

DEREHAM TOWN COUNCIL

12th December 2023

At a meeting of the **Full Council** held on **Tuesday 12th December 2023** in the Memorial Hall at **7.30pm**.

Present: Councillors H King (Chairman), A Brooks, K Cogman, C Coleman, P Duigan, A Greenwood, L Monument, P Morton and R O'Callaghan.

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

81. To receive apologies for absence.

Apologies for absence were received from Councillors H Clarke and S Green.

82. Declaration of Interest.

There were no declarations of interest.

The meeting was adjourned

District Councillor A Webb advised the meeting that Breckland Council had launched a grant scheme with funding ranging from £100 to £5000 for communities to purchase and plant trees within the district.

The meeting resumed

83. To receive announcements.

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

6th December 2023 - Meeting Points Christmas Lunch

11th December 2023 - 1st The Queens Dragoon Guards Christmas Cocktail Party

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

Proposed by Councillor H King, the minutes of the Full Council meeting held on Tuesday 14 th November 2023 were agreed and signed subject to an amendment on minute 77 – the post for a member of outside staff would be advertised at SCP 10- 20 which equates to £25,545 - £30,296.
--

85. Recreation

a) To receive from the Chairman, confirm as correct and sign the minutes of the **Recreation Committee meeting held on 28th November 2023.**

Proposed by Councillor K Cogman, the minutes of the Recreation Committee
--

meeting held on Tuesday 28th November 2023 were agreed and signed subject to a minor amendment.

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 a response to a letter sent to Breckland Council.

It was agreed the Town Clerk write to Breckland Council asking again what methodology they would use to assess whether there is a deficit or surplus of open spaces in the settlement. This information would be requested under the Environmental Information Regulations. The Clerk would arrange a face-to-face meeting to discuss the other matters not answered in the letter.

To consider adopting play areas from Breckland Council.

It was agreed the Town Clerk go back to Breckland Council stating that the Town Council does not accept that Breckland needs to impose additional covenants to protect the open spaces if the Town Council covenants to dedicate the sites with Fields in Trust. If Breckland Council insists on their covenants being imposed then the Council would consult residents to gauge public opinion. Breckland Council would be given 4 weeks' notice between notification of a survey and any survey taking place.

To consider next steps in identifying and securing additional land for sports.

It was agreed the council move on to phase 2 to narrow the sites down to 1 or 2 and appoint Agrostis to further assess these sites. A budget of £20,000 would be set to take the project forward. The Clerk would bring a progress report back to each Recreation Committee.

86. 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 November 2023.**

Proposed by Councillor P Duigan, the minutes of the Heritage & Open Spaces Committee meeting held on Tuesday 28th November 2023 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 issues relating to Neatherd Management responsibilities.

It was agreed the Town Clerk contact Breckland Council advising them that the Town Council are rejecting their offer to take over management responsibilities for the Neatherd.

To consider bids for Parish Partnership.

The following proposals for the Parish Partnership Scheme – 2024/25 were agreed:

- 1 x two bay cantilever bus shelter with quarter end panels for George Elliot Way/Bulstrode Avenue.
- 1 x two bay cantilever bus shelters quarter end panels for Hillcrest at the end of Andrew Goodall Close.

Total cost to the Town Council £3969 excluding VAT.

- Completing the surfacing of Shillings Lane

Total Est - cost to the Town Council £15,000 or 50% of the cost.

87. Finance & Governance

- a) To receive from the Chairman, confirm as correct and sign the minutes of the **Finance & Governance Committee meeting** held on **5th December 2023**.

Proposed by Councillor A Greenwood, the minutes of the Finance & Governance Committee meeting held on Tuesday 5th December 2023 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 agreed and approved by the Council:

To consider Grant Applications

The following recommendation was agreed:

Organisation	Amount of Grant Applying for	Amount Agreed	Reason for Grant	Comment
Dereham Blues Festival	£1000	£1000	To put on a variety of workshops in conjunction with the annual Blues Festival.	This would be a one-off grant and would not be repeated year on year.

Budget Proposal and Estimates for 2024/25.

The budget proposal and estimates for 2024/25 were approved.

To consider Precept for 2024/25

It was agreed that the Precept for 2024/25 be set at £1,168,362. This would mean an increase in a Band D Council Tax of £9.15 per year or 4.9%.

To consider increase in fees and charges.

The following increases in fees and charges from April 2024 were agreed:
Allotments – 5%
Cemetery - 4.5%
Memorial Hall – 3%
Markets – 1%
Assembly Rooms – 3%
Tennis Courts - 0%

To consider engaging an outside consultant to complete a very focused Neighbourhood Plan.

It was agreed the Neighbourhood plan be handed over to a consultant to complete the work so there is minimal impact on staff time.

To consider having official Mayors Cadets.

It was agreed the Town Council have official Mayors Cadets but the council must ensure that safe guarding is in place.

To consider recommendations from the Marketing and Communications Group.

It was agreed that a sub-committee should be formed to review communications and the council's policy for events and that Terms of Reference should be drawn up for this sub-committee.

88. 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.

89. To receive any updates/reports from members of the council who are County or District Councillors:

County Councillor P Duigan advised the meeting that Norfolk County Council had agreed a County Deal with the government to transfer significant funding and powers to Norfolk which would start in May 2025. The County Deal would also mean having a county leader who was directly elected by the public.

Councillor L Monument said that she and Councillor K Cogman has attended a Local Plan workshop at Breckland Council which showed possible areas that may be used for the distribution of housing, both Councillor Monument and Cogman asked if more options could be added and they did not feel that the ones presented were suitable.

Councillor Monument said that on the 16th January 2024 at 6pm there would be an opportunity to attend a presentation by Breckland Council showing how the distribution of houses could happen.

90. **To consider access request for Meadow Way, Etling Green.**

Proposed by Councillor P Duigan, seconded by Councillor L Monument, it was agreed to grant an additional easement for Meadow Way, Etling Green; subject to the value of the easement being assessed and paid and the owners of Meadow Way paying all the Council's costs associated with the transaction. The agreement would only be the right to cross the land, the surfacing of the easement would be using 'grasscrete' to reduce the visual impact. In agreeing the additional easement the Council felt that the impact on common would be negligible and the formalisation of the agreement would prevent any future encroachment on the common.

Chairman