposed by Councillor C Bunting, seconded by Councillor P Duigan the minutes of the virtual Recreation Committee meeting Tuesday 26th January 2021 were approved.

(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 renewing lease for Dereham Rugby Club.

The Town Council work with the Rugby Club to establish a 25-year lease on the area required for the current rent, with the option for rent reviews when more information was available for comparable rents.

To consider Playing Pitch Strategy and initial actions.

The Town Council ask Breckland Council to consider endorsing the Playing Pitch Strategy.

The Council implement a pitch improvement strategy in the spring of 2021 for Toftwood Recreation Ground and Moorgate Rugby field. Such a strategy would include applying fertilizer, aeration and re-seeding at a total cost of £3,000.

76. **Virtual Personnel Committee meeting**

(a) To receive, confirm as correct and sign the minutes of the meeting held on **Tuesday 2nd February 2021.**

Proposed by Councillor H King, seconded by Councillor P Morton the minutes of the virtual Personnel Committee meeting Tuesday 2nd February 2021 were approved subject to minor amendments.

(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 subject to the amendments shown in bold:

To review the staff recruitment and selection process.

The recommendations within the review be agreed subject to the following changes.

- Under core values include, flexibility and the ability to share work in a small team.
- Under interview include “what would you do if...” type questions
- Under recommendation 5 change to a maximum of 4 Councillors on interview panel for Clerk
- Under references include option to take up references for people volunteering experience if they have a short work history.
- That when a candidate is appointed, they are introduced to the Chairman of Personnel who will report to full Council
- That greater weighting should be given to qualifications score, acknowledging that the independent person may well suggest adjusting the weighting.

To consider policy on appraisal questions.

As part of the annual staff appraisal process all staff are asked about their work plans in the short-, medium- and long-terms and how they view their contribution to the organisation. This would allow managers to plan

and assess staff training needs.

To consider making temporary admin officer permanent.

The current admin officer employed on a temporary contract since July be made permanent.

To consider staff breaks.

The outside staff are to be offered a 15-minute break during the **morning in addition to their normal lunch break**. If a member of staff requires additional breaks due to health or disability, that this would be considered on a case-by-case basis.

To consider the administration of awarding increments.

The Committee recommended that:
Where the Clerk feels that performance has excelled and an additional increment is merited, a report is presented to the Chairman of Personnel and the Mayor, before the decision is made.
Where the Clerk feels that performance is such that an increment should not be awarded then, the individual concerned should have been given notice of their performance and been given the chance to improve performance. If performance has not improved, a report is presented to the Chairman of Personnel and the Mayor, before the decision is made not to award an increment. Where an increment is not awarded, the employee is provided with details of the appeals process, including the deadline for appealing.

In both cases the Clerk will discuss **with the Chairman of Personnel and the Mayor** the appropriateness of reporting the decision to Council at the end of the appeals process.

Leave carryover due to COVID -19

The Clerk and Deputy Clerk be permitted to carry over more than 20 days leave, provided that the accrued leave, along with leave entitlement for 2021 and 2022, be reasonably evenly spread throughout those years.

Proposed by Councillor L Monument, seconded by Councillor P Morton it was agreed that Councillor C Bunting be a member of the Personnel Committee.

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

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

78. **To nominate a signatory for the National Savings Accounts.**

It was agreed that Councillor H King be a signatory on the National Savings Account.

Councillor P Morton was happy to be a signatory should another be required.

79. **Update Section 106 Agreement for Planning Application 3PL/2019/1526/D, land to the rear of 35-61 Westfield Road.**

Following legal advice and representation being made to Breckland Council, it appears that while they acknowledge their mistake in the 106 agreement they are not rectifying the mistake. This application is due to be heard at the Breckland Planning Committee on the 15th February with the recommendation for approval.

The Clerk advised that no Breckland Council Officers were available to attend this meeting to advise how this had happened. Persimmons are offering the amount detailed in the 106 agreement, however the agreement is wrong, which is where the issue lies.

The matter is important as it relates to a potential shortfall of provision of Outside Playing Space for the above application equivalent in value to around £220,000.

80. **Exclusion of Press and public.**

Proposed by Councillor S Green, 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.

81. **To consider any further action in relation to the 106 agreement for planning application 3PL/2019/1526/D, land to the rear of 35-61 Westfield Road.**

It was agreed that the Town Council's solicitor be asked to write to Breckland Council again regarding planning application 3PL/2019/1526/D, land to the rear of 35-61 Westfield Road. The letter will identify how the mistakes in the 106 agreement might be remedied, along with the possible consequences if the mistake was not corrected.

Chairman