

DEREHAM TOWN COUNCIL

13th March 2018

At a meeting of the **Full Council** held on **Tuesday 13th March 2018** in the Assembly Rooms at **7.30pm**.

Present: Councillors H Bushell (Chairman), A Bowyer, P Duigan, L Goreham, C Jordan, K Millbank and L Monument.

Also in attendance: Town Clerk Tony Needham, Town Council Officer Thelma Jackson, County and District Councillor W Richmond, Helen Sismore from the Guide Dog Association, Mr MacDonald and Ms K Theobald with several pupils from Northgate High School.

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

On this centenary we remember.

2nd Lieutenant William Sidney Wright
9th Battalion – Norfolk Regiment
Died 21st March 1918 in France

Private Albert Kelter
2nd Battalion – Bedfordshire Regiment
Died 21st March 1918 in France

Sergeant George Head
59th Siege Bty – Royal Garrison Artillery
Died 21st March 1918 in France

Captain John Edward Hill
9th Battalion – Norfolk Regiment
Died 24th March 1918 in Germany

Private John Frederick Walpole
1/8th Battalion – Durham Light Infantry
Died 26th March 1918 in France

Private Bertie Brunton
39th Coy. – Machine Gun Corps
Died 28th March 1918 in France

Private William Frow Wray
1st battalion – Worcestershire Regiment
Died 28th March 1918 in France.

121. **To receive apologies for absence.**

Apologies for absence were received from Councillors H Clarke, B Frith, R Hambidge, T Monument and P Morton.

122. **Declaration of Interest.**

There were no declarations of interest.

The meeting was adjourned

Helen Sismore from the Guide Dog Association explained that earlier in the day the Mayor, Councillor Hilary Bushell had taken part in the 'blindfold challenge' around Dereham town centre. This is an experience to navigate the outside area without sight. Several areas were identified as requiring improvement and Councillor P Jordan said in their capacity as County Councillors, he and Councillor W Richmond would raise the matter with Norfolk County Council. The Mayor said that Ben Rayner from County had attended her 'blindfold challenge', and the clerk announced that there was a highways meeting later this week.

Mr MacDonald from Northgate High School thanked the Mayor, the Clerk and the Councillors for explaining how the Town Council worked.

The meeting resumed.

123. **To receive announcements.**

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

15 th February 2018	Cats Protection League
16 th February 2018	Police meeting
19 th February 2018	Zest GoGo Hare reveal
7 th March 2018	High Sheriff of Norfolk at Norwich
13 th March 2018	Blindfold Walk with the Guide Dog Association

The Town Clerk, Tony Needham updated the meeting on the Orbit Homes development and explained that the legal fees would be more than anticipated at the last meeting, however they are still within the amount set aside in earmarked reserves for legal fees.

124. To receive, confirm as correct and sign the minutes of the **Full Council** meeting held on **Tuesday 13th February 2018.**

Proposed by Councillor H Bushell, seconded by Councillor A Bowyer, the minutes of the Full Council Tuesday 13th February 2018 were agreed and signed.

125. To receive, confirm as correct and sign the minutes of the **Planning** meetings held on **Tuesday 13th February 2018** and Tuesday **27th February 2018.**

Proposed by Councillor H Bushell, seconded by Councillor K Millbank, the minutes of the Planning meetings Tuesday 13th February 2018 and Tuesday 27th February 2018 were agreed and signed subject to minor amendments.

126. **Social & Welfare Committee.**

(a) **To receive, confirm as correct and sign the minutes of the meeting held on Tuesday 27th February 2018.**

Proposed by Councillor L Monument, seconded by Councillor H Bushell, the minutes of the Social & Welfare meeting were agreed and signed

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

The Vice Chairman of Social & Welfare, Councillor L Monument discussed the recommendations with councillors.

Proposed by Councillor P Duigan, seconded by Councillor C Jordan , it was agreed to defer the following items for further discussion.

To consider revised form of Exclusive Rights of Burial for both cemeteries.

To consider revising conditions for the permission to erect a headstone in both cemeteries.

The fee for kerbed graves.

Proposed by Councillor L Monument, seconded by Councillor C Jordan all other recommendations from the Social & Welfare meeting 27th February 2018 were agreed and approved by Council subject to the old cemetery being added as a possible location to consider for installing bat and owl boxes.

To consider standardising headstone bases in new cemetery.

It was agreed that the Town Council produces concrete bases of a standard 4ft length and stipulate that only Dereham Town Council concrete bases can be used in the new cemetery. The cost of the bases would be approximately £40 and would be added to the cost of the consent to erect a headstone.

To consider revised form of Exclusive Rights of Burial for both cemeteries.

This was deferred.

To consider revising conditions for the permission to erect a headstone in both cemeteries.

This was deferred.

Councillor C Jordan left the meeting.

To consider setting aside areas for kerbed memorials and an area for children's burials in new cemetery.

It was agreed setting aside an area for kerbed memorials and an area for children's burials in the new cemetery

To consider revision to table of fees for both cemeteries.

Only sale of Exclusive Rights of Burial and fees for kerbed graves were reviewed.

It was agreed that a fee for the sale of Exclusive Rights of Burial should be £500 and be valid for 50 years, this can be extended for an additional 25 years for an admin fee. An extension of any longer would require a full fee being paid.

It was agreed the sale of Exclusive rights for ashes would be valid for 50 years and the fee increased to £100.

It was agreed permission for kerbed graves and the fee would be paid prior to interment. The Clerk will investigate and bring recommendation back to the next committee meeting.

It was agreed that a fee of £164 remains the same for the permission for a child's kerbed grave.

To consider vases or any permanent memorial in front of the headstone in new cemetery.

It was agreed that in order to keep maintenance to a minimum all vases in the new cemetery should be on the concrete base of the headstone, and no charge will be made for additional vases.

To consider scattering of ashes in new cemetery.

It was agreed that several areas be nominated for the scattering of ashes these would be around the trees and the mounds at the front of the cemetery. A fee of £50 would be charged for scattering ashes. A memorial plaque could be purchased through the Town Council with a fee for the permission to erect the plaque within the shelter of £75 for 10 years and £150 for 20 years.

To consider additional expenditure at new cemetery.

It was agreed that some of the under spend from the construction of the new cemetery be used -

- To purchase a small shipping container to be placed within the maintenance compound so that tools and equipment can be securely stored on site.
- To work with the Norwich Bat Group and spend up to £1500 (40 boxes) on bat boxes at the new cemetery, Neatherd Moor, Vicarage Meadow Etling Green and the old cemetery.
- To set aside up to £1600 (4 boxes) to purchase owl boxes on posts and to work with the Hawk and Owl Trust to identify suitable locations for the boxes which are to be placed around the new cemetery, Neatherd Moor, Vicarage Meadow Etling Green and the old cemetery.
- To improve hedging along Shillings Lane.

127. **Finance & Governance Committee.**

(a) To receive, confirm as correct and sign the minutes of the meeting held on **Tuesday 6th March 2018.**

Proposed by Councillor H Bushell, seconded by Councillor L Monument, the minutes of the Finance & Governance meeting Tuesday 6th March 2018 were agreed and signed 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 approved and agreed by the council.

To consider grant applications.

The committee agreed the following:

Organisation	Grant	Purpose of grant	comment
Wellspring Family Centre	£350	Front board and rewiring of fire alarm system	
Dereham Saints Football club	£900	Training Level 1 FA Coaching certificates	Although this was a second grant in 12 months, it is felt that a second grant is justified because of the direct benefit to young people.
CHIPs	£1,200	Summer play scheme	
Le Paradis Commemoration Group	Cost of hall hire	Launch of high profile web-site which will raise the profile of the town.	Unable to give a grant as not an organisation, but it was felt that there would be public benefit in promoting the website. It was suggested that the group contact the Heritage Lottery fund and Norfolk records.
Friends of Dereham Memorial Hall	£600	Towards Older persons tea party and Fringe festival and Open day.	The Council would like to see the group access funding from other sources. The condition on this grant would be that they demonstrate how the events could be made financially sustainable.

To consider WW1 grant applications.

The committee agreed the following:

Organisation	Grant	Purpose of grant	Comment
Mid-Norfolk Singers	£345	Towards cost of concert as part of 1 st World War commemoration	
Royal British Legion	£250	To hire Dereham band for evening of 1 st World War Music and song.	

To consider external painting of Assembly Rooms.

The Clerk informed the Committee that the ground floor woodwork was painted last summer. Three quotes have been obtained for painting all other timber, and that all the quotes were very close to each other and within a few hundred pounds.

It was agreed that:

- 1) the contract for painting of the Assembly Rooms timber be awarded to the quote that was comprehensive.
- 2) An estimate is made of the percentage of the work that relates to the Headbrough building and that the Headborough Trust contributes a fair proportion.

To consider contracting our PAYE admin.

It was agreed that the administration of the PAYE be contracted out at one off cost of £150 and a monthly fee of £60.

The discuss General Data Protection Regulation 2018.

It was agreed that rather than spend a lot of time looking into the General Data Protection Regulations 2018 that the Council continues to keep personal information secure and wait for 6 months for guidance to be produced on the Regulations.

To consider purchasing tracking system for the digger.

It was agreed that the Council purchase a tracking system for the digger at a purchase price of approximately £500 and an annual monitoring fee of £200.

To discuss Taylor Wimpey drainage scheme.

It was agreed that the Council does not adopt the surface water drainage scheme from Taylor Wimpey at Etling View, but to pursue the option of the Internal Drainage Board taking over the scheme as this would be preferable to a management company.

128. **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 P Duigan, the list of accounts paid, the Financial Statement and list of accounts to be paid were agreed and signed.

129. **To consider installing a bore hole at Toftwood Pond.**

The Clerk informed the meeting that Toftwood pond requires topping up in the summer and the angling club have raised £12,000 towards the cost of a bore hole.

Proposed by Councillor Duigan, seconded by Councillor Millbank, it was agreed to give consent for the Angling Club to sink a bore hole at the park, and that the Town Council would establish the power supply on behalf of the club, this is likely to cost between £1000 and £2000. The Angling Club will take responsibility for the maintenance of the pump and the Town Council will take responsibility for the electricity supply to the pump, likely to be about £200 per year.

130. **Exclusion of Press & Public**

Proposed by Councillor H Bushell seconded by Councillor L Goreham 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

131. **To consider staff pay increment.**

Proposed by Councillor H Bushell, seconded by Councillor K Millbank, it was agreed that all eligible staff receive their spine point rise in April and that an outside member of staff Mr Ben Prior receive a rise of 2 spine points due to exceptional progress since starting work.

132. **To consider memorial benches and vandalised memorial bench at Neatherd.**

Proposed by Councillor K Millbank, seconded by Councillor P Duigan, it was agreed to defer this item until the next meeting.

Chairman