

DEREHAM TOWN COUNCIL

10th December 2013

At a meeting of the **Full Council** held on **Tuesday 10th December 2013** in the Assembly Rooms at **7.30pm**.

Present: Councillors K Millbank (Chair), T Birt, A Bowyer, P Duigan, S Green, L Goreham R Goreham, R Hambidge, L Monument, T Monument and H Rogers .

Also in attendance: Town Clerk Tony Needham, Deputy Town Clerk Jillian Barron, Council Officer Amanda Wood, County and District Councillor W Richmond, Mr R Richmond and Chris Hill (Dereham Times).

95. **To consider apologies for absence.**

Apologies for absence were received from Councillor M Fanthorpe.

96. **Declaration of Interest.**

There were no declarations of interest

The meeting was adjourned for public speaking.

County and District Councillor W Richmond informed the meeting that following the survey carried out by the Norfolk Wild Life Trust the Neatherd and Etling Green sites are being designated as County Wildlife Sites.

Councillor W Richmond also informed the meeting that The Community Action Group had concerns regarding anti-social behaviour and speeding at the Cherry Tree Car-park and Cemetery Road. Additionally the Community Action Group will change their title in the New Year to the Safer Neighbourhood Action Partnership (SNAP).

Councillor P Duigan informed the meeting that the Community Action Group also had concerns over traffic at the junction of Ruthen Place leading on to the main road, as well as the use of the ramp at the back of Iceland at night.

The meeting resumed.

97. **To receive announcements.**

The Mayor, Councillor K Millbank attended the following events:

15th November – 17th November visit to French twin Caudebec- Les- Elbeuf

30th November – unveiling of the Plaques at Hill House

7th December – Toftwood Village Hall Christmas Fayre

The Deputy Mayor, Councillor T Birt attended the following event:

26th November – Cancer Care celebrating their first year in their new building.

28th November – Interview with Radio Norfolk regarding the Christmas Lights

Councillor A Bowyer announced that Alison Webb from the Dereham Windmill would like to invite all Councillors to the Windmill for refreshments on Tuesday 17th December at 7:30pm

98. **To receive, confirm as correct and sign the minutes of the Full Council meeting held on Tuesday 12th November 2013.**

Proposed by Councillor K Millbank, seconded by Councillor T Birt, the minutes were agreed and signed.

99. **Social and Welfare**

(a) To receive, confirm as correct and sign the minutes of the meeting held on Tuesday 26th Novmeber 2013

Proposed by Councillor K Millbank, seconded by Councillor A Bowyer the minutes 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 approved by the Council with no amendments

Final layout and surface finishes for the new toilets.

To go ahead with the design of the new toilets, including the 24 hour Urinals with no door.
To enhance the outside wall with the surface finish but not to enhance the surface of the footway outside the toilets.

100 **Markets and Buildings**

(a) To receive, confirm as correct and sign the minutes of the meeting held on Tuesday 26th November 2013

Proposed by Councillor P Duigan, seconded by Councillor A Bowyer, the minutes were agreed and signed subject to amendment on item 3 should read " As Mr Cook was unable to attend the Councillors discussed the information he provided and it was noted"

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

The following recommendations were approved by the Council without any amendments:

Highway Rights and Market Rights in the Market Place

- I. Legal advice be sought from NALC and to request that the County Council allow access to the necessary files so as not to incur the expense of legal fees at this stage.
- II. Legal advice be sought from the NALC solicitor and research should continue on the historical aspects of the Market Place.

101 **Extraordinary Meeting of the Recreation Committee**

(a) To receive, confirm as correct and sign the minutes of the meeting held on Tuesday 3rd December 2013

Proposed by K Millbank, seconded by Councillor L Goreham, the minutes were agreed and signed subject to amendment 'Also in attendance Councillor R Hambidge'

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

The following recommendations were approved by the Council without any amendments:

Submissions for Play areas at Neatherd Moor and Moorgate

- I. Moorgate Play area.
Kompan be appointed to install the play area at Moorgate playing field.

- II. Neatherd Play area.
Kompan be appointed to install the play area at Neatherd play area.

Councillor T Birt wished to express the Council's thanks to R Leggett for her hard work on a clear and comprehensive Report on the Play areas.

Councillor H Rogers arrived at the meeting.

102. **Finance and Governance Committee**

(a) To receive, confirm as correct and sign the minutes of the meeting held on Tuesday 3rd December 2013

Proposed by Councillor T Birt, seconded by Councillor R Hambidge, the minutes were agreed and signed

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

The recommendations were agreed on block for items 1 – 7.

The following amendment in the recommendations was proposed by Councillor T Birt, seconded by Councillor R Hambidge and agreed:

Grants falling outside the Council's Grant Scheme

The CAB presentation Item 4 v. be changed to 'the October meeting of Full Council' instead of the July Full Council Meeting

The following amendment was proposed by Councillor T Birt, and seconded by Councillor R Hambidge and agreed:

Changes to Council Tax 2014 – 2015

The committee recommended that the precept for 2014-15 be set at 2.5% increase on the Town Council's proportion of the Band D Council Tax bill

Councillor R Goreham recommended that the Parishioners be informed on how their Council Tax was being spent through the website or other medium.

The following recommendations were approved by the Council following the amendments:

Grants

- I. Dereham Band £510 Sponsorship of three summer concerts in the Queen Mothers Garden in 2014. The Band would be asked to consider improved publicity including using Breckland Council's web-site and to consider alternative locations in future years.
- II. Dereham and District Allotment and Gardeners Society £150 towards cost of putting on summer show. The Council has funded this for a number of years and felt that it should be becoming financially sustainable. When considering grants for this event in the future, the committee would like to see how the grant is being used to encourage wider community involved.
- III. Royal Air Force Association (Dereham Branch) £157 fee for Dereham Band to lead the Battle of Britain Parade (retrospective).

Grants falling outside the Council's Grant Scheme

- IV. A grant of £4,000 be awarded to running costs of CAB for 2013/14.
- V. In future years, before approval of the annual grant to CAB, that a presentation be made to Full Council by a representative of CAB detailing the benefit which the Council's grant brings to the people of Dereham. For 2014/15 grant, a representative be invited to the October Full Council meeting.

Revenue budget 2014 - 2015.

- VI. To separate out the Civic budget into two budgets; a Mayor's events budget of £1,550 to cover Civic Sunday and any charitable activities the Mayor wishes to pursue, and a Civic Events budget to cover those activities which take place every year i.e. Armed Forces Day, Bowls Match, Battle of Britain and Remembrance Sunday this would total £2,125.
- VII. That £10,000 toilet cleaning budget be moved to salaries and to hold this until the Council has decided on future staffing needs.
- VIII. That the grant for Dereham Antiquarians already agreed be presented under Bishop Bonners Cottages cost centre

The 5 year projected budget.

To increase the Council's target reserves from £280,000 to £300,000.
The reason being that as the Council takes on more responsibilities, the level of reserves need to reflect the increased risks.

Changes to Council Tax for 2014-15

The precept for 2014-15 be set at £659,598 this would be a 2.5% increase on the Town Council's proportion of the average Council Tax bill, making the Town Council's proportion of a Band D property £130.97 an increase of £3.19 per year.

Increasing fees and charges

That in considering the inflationary increase in charges for 2014-15 that the respective committees look at inflationary increase in the region of 3%.

103. **To receive and adopt the minutes of the Planning Meetings Tuesday 12th November 2013 and Tuesday 26th November 2013**

Proposed by Councillor K Millbank, seconded by Councillor A Bowyer, the minutes of the plans meetings 12th November 2013 and 26th November 2013 were agreed and signed.

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

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

Councillor R Goreham recommended that the costs to the water expenses on the Allotments be addressed at the next Recreation Meeting.

105 **To confirm staff cover over Christmas.**

Proposed by Councillor R Goreham seconded by Councillor K Millbank it was agreed that Dereham Town Council follow Breckland Council's lead on opening times over Christmas. The staff will finish work at 1pm on 24th December 2013 and return to work on Monday 30th December 2013.

106. **To consider forming a working group for design of the New Cemetery**

Proposed by Councillor R Hambidge and seconded by L Monument and agreed that a working group of four Councillors A Bowyer, L Goreham L Monument and R Hambidge (chair) be formed to address the design of the New Cemetery and the Mayor and Deputy Mayor be ex-officio members.

Chairman