



# Redenhall with Harleston Town Council

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Memorial Leisure Centre

Wilderness Lane

Harleston

Norfolk IP20 9DD

## Minutes of a meeting of Redenhall with Harleston Town Council held at Harleston Leisure Centre On Wednesday 12<sup>th</sup> October 2016

**Present:** Councillors – Barry Woods, Frances Bickley, Mark Betts, Adrian Brownsea, Matthew Goodswen, John Marjoram, Simon Marjoram, Martin Roberts and Greg Rose

**Also Present:** District Councillors Jeremy Savage, Brian Riches, Lynda Ling (Clerk) and Tina Page (minute taker). PC A Baker and PCSO P Williamson. No members of public were present.

- 1. Welcome** – Councillor Woods welcomed those present to the meeting
- 2. Apologies** - Apologies were received and accepted from Councillor Sandra Nicholson.
- 3. Declarations of pecuniary and other interests** - None
- 4. Previous Minutes** – The minutes from the town council meeting held on Wednesday 14<sup>th</sup> September 2016, and the draft minutes from the Recreation Committee Wednesday 7<sup>th</sup> September 2016 were noted.

Agreement was proposed by Councillor J Marjoram and seconded by Councillor Rose.

**ALL AGREED**

**5. Matters arising from previous minutes** – None

**6. Police, District and County Councillor's reports** – PC Baker reported that he is the new beat manager for Harleston for 3 months until Heather Field returned to work  
Councillor read out the informal notes on Councillors Brownsea and Nicholson meeting with Insp J Selvarajah

- Jason's beat is again Diss, Long Stratton and Harleston
- An Early Help Hub is being developed in Long Stratton which involves 28 different agencies.
- Jason reconfirmed that traffic wardens do not come under the police.
- If the officer has concerns, they report to TOR (Traffic Officer Report) their findings. TOR evaluates the Officer's report and whether charges will be laid.
- Auto Number Plate recognition (ANPR) vehicle patrols regularly in Harleston.
- THRIVE represents the levels of importance applied when police receive 911/111 calls: T=Threat. H=Harm, R=Risk, I=Investigate, V=Vulnerability and E=Engage.
- Jason would like to continue receiving SAM reports
- The principle at the high school will also be approached regarding presentations to the pupils.
- Jason would like to engage with Town and Parish Councils on a regular basis. The meetings will be for councillors only. The Towns representatives will also continue to meet with him twice a year.

- Jason is proposing a newsletter for Harleston, to enable the neighbourhood to understand what is going on.
- Chief Inspector is now Jason Broome.
- The recent incident at the Bowls Club, was not initiated in Harleston, but a gang known to the police.

District Councillor Savage read out his report which included:-

- District Boundary review – Councillor Woods asked if we would be able to have two more councillors.
- Boundary Commission for England – they are asking for your views by 5/12/16.
- South Norfolk's Autumn leaf clearance initiative will start soon, notify details of any areas needing cleaning too [litterpick@s-norfolk.gov.uk](mailto:litterpick@s-norfolk.gov.uk)
- The Devolution Debate continues
- The Budget process is about to start with serious restraints on expenditure,

County Councillor Wilby's read out his report:-

- Norfolk County Council has launched a new Trade Waste Service at 7 of their recycling centres. [www.norfolk.gov.uk/businesswaste](http://www.norfolk.gov.uk/businesswaste)
- Proposals for two wind farms in the north sea
- All committees at NCC are looking at their budget and working on their budget for 2017/2018.
- Congratulations to Burston Crown for being the overall winners of South Norfolk's Community Pub Award.

Councillor Goodswen attended the meeting during item 6.

**7. Chairman's report** – Councillor Woods reported that he went to the Dementia Friendly launch and it was very interesting.

**8. To Clarify the membership of the Council's sub groups, and address other such matters** – Personnel Committee add Councillor S Marjoram with Councillor Broughton on Standby. Communications Working Group add Councillor Bickley

**9. To agree is the council supports the road, traffic and safety of the residents of the town** - Following a lengthy discussion, Councillor Woods reported that in the past the council asked for feasibility study to be done professionally, we were told that we couldn't have it. Councillor Wilby found some money and asked the town council for a contribution of £5,000. The council voted against this, we have then gone against the previous decision. Councillor Wilby reported that he is well aware of the traffic issues. There was a study done by Ian Carstairs and presentation done including the police and highways. Bob Edwards said that a professional study needed to be done before any work can be done. They have received lots of calls regarding Redenhall Road. Highways said that there was no budget at the time. They have now put a small project fund in place and Councillor Wilby got the feasibility study on the agenda. There is now £5,000 coming from NCC, £5,000 from SNC and requested £5,000 from Town Council. This has to be used in this financial year or it will be lost. Councillor Wilby advised that we should accept this as it is an extremely good offer, and asked the Council to review the situation. As this is NEW information the Council is allowed to have a re-vote. It was proposed that we proceed with the feasibility study and pay the £5,000, by Councillor Betts and seconded by Councillor Broughton. There was a recorded vote.

**AB – AGAINST**  
**SM – AGAINST**

JM – AGAINST  
MB – FOR  
MR – AGAINST  
IB – FOR  
MG – FOR  
GR ABSTAIN

As there was a tie, Councillor Woods voted FOR.

**10. To clarify wi-fi permissions within the building and agree any action** – Councillor Woods reported that the old wi-fi was being accessed by gym members. The new fibre can limit band width for other access. It was agreed that we use this 'lock down' facility in this new technology for gym members, and football club use. Proposed by Councillor Betts and seconded by Councillor Broughton  
**TWO ABSTAIN AB & JM**

**11. To receive a half yearly finance report from the Chairman of the Finance Committee** – Barclays have changed their security policy. There is now a need for two signatures for BACS payments. It was proposed that Councillor Woods would be the primary person to authorise and Councillor Betts to be the secondary. Councillor Woods showed the Town Council the spreadsheet that he has created for the income and expenditure for the year so far. This will be the information that you will now receive. If you need the full Income and Expenditure you will need to request it.

**12. To consider the 2017/18 Local Government Finance Settlement Technical Consultation Paper as discussed by the Finance Committee and agree any action** – Councillor Woods reported that if you wish to increase the Precept 2 or 3%, you would now have to have a referendum, which you would have to pay for. The Finance Committee suggested not to go for it. Proposed by Councillor Betts and seconded by Councillor Roberts.  
**TWO AGAINST MG & JM**

**13. To consider any budget proposals put forward as discussed by the Finance Committee and agree any action** – Councillor Woods reported that we are on a tight time frame and would like suggestions from all Councillors on what they would like to see in the next year's budget. So far only Councillor Goodswen has sent his suggestion.

**14. To consider the purchase of IT equipment as discussed by the Finance Committee which includes laptops, external drive, UPS and server and agree any action** – Councillor Woods reported that we have been struggling with the IT and has taken 18 months to resolve. We need to buy 2 x laptops, server, UPS. The Finance Committee has authorised to spend up to £2,000. Councillor Brownsea informed the members that this would be coming out of the reserves. Proposed by Councillor Betts and seconded by Councillor Bickley  
**ALL AGREED**

**15. To agree to pay for road closures for Remembrance Day parade** – The cost is the same as last year. We have to cover this cost for a safety requirement. £265 + VAT. This was proposed by Councillor Rose and seconded by Councillor Betts  
**ALL AGREED**

It was also decided that there was no need to justify this expenditure every year providing it does not go over £300 + VAT. Proposed by Councillor S Marjoram and seconded by Councillor Roberts.  
**ALL AGREED**

**16. To consider the recommendation from the Finance Committee to upgrade the water supply to Football changing rooms and agree any action** – Councillor Woods reported that this would be an asset to the building. This year the changing room have been used by other people other than the football club. It was agreed to spend £7,588 + VAT proposed by Councillor Goodswen and seconded by Councillor Broughton

**ALL AGREED**

**17. To consider the recommendations from the Finance Committee for the cost for the replacement of the leisure centre's boiler and agree any action** – There is no heating in the building as the boiler died last year. The Recreation Committee looked at possible replacements, the previous ducting not put in properly and needs to be extended. The Recreation Committee looked at the restrictions of the cupboard size in relation to the size of the boiler. It was decided at the Recreation Committee to replace boiler, replace and extend the ducting would cost £12,587.00 + VAT this was proposed by Councillor J Marjoram and seconded by Councillor Bickley. **ALL AGREED**

**18. To consider the recommendations from the Finance Committee for the cost of a replacement mower and agree any action** – The Finance Committee recommended that the cost be split between Town Council and the Recreation Committee under maintenance tools budget. It was decided on quote B £453 + VAT, proposed by Councillor Goodswen and seconded by Councillor Broughton. **ALL AGREED**

**19. To consider the recommendation from the Finance Committee for the repairs to Bullock Fair Car Park bollards** – Councillor Woods reported that the cost had been agreed for the repair at £150 + VAT for the 5 bollards. Proposed by Councillor Goodswen and seconded by Councillor Betts. **ALL AGREED**

**20. To receive reports from working groups**

**Environment Working Group** - Councillor Bickley informed the members the finished cemetery plans were shown

**Communications Working Group** – As already mentioned the need for the IT equipment

**Development Working Group** – Councillor Woods reported there will be a meeting with SNC in the next few weeks.

**Standing Order Working Groups** – There is nothing in hand at present

**21. To receive reports from Committees and note their decisions and where appropriate agree any action -**

**Recreation Committee** –

- There was an agreement to get the social room ceiling done.

**Planning Committee** –

- Councillor Betts reported that there was no meeting. However due to receiving some planning applications, there is likely to be a meeting in the next few weeks.

**Finance Committee** -

- Please report budget ideas as soon as possible and decide on the correct split for these items.

**22. To receive reports from town councillors (for information only) –**

**Councillor Brownsea** – HIP still having issues with who owns the Harleston notice boards. **Action Point Councillor Riches**, to find out who owns the notice boards and whether we can use them for Town Council use.

**Councillor Betts** – Christmas working group – there are health and safety concerns and due to the vandalism from last year there will be no tree this year. We will put into the budget for next year the cost of a Christmas tree. We need volunteers for the Christmas lights.

**Councillor Bickley** – Spoke about the Dementia Friendly launch was a huge success. Now up and running a Dementia Café and drop in centre. Piano playing tea and cake.

Should the council be Dementia Friendly? Councillor Bickley will provide guidelines on how to treat people with Dementia related problems. Councillor Bickley will keep the council updated.

**23. To receive the Clerk's report (for information only) –** The Clerk reported the following:-

- **Waveney Valley Orchestral Workshop** – Lin has received a letter from this organisation inviting councillors to the end of Workshop Concert on Sunday 30<sup>th</sup> October.
- **Meetings attended** –  
Dementia Friendly launch – previously discussed  
Harleston Future AGM – This was not very well attended, however the sub-committee's (events, well-being, environment, flag force and swift action) reported on the successes throughout the year.
  - All those involved in the management team agreed to remain on board for another year, however, they are always looking for new people to get involved.
  - The treasurer's post still hasn't been filled yet so they are looking for a volunteer to help look after the finances.
  - At the time of the meeting they hadn't heard from SNC what funding they will be receiving.
- **Planning application 2016/2033 – Harleston Service Station, London Road, Harleston** – The application has been withdrawn
- **Letter written on behalf of St. John's Church** – Informing the Council that to coincide with the Christmas Faye and lights switch-on, they will be running a Design a Snowflake competition. They have asked for a donation for the prizes.
- **Circus 2015/16** – The outstanding fees have been paid.

**24. To approve items of expenditure invoiced since the September 2016 meeting and note balances. –**

Expenditure total – Payments for TC £6,195.41 and Recreation £13,595.76. Payments already made TC £6,833.18 and Recreation £9,746.33.

Agreement proposed by Councillor Brownsea and seconded by Councillor Goodswen -

**ALL AGREED**

**Balances in bank accounts as at 14<sup>th</sup> September 2016**

Red with Harleston T CIAS	£1,825.80
Community Account	£19,937.01
Base Rate Account	£15,000.00
Higher Rate Account	£568,077.19

**25. To be informed of significant correspondence and agree any action (list as circulated) –** None

**26. To resolve to exclude the press and public, due to confidential nature of the following items.**

**27. Confidential information and councillor responsibilities –**

**28. To receive an update on the Sports Hub concept –**

**29. To receive an update on the new toilet block –**

**30. To receive an update on the car parks –**

**31. Councillor involvement in council matters outside of meetings -**

**32. To confirm the date of the next meeting** – Wednesday 9<sup>th</sup> November 2016 at 7.00pm at the Harleston Leisure Centre.

Signed .....

Date .....

The meeting was closed at 9.11pm