



Redenhall with Harleston Town Council

Clerk: Mrs. L. Ling
Chairman: Mr B. Woods

Minutes of a meeting of Redenhall with Harleston Town Council Held at Harleston Leisure Centre On Wednesday 15th February 2017

Present: Councillors – Barry Woods, Frances Bickley, Mark Betts, Adrian Brownsea, Ian Broughton, John Marjoram, Simon Marjoram, Sandra Nicholson and Greg Rose

Also Present: County Councillor Martin Wilby, District Councillor Jeremy Savage, District Councillor Brian Riches, Lynda Ling (Clerk), Tina Page (Office Administrator)

- 1. Welcome** – Councillor Woods welcomed those present at the meeting.
- 2. Apologies** – Councillors Roberts and Goodswen
- 3. Declarations of pecuniary and other interests** – Councillor Broughton declared a personal interest in item 19
- 4. Approval the minutes** - of the meetings held on Wednesday 18th January 2017 and note the draft minutes from the Personnel Committee Tuesday 24th January 2017, Finance Committee Tuesday 7th February 2017 and Planning Committee Wednesday 1st February 2017. Agreement proposed by Councillor Brownsea and seconded by Councillor Nicholson. **ALL AGREED**
- 5. Matters arising from previous meeting** – None
- 6. Police, District and County Councillor's reports** – Councillor Woods read the statistics out for Harleston, Earsham and Beck Vale which totalled 18 in all -

Burglary in a dwelling	1
Criminal Damage	7
Domestic	6
Public fear, alarm or distress	1
Theft from a vehicle	1
Theft or unauthorised taking of a motor vehicle	2

There will be a street surgery on Wednesday 8th March 2017 between 12pm and 2pm at Budgens.

Councillor Brownsea reported that he had received a call from the local constable and was advised that due to a change of policy there will no longer be any meetings. The next meeting was scheduled for March. Councillor Woods will email the Inspector to ask why there are no more meetings.

ACTION - BW

County Councillor Wilby reported the following:

- Pulham Primary School with many others for opening of the Dade Meadow, the official opening of the Icen House, battle Re-enactment and the exhibition in the school and the New Library

- A big thank you to the firemen who dealt with the very serious fire at London Road. Their quick attendance and expert work prevented this fire from spreading to cause much more damage whilst making the area safe for all. So a big thank you to all of our emergency services who attended this fire.
- The NCC budget will be set 20th February for 2017/18
- NCC will receive an additional £5.1m from central government to spend on road and transport improvements in the 2017/18 financial year.
- SNC promoting the litter pick again. Organise a litter pick with your community group, charity or school and you will automatically be placed in the prize draw to win £200.
- Congratulations to all of the local individuals and local groups that were nominated for the South Norfolk Community Awards. The winners were, the River Waveney Trust, Samantha Johnson, Chris Brooks, with Bullock Fair Charity Shop, Harleston and District Dementia Friendly Group and Mike Booty (South Norfolk Youth Symphonic Band) also recognised for the fantastic work they do within our communities.
- Congratulations to Harleston Town Football Club

County Councillor Riches reported the following:

- Would like to receive an update regarding the Car Park Steering Group as the deadline for SNC is June/July. There is an issue with Planning application near the Poppies estate, where Plot 25 is surrounded by 13 car parking spaces.

District Councillor Savage read out his report which comprises of:

- The problems with parking in Tudor Rose Way has been discussed, there are problems with emergency vehicles access.
- Anglia Water are working on ½ million pound waste disposal in town.

7. Chairman's Report – The Chairman reported the following:

- Thanks to Dan Rose who reported the fire in London Road and assisted the occupier out of the building.
- On 30th January 2017, attended a meeting at SNC described as 'Community Governance Review Briefing', with the chairman of most parishes. Essentially it is a 15 yearly review of parishes. South Norfolk were keen to point out that of 119 parishes, only 19 had actually been contested. The chairman does not think it will affect Redenhall with Harleston Town Council much, but the council has to make a return even if things are to remain the same. A copy of the presentation is available for any councillor who wishes to view it. The review is to start in March and will be discussed at a later date.
- Councillor Woods has had a request from the councillor of Wortwell Parish Council about the possibility of them borrowing the SAM equipment, as they are having severe problems with speeding vehicles.

ALL AGREED

8. To agree the cost of the resurfacing works on the Jays Green footpath as recommended by the Finance Committee and agree any action – Councillor Woods reported that the council has no record of who owns this path. The quotes have gone before the Environment Working Group and Finance Committee for discussion and was agreed that the cost can come out of the projects budget. Option 3 of the quotes was agreed – Hot Bitumen and Granite Stone

- To scrape off the existing surface
- To Sweep clean the area
- To cart all spoil off site to tip
- To backfill and level the excavated area with well compacted crushed hardcore, well tracked and rolled to form a solid level base surface
- To spray area overall with hot bitumen emulsion and 10mm hard wearing grey granite stone well rolled in

Total cost:- £1295.00 + VAT. Agreement was proposed by Councillor J Marjoram and seconded by Councillor Betts

ALL AGREED

9. To set the date of the Annual Town meeting and agree it's format – It was decided to have to same format as last year, those who received grants are invited to attend. Councillor Brownsea mentioned that it is only residents of the town that should attend as members of the public. The date

was agreed to be Wednesday 12th April 2017. Agreement proposed by Councillor J Marjoram and seconded by Councillor Nicholson **ALL AGREED**

10. Consideration to adopt the Annual Review of Effectiveness of Internal Control – Agreement was proposed by Councillor Brownsea and seconded by Councillor S Marjoram **ALL AGREED**

11. Consideration to pay Pauline James for professional advice relating to year end accounts as recommended by the Finance Committee – The dates for Pauline's visit have been booked for 2nd and 4th May 2017, costing £376 + £28 for petrol. Agreement was proposed by Councillor Betts and seconded by Councillor Broughton however no more than £500 should be spent. **ALL AGREED**

12. Consideration to agree to pay for an annual VAT review by Elysian Associates and agree any action – The cost for the following is:-

- Morning training for Councillor Woods, the clerk and office administrator followed by the afternoon VAT check to review the last two years VAT - £1050. The training session had already been agreed during 2016. Agreement was proposed by Councillor J Marjoram and seconded by Councillor Nicholson **ALL AGREED**

13. Consideration for the implementation of a policy of charging a non-refundable deposit for usage of council services/hire as recommended by the Finance Committee – The council currently does not have a policy on charging deposits. The proposal put forward is a 50% deposit at the time of booking, if the customer defaults on the payment then the next time they wish to book, a deposit of 100% will be required. The clerk has the discretion to reduce it. Councillor Brownsea requested that defaulters and anything that is over 30 days of payment are reported to the Finance Committee. Proposed by Councillor Betts and seconded by Councillor Nicholson. **ALL AGREED**

14. Consideration for the implementation of a policy for unpaid invoices as recommended by the Finance Committee – Previously the office have experienced late payment of invoices. It is proposed that a policy be implemented for a standard payment period of 30 days. If the invoice still remains unpaid after that initial 30 days, then over the next 4 weeks a 5% charge for all or part of the week will be levied. Agreement was proposed by Councillor Betts and seconded by Councillor Brownsea **ALL AGREED**

15. Consideration of the installation of a pedestrian footpath from Wilderness lane onto the recreation grounds as recommended by the Recreation and Finance Committee's and agree any action – Councillor Rose spoke to members about the proposed removal of the hedge which would be a huge improvement to the entrance to the grounds. Other improvements included the moving of the gate and the footpath to be wide enough for the safe use for wheelchair/pushchair users. The cost in total was £8,853.50 + VAT
Councillor Rose asked for the meeting to be suspended so that he could talk to the Clerk.
Meeting suspended 7.50 - reconvened 7.52pm.
There was some discussion over the quote, questions asked what the depth was in the area where large lorries would drive over, and why it was higher than anticipated. Members were reminded that the quote had been agreed at the Recreation and Finance Committees prior to coming to the Town Council and had already been considered in depth by the two committee's and agreed. The quote was agreed proposed by Councillor Betts and seconded by Councillor Broughton.

**6 AGREED
1 ABSTAINED
1 AGAINST**

The clerk was asked send the information on the quotes to Councillor J Marjoram

16. To receive an update relating to the war memorial gardens and agree any action – Councillor Woods informed the Council that there had been a meeting with some contractors with the Operations Manager, but as yet no update. This will now be referred back to the Environment Working Group and then the Town Council for discussion.

17. Consideration of formalising the procedure relating to additions to working groups, committee and council agenda's and agree any action – Councillor Woods spoke to members about requests for items to be put on agenda's and suggested that it would make more sense to contact the Chairman of the group/committee at least 2 weeks before the meeting. If the Chairman of the group/committee refused the request, then an appeal should be made to the clerk. **ALL AGREED**

18. Consideration relating to the car parks steering group and agree any action – Councillor J Marjoram updated members on the following:

- Keith Honeycombe resigned
- There were suggestions that the Steering Group should be run by the Business Forum.
- The Business Forum wanted to agree the package, have free car parks, toilets and let SNC take over the gym.
- The Town Council has refused the offer of SNC taking over the gym.
- Taking over the car park on a peppercorn rent – all other main costs taken over by the Town Council. Including resurfacing which is approximately £35,000, every 15 years. The interceptor tanks were also discussed.
- Councillor Bickley expressed concerns about the lack of residents on the Steering Group.
- It was agreed that Tina Page to set up social media accounts.
- The Council could ask residents what is 'fair' in their view when it comes to car park costs to residents
- The Town Council is currently paying 85% of the costs despite, when the car park lease was first set up, the businesses were asked to pay 50% and the Town Council pay 50% of projected running costs.

19. To authorise a small increase in the budget for the refurbishment of the social room works (relocation of a door) and agree any action – Councillor Woods reported that the building regulations have been checked by the contractor, and the door to the social room can be configured to open into the room and not onto the stairs. The cost, if done this week will be £300-£400. The agreement was proposed by Councillor Betts and seconded by Councillor Bickley **6 AGREED**
1 ABSTAINED

20. Consideration to the replacement of two lighting columns in Bullock Fair Car Park as discussed at the Environment Working Group and agree any action – Councillor Woods reported that it appears that cars have reversed into the columns and have destroyed the structure of two columns, both are now unsafe. Unfortunately the existing lanterns are not compatible with the new columns. The cost is £2,590 + VAT for both columns and lanterns. The clerk was asked to check the insurance status for this type of damage. Agreement proposed by Councillor Rose and seconded by Councillor J Marjoram. **ALL AGREED**

21. To discuss the authorisation of payment for two maintenance members of staff to undertake a mobile scaffolding course any agree any action – At the moment there are no maintenance staff trained on scaffolding, and this is now becoming urgent in order to comply with the law. One staff member needs the training as soon as possible, the other can take the training at a later date. Proposed by Councillor J Marjoram and seconded by Councillor Broughton **ALL AGREED**

22. To receive reports from the Working Groups -

Communications Working Group – There has been no meeting

Standing Orders Working Group – There has been no meeting.

Environment Working Group –

- Landscaping war memorial gardens, funding has been allocated for this.
- Cemetery policy – need to have a look at requests for benches and the maintenance of these – will work in conjunction with Wortwell.

Development Working Group –

- Give consideration to the use of Town Clerks office for extension to the Gym free weights area. The clerk has already moved into the main office in readiness
- CCTV needs to be moved to the main office – active consideration.

23. Reports from committees and note their decisions and where appropriate agree any action –

Planning – Councillor Betts reported that they had just discussed the development of 35 houses by The Poppies, Titlow Road Garages – receiving a lot of public comments

Recreation – Councillor Bickley has been appointed Chairman until May

Finance – Last year budget didn't look at the reserves. This year the reserves will be discussed in more detail. There is no meeting scheduled for March

24. Reports from town councillors (for information only)

Councillor Broughton – Why do we not receive reports from Highway Rangers, it appears the emails are not being forwarded.

Councillor Betts – Now rolling out Sophos, should be completed by the end of next week, the office administrator to undertake this task. Recording equipment should be here soon.

Councillor S Marjoram – There appears to be no bus stop at the Pound Close end of Harleston, this is Norfolk County Council – Councillor Woods to ask that question.

Councillor Brownsea – Bottom quarter of highways sign missing near Needham Roundabout

Councillor Bickley – Member of the public request that we look into a footpath between Recreation Walk, past maintenance shed and towards Swan Lane, by the Library.

25. Clerk's report (for information only)

- **Work experience** – We have already accepted a young lady for work experience in the office for later this year for two weeks. However, we have now had another request from the mother of another young girl to see if we can take her daughter for just 3 days. How do you feel about this and would you be happy for the office to accommodate the second placement?
- **Discover South Norfolk** – The new magazine will be coming out just before Easter which is valid for 2 years. There is a page in it relating to Harleston which has been updated to reflect amenities both on the recreation ground and the leisure centre, including a reference to the updated function room having been refurbished.
- **Ongoing works** – The social room is looking so much more spacious now and the majority of the ceiling plastering has been completed. Additionally the gym reception area looks more professional with its new lighting scheme and has received favourable comments from gym users.
- **Cemetery** – Councillors Bickley, Nicholson and Lynda Ling will be working on the review of cemetery fees this week, with a view to possibly bringing them more in line with other local town council cemetery charges.

26. Approval of expenditure invoiced since the January 2017 meeting and note balances –

Expenditure total – Payments for TC - £17,113.55 and Recreation Committee - £3,983.30. Payments already made – TC £7,833.75 and Recreation £10,977.90

Agreement proposed by Councillor J Marjoram and seconded Councillor Nicholson. **ALL AGREED**

27. Significant correspondence – None, However, It was pointed out that the 'free' dog bin charges would be charged in the first year as £50 per bin, then £100 per bin the following year.

28. To resolve to exclude the press and public [Public Bodies (Admission to Meetings) Act 1930, Sec 1 (2)] due to the confidential nature of the following items.

29. To discuss issues relating to personnel and contracts, and also obtaining HR advice and agree any action – Agreement proposed by Councillor Broughton and seconded by Councillor Betts

ALL AGREED

30. To confirm the date of the next meeting – Wednesday 15th March 2017 at 7.00pm at the Harleston Leisure Centre.

Meeting ended at 9.22pm

Signed:

Date: