

DEREHAM TOWN COUNCIL

11th September 2018

At a meeting of the **Full Council** held on **Tuesday 11th September 2018** in the Assembly Rooms at **7.30pm**.

Present: Councillors H Bushell (Chairman), A Bowyer, A Brooks, H Clarke, P Duigan, L Goreham, S Green, R Hambidge, L Monument and P Morton.

Also in attendance: Deputy Town Clerk Jillian Barron, District and County Councillor W Richmond and Sergeant Matt Howes from the Norfolk Police.

50. **To receive any World War One centenary commemorations.**

On this centenary we remember:

Private Albert Lingwood
1st/5th Battalion – Norfolk Regiment
Died 9th September 1918 in Gallipoli

Private Herbert John Betts
7th Battalion – East Yorkshire Regiment
Died 24th September 1918 in France

51. **To receive apologies for absence.**

Apologies for absence were received from Councillor T Monument.

52. **Declaration of Interest.**

There were no declarations of interest.

The meeting was adjourned.

Sergeant M Howes said that he is the Safer Neighbourhood Sergeant for Dereham and their main priorities this month are speeding on Quebec Road and drug use on the Recreation Ground and in the town centre.

Recent crime data shows that crime in Dereham is down by 22%.

Sergeant Howes said that there would be Operation Gun Powder for bonfire night. The police would also be present for the Battle of Britain parade and Remembrance Sunday.

Councillor P Duigan asked if the Police would look into the problems of speeding cars down Swaffham Hill.

County and District Councillor W Richmond advised Councillors that a planning application has been received by Breckland Council for 3 bungalows behind 51 Windmill Avenue, this application had not reached the Town Councils office yet.

Councillor Richmond said that the next Highways meeting would be on the 20th September and should anyone have any questions for the Highways Officers then they should let either him or Councillor P Duigan have them before the meeting.

The meeting resumed.

53. **To receive announcements.**

The Mayor, Councillor H Bushell announced that she had attended the following events:

- 17th August 2018 - Helped on the Firefighters Charity Stall on the market
- 23rd August 2018 - Monthly meeting with the Police
- 25th August 2018 - Royal British Legion meeting
- 28th August 2018 - Forget Me Not meeting
- 31st August 2018 - Royal British Legion Information Day
- 7th September 2018 - First A Board meeting with Norfolk County Council
Highway and Breckland Council
- 9th September 2018 - Civic Sunday at Hunstanton
- 10th September 2018 - Royal British Legion meeting

54. To receive, confirm as correct and sign the minutes of the **Full Council** meeting held on **Tuesday 14th August 2018.**

Proposed by Councillor H Bushell, seconded by Councillor L Monument the minutes of the Full Council meeting Tuesday 14th August 2018 were agreed and signed.

55. **Markets & Buildings Committee**

(a) To receive, confirm as correct and sign the minutes of the meeting held on **Tuesday 28th August 2018.**

Proposed by Councillor R Hambidge, seconded by Councillor R Hambidge the minutes of the Markets and Buildings Committee were agreed and signed.

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

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

To discuss hiring of the bar at the Memorial Hall.

The bar at the Memorial Hall could be hired to operate as a cafe for events providing the hirer adheres to the rules of what they can use and that the walk way through the bar area is kept clear as stated. Should these rules be broken then the hirer will no longer be able to hire the bar area.

To discuss and review proposal to develop ideas to reconfigure the Market Place.

The proposal to carry out prefeasibility work to reconfigure the market place to go forward to Breckland Council for funding. The committee agreed that the proposal be brought back to Full Council once Breckland had considered it, so that Town Council funding could be approved.

56. **Finance & Governance Committee**

(a) To receive, confirm as correct and sign the minutes of the meeting held on **Tuesday 4th September 2018.**

Proposed by Councillor H Bushell, seconded by Councillor P Duigan the minutes of the Finance and Governance meeting were agreed and signed.

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

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

To consider Grants.

Councillors agreed the following grant:

Organisation	amount	Purpose	Comment
Toftwood Saints:	£500	Run a football festival in October Half Term and then every school holiday	Ensure the applicant is aware that this is a one off grant for one event.

To review grant policy.

A new critereon be included under condition 6 that where a grant has been awarded that the organisation report back on the success of the activity and any lessons learnt.

Report on expenditure against budget.

That some underspend from 2017/18 be carried forward for the brochure so that a late invoice from 17/18 and paid in 18/19 would not count against the grant to the FoDMH to produce brochures. That the FoDMH must produce copies of invoices when they are reporting at the end of the financial year.

Update on capital building repairs.

Repairs to the Assembly Rooms roof at a cost of £1,349 be carried out ASAP and that the funding for the repair should come from the Headborough Trust.

Update on claims for liability.

That the Council follows the advice of the solicitor: that the Council does not believe that it has any liability with regard to potential flooding of the property. That the Clerk write to the property owner explaining the reasons why and that a file is retained by the Council.

57. To receive, confirm as correct and sign the minutes of the **Planning** meeting held on **Tuesday 14th August 2018 and Tuesday 28th August 2018**

Proposed by Councillor H Bushell, seconded by Councillor H Clarke the minutes of the planning meetings Tuesday 14th August 2018 and Tuesday 28th August 2018 were agreed and signed.

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

Proposed by Councillor H Bushell, seconded by Councillor R Hambidge the list of accounts paid and the Financial Statement were agreed and signed. The revised list of accounts to be paid from August was signed.

59. **To confirm committees.**
The following committees were agreed:

PLANS

Responsible for: Considering and commenting on all building plans submitted for comment by Breckland Council

A Bowyer	L Goreham
A Brooks	R Hambidge
H Bushell	K Millbank
H Clarke	L Monument
P Duigan	T Monument
S Green	P Morton

HERITAGE & OPEN SPACES

Responsible for: open spaces, Commons, Vicarage Meadow, Bishop Bonner's Cottage, Windmill, Street furniture, Town Sign, Explosive Store, Closed Churchyard

A Bowyer (*Vice Chairman*)
P Duigan (*Chairman*)
K Millbank
L Monument
T Monument
P Morton

RECREATION

Responsible for: allotments, Play Areas, grass cutting and ground maintenance

A Bowyer (*Chairman*)
P Duigan
K Millbank (*Vice Chairman*)
L Monument
T Monument
P Morton

MARKETS & BUILDINGS

Responsible for: Assembly Rooms, Memorial Hall, Fleece Meadow, Markets

A Brooks
H Bushell
H Clarke (*Vice Chairman*)
L Goreham
R Hambidge (*Chairman*)
S Green

SOCIAL & WELFARE

Responsible for: War Memorial, Dereham Community Car Scheme, Twinning, Cemetery (including Lodge, Chapel, trees, paths and roads), Barwell Court toilets, Christmas Tree and Christmas Lights

A Brooks
H Bushell
H Clarke
L Goreham
R Hambidge
S Green

FINANCE & GOVERNANCE

Responsible for: Grants, Audits, Accounts, Budgets

H Bushell (*Chairman*)
H Clarke
P Duigan
R Hambidge
L Monument (*Vice Chairman*)

PERSONNEL

Responsible for: Wage Reviews, Appraisals, Interviewing for Staff

A Bowyer
L Goreham
R Hambidge
K Millbank
T Monument

60. **Exclusion of Press & Public**

Proposed by Councillor H Bushell seconded by Councillor R Hambidge 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

61. **To discuss staff pay.**

Councillors discussed the heavy work load that the Town Clerk has carried this year and the following proposal was made.

Proposed by Councillor H Bushell, seconded by Councillor R Hambidge it was agreed that the Town Clerk have an additional spine point added to his pay scale and be given a double increment pay rise in April.

Chairman