

DEREHAM TOWN COUNCIL

1st April 2014

At a meeting of the **Full Council** held on **Tuesday 1st April 2014** in the Assembly Rooms at **7.30pm**.

Present: Councillors K Millbank (Chairman), T Birt, A Bowyer, P Duigan, L Goreham, R Goreham, R Hambidge, and L Monument.

Also in attendance: Town Clerk A Needham, Deputy Town Clerk J Barron, County and District Councillor W Richmond, Mr C Hill (Press), Mr B Webb, Mrs A Webb, Reverend J Taylor and Mr Green

136. **To consider apologies for absence.**

Apologies for absence were received from Councillors M Fanthorpe, S Green and T Monument.

137. **Declaration of Interest.**

Declarations of Interest were received from Councillor A Bowyer who is the Treasurer for the Trustees of the Dereham Windmill.

The meeting was adjourned for public speaking.

The Reverend J Taylor asked Councillors what measures had been put in place to accommodate the additional growth in the Town in particular the schools, surgeries and roads, as they were up to capacity now and in some cases over their capacity.

Councillor P Duigan responded by informing the Reverend J Taylor that some of this concerned County Council and that Dereham Town Council had very little influence over these matters apart from offering comments.

It was agreed that an invitation be sent to an Officer from Highways to speak at the next Full Council Meeting on "How they assess capacity on Highways". It was also agreed that a letter would be sent to local surgeries for them to comment on whether they have any scope for expanding.

District and County Councillor W Richmond informed the meeting that he had attended the SNAP meeting and that the priority areas in Dereham for the Police were drug and substance abuse on Sandy Lane, Becclesgate and St Nicholas Church yard and burglaries within retail units in Dereham. The next meeting will be held on 28th May 2014 at 7:00pm at Elizabeth House.

The meeting was resumed

138. **To receive announcements.**

The Mayor, Councillor K Millbank advised that she had chaired the Annual General Meeting of Ruthen Twinning meeting. Councillor T. Birt had attended the Downham Market St Winnold's Parade and Councillor A Bowyer had visited Ville de Caudebec-les-Elbeuf to help organise a street party.

139. **To receive, confirm as correct and sign the minutes of the Full Council meeting held on Tuesday 11th March 2014.**

Proposed by Councillor K Millbank, seconded by Councillor T Birt, the minutes of the Full Council Tuesday 11th March 2014 were agreed and signed subject to amendment item 131 omission of (b) To receive a report from the Chairman, discuss any matters arising there from and vote on recommendations.

140. **Heritage and Open Spaces**

(a) **To receive, confirm as correct and sign the minutes of the meeting held on Tuesday 25th March 2014.**

Councillor R Goreham raised concerns that the members of the public were invited to speak at the meeting but this fact had not been recorded in the minutes.

Proposed by Councillor P Duigan, seconded by Councillor K Millbank, the minutes of the Heritage & Open Spaces Tuesday 25th March 2014 were agreed and signed.

(b) To receive a report from the Chairman, discuss any matters arising therefrom and vote on recommendations.

The following recommendation was agreed and approved by the Council without amendment:

i. To receive report from the Footpath Warden and to consider recommendations.

- a) It was agreed that the signing of footpaths should be prioritised so that those paths where there is the greatest ambiguity over their identification be signed and those where the paths are more obvious could be a lower priority for signage.
- b) It was agreed that where a road also acted as a footpath that signage be given a low priority, provided that there was no ambiguity regarding Public Rights
- c) It was agreed to consider the matter regarding the extent to which restricted byways should be promoted for their legal level of usage, or whether they are to be used effectively for walkers and cyclists only. This will be discussed again at a future meeting when further information would be available relating to the By-laws of both the Neatherd Common and Etling Green.
- d) It was agreed that the Council take the following position on RB3.
 1. It would like to see the RB3 fully reinstated
 2. Given that the path is isolated from other restricted By-ways, the Committee was not concerned if it was restored as a Bridleway
 3. Connectivity with FP2 was vital and the Council would not necessarily object to a diversion of RB3 if a new route formed a connection with FP2.
 4. That Cherry Lane should be claimed as soon as possible in order to join RB3 and FP2

- e) With regard to FP6 at Etling Green – there were obstructions on the footpath and an issue with connectivity. It was agreed that;
 - 1) The Footpath FB6 be fully reinstated
 - 2) A claim be submitted to link the end of FB6 north with RB28 to form a circular route
- f) It was agreed that because it was believed that the land over which FP14/14a ran was owned by the Church of England that it would be raised informally with the Church Authorities when discussing other matters

ii To consider maintenance of hedge along Rolling Pin lane

It was agreed that the Council place the hedge along the western side of Rolling Pin Lane on an annual cut at the end of August each year.

iii To consider maintenance of Neatherd Track to Parking areas

- a) It was agreed that the track running east from the pond be routinely levelled with a digger twice per year until new parking arrangements can be put in place
- b) It was agreed that an outline scheme be prepared for Councillors to consider, which would create a new parking area near the play area at the Neatherd and move parking from the current location

iv To consider improvements for Neatherd Pond

It was agreed that a Feasibility Report be prepared for improving the Neatherd Pond which would allow fresh water to continually be introduced and which would prevent it from drying out in dry summers.

v To consider policy for installing Grit Bins

It was agreed that the policy for installing new grit bins be that: A new grit bin will only be installed at a location where there is a distinct change in direction in the road, e.g. a corner, or a road junction with the additional hazard that the change of direction is on a definite slope

141. Recreation Committee

(a) To receive, confirm as correct and sign the minutes of the meeting held on Tuesday 25th March 2014

Proposed by Councillor K Millbank, seconded by Councillor L Goreham, the minutes of the Recreation Committee Tuesday 25th March 2014 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 without amendment:

To consider options for additional Open Space in Dereham

It was agreed that the Town Clerk look in to the opportunities for acquiring additional land for Open Space in Dereham .

142. **To receive and adopt the minutes of the Planning Meeting Tuesday 11th March 2014 and Tuesday 25th March 2014.**

Proposed by Councillor K Millbank, seconded by Councillor T Birt, the minutes of the plans for meetings on Tuesday 11th March 2014 and Tuesday 25th March 2014 were agreed and signed.

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

Proposed by Councillor K Millbank, seconded by Councillor T Birt, the list of accounts paid, the Financial Statement and list of account to be paid were agreed and signed.

145. **Annual Parish Meeting**

(a) To receive the draft minutes of the Annual Parish meeting held on **Tuesday 18th March 2014.**

Proposed by Councillor K Millbank and seconded by Councillor T Birt and agreed the draft minutes of the Annual Parish Meeting were accepted to be approved at the next Annual Parish Meeting following the amendments:

Councillor L Monument did point out that sometimes residents are glad that a piece of land is built on. She spoke of an underused car-park where anti-social behaviour was an ongoing problem. The car-park was built on, which reduced anti-social behaviour in this area.

The 'reservations' corrected to 'renovations'

146. **To confirm amendment to the Standing Orders held over from the March Full Council Meeting**

Councillor R Goreham felt the clarification on the new amendment was unnecessary.

Councillor K Millbank felt that although it may be well known to some people it would be useful to others to have the Standing Orders clarified

Proposed by Councillor K Millbank seconded by Councillor L Monument that the Standing Orders were received and agreed.

Standing Order 28 (f) should be amended to read:

“An amendment should not have the effect of negating the motion before the Council. Where an amendment is proposed to a resolution and the proposer or seconder of the original motion feels that the amendment would negate that motion, they can demand that the original motion be put to the vote before any proposed amendment be put to the vote. If the motion falls then a new motion can be proposed incorporating the amendment.”

147. **To consider funding request from the Trustees of Dereham Windmill**

The Clerk introduced this item and informed Councillors that the Trustees of Dereham Windmill had made great strides in renovating the Windmill and they had now identified a need for a small community meeting room on the site. The Trustees had been successful in obtaining a certain level of funding towards the project but some potential donors are asking how much the Town Council would be contributing. The request for funding has not been considered by the Finance and Governance Committee so it would therefore be difficult to commit an actual amount at this point in time, but the Council is in a position to indicate whether this is something they would like to contribute financially towards subject to the Finance and Governance Committee considering what level of funding might be available.

From the Chair, Councillor K Millbank proposed that Standing Orders be adjourned to allow Mrs A Webb from the Dereham Windmill to address the Council, this was seconded by Councillor L Monument and agreed.

Mrs A Webb informed the Council of the project, the current funding situation and the benefit which the project would bring to the Town.

Councillor K Millbank resumed the meeting.

Proposed by Councillor K Millbank and seconded by Councillor T Birt, it was agreed that the Council would support the new community building it acknowledges the request was for £15,000 and will refer the request to the next Finance Committee to establish the level of funding which the Council could commit to the project.

148. **To discuss the use of Cherry Lane by Building Contractors**

Councillor L Goreham raised concerns about developers accessing the development site via Cherry Lane and whether the developers would repair any damage they had caused to the lane once the work was completed. Whilst Councillor L Goreham recognised that there wasn't anything that the Council could enforce the developer to do, she felt that a letter from the Council to the developers' would ensure they do repair any damage they had caused to the lane.

The Town Clerk said that he had spoken to the developers and it was their intention to make good any damage they had caused to the lane and felt that a letter from the Council would be beneficial.

It was proposed by Councillor L Goreham, seconded by Councillor K Millbank and agreed that a letter be written to the developers to ask them to make good Cherry Lane after completed works.

149. **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.

Proposed by Councillor K Millbank seconded by Councillor T Birt 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.

150. **To consider staff restructure**

The Clerk presented the report which came out of the Personnel meeting of the 18th February 2014.

Councillor R Goreham the Chairman of the Personnel Committee said that the work of the Council is increasing and the Council needs to plan ahead. The Committee had reviewed and discussed a number of different options over two or three meetings, the Committee has now come up with an option which it will be able to go out to consultation with.

The Committee was recommending that, of the existing two grounds maintenance post one would be converted into a Supervisors position to oversee and coordinate all the outside staff.

Proposed by Councillor R Goreham and seconded by Councillor K Millbank it was agreed to formally consult with staff regarding the restructuring of the outside staff post, converting one ground's maintenance type post into a management type post. This would be to oversee and coordinate outside work. Following formal consultation with affected staff the Personnel Committee would consider any feedback on the 29th April 2014 before making its final recommendation to Full Council

The reason for the decision is that the Council will be taking on more responsibilities in the coming years and it needed to ensure that it had the right staff structure to deliver its services.

The Town Clerk informed the meeting that the next Personnel Committee meeting would be held on Tuesday 29th April 2014 at 7:30pm

151. **To consider staff pay increments for 2014/15.**

The Councillors agreed to delegate authority to the Town Clerk to determine the 2014/2015 increments following consultation with the Council.

Chairman