



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 March 2017

Present: Councillors – Frances Bickley, Mark Betts, Adrian Brownsea, Ian Broughton, John Marjoram, Sandra Nicholson, Martin Roberts, Matthew Goodswen and Greg Rose

Also Present: District Councillor Jeremy Savage, District Councillor Brian Riches, Lynda Ling (Clerk), Tina Page (Office Administrator), 4 members of the public

- 1. Welcome** – Councillor Bickley welcomed those present at the meeting.
- 2. Apologies** – Apologies were received and accepted from Councillors Woods and PC Heather Fields
- 3. Declarations of pecuniary and other interests** – Councillor Broughton declared a personal interest in item 10
- 4. Approval the minutes** - of the meetings held on Wednesday 15th February 2017 and note the draft minutes from the Recreation Committee Wednesday 1st February 2017. Agreement proposed by Councillor Betts and seconded by Councillor Nicholson. **ALL AGREED**
- 5. Matters arising from previous meeting** – None

The meeting was adjourned for public participation at 7.04pm and reconvened at 7.06pm

Norman Hart from Harleston Future thanked the town council for the invitation to join the Car Park Steering Group and informed members that the organisation strongly supports the car parking proposal from the steering group. Ian Carstairs, Carol Wiles and Peter Metcalf, also present, were attending as residents to also support the work of Councillor John Marjoram. A suggestion was put forward to ask South Norfolk Council if they will discuss the proposal in principal, the members of the council were asked to take this into consideration.

6. Police, District and County Councillor's reports – The chairman read out County Councillor Wilby report:

- Funding of £370,362 for 136 small scale highway projects across Norfolk have been approved by the Environment Development and Transport committee.
- Good to see the recent press coverage and photo's about a large restoration project at Billington Mill. Thanks to Julie and Herbert Webstell for looking after the mill for many years and also thanks to Ian Carstairs for the high quality photo's he has taken of the mill which has been taken as a record of the project.
- The East of England Energy Group conference was recently held at the Norfolk Showground, where it was announced that a Great Yarmouth company secured a contract to build 56 turbine towers for the £1.56bn Galloper offshore wind farm which will bring 40 new jobs to the port.
- South Norfolk tree wardens have planted nearly 3,000 trees across the district this winter.

District Councillor Savage read out his report which comprises of:

- South Norfolk Council were in the finals of the Councils of the Year awards, that is the last 6 out of 380.
- The Parish Review starts on 20/3/17, this enables parishes to discuss things like squaring off boundaries which are not logical or possibly parishes joining together to share a Parish Council,
- The District Council Boundary review, the Boundary Commission issued its final guidance today.
- He has been approached by business people in Harleston some of whom feel that the Town Council is failing to represent their interests, they don't seem aware that there is no hurry to complete negotiations regarding the car park before July 2017.
- Business Rates – bills in South Norfolk as a whole have in aggregate been reduced by 5%, but some have gone up a bit. Harleston typical shop rateable value of £5,000 has seen a reduction of about £200 per year, but this is misleading because single shops not part of a chain with a rateable value of less than £12,000 pay nothing at all.
- Policing Plan, Lorne Green has been very active since he was elected and recently had a meeting with John Fuller to explain his thinking, for instance he is clustering Police with specialist technical skills in two hubs to increase efficiency in dealing in IT related crime.
- Anglian Water are beginning to discuss the problems of foul water drainage from the Bypass side of Town, this is essential in the long term for the continued development of housing and industry near the bypass.

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

- Dementia Friendly - Initial awareness sessions for the residents and the training for the businesses are completed, we now move to the next phase.
- The Harleston & District Dementia Café and Support Group on Thursday 20th April 2017. This will then be held every 3rd Thursday of the month in the Swift Piano Bar at the Swan Hotel 2-4pm. To help to cover our costs, we have been approached by a number of businesses in the town and Grapevine to sponsor our café each month. We are very pleased to say that we have already secured sponsorship of our café and support group up until at least July 2018.
- The 2nd Anniversary of the group will be celebrated on May 20th 2017, which coincides with National Dementia Awareness Week. We will be holding a fundraising cake stall outside the Swan Hotel on that day and would be extremely grateful for any donations of delicious home bakes cakes on the day.
- Councillor Bickley would like to personally thank the many businesses and organisations that have supported us over the last 2 years, particularly the Harleston Rotary Club, Councillor Savage, the East of England Co-op, Musker McIntyre and The Apiary amongst others.

8. To discuss the findings of the Car Park Steering Group and agree any action – Councillor Bickley thanked Cllr J Marjoram for the work he has done for the Steering Group. Cllr. Marjoram then informed members of his findings to the members. The Business Forum resigned from the Steering Group for a number of reasons, one of which was that they felt that the Leisure Centre should be part of the negotiations with SNC, although this was never on the table for discussion. It was agreed that the proposal should be sent to South Norfolk Council as soon as possible, so that discussions can be started. Agreement was proposed by Councillor Nicholson and seconded by Councillor Betts

**AB ABSTAINED
8 AGREED**

9. To consider the Premises Licence for the building and discuss any action – Currently the Premises Licence is in the name of Robin Twigge and Samantha Webb, however the Council would like to bring control of the licence in house. The clerk had made some enquiries to SNC to find out how the process works and the costs involved, and to transfer the premises licence to the town council would cost £23. Agreement proposed by Councillor Betts and seconded by Councillor Rose

ALL AGREED

The licence will be held by the Clerk, and this would cost another £23. Agreement proposed by Councillor Rose and seconded by Councillor Broughton

ALL AGREED

10. To discuss and agree costs for moving the bar and new flooring in the social room and agree any action – The preferred supplier has provided a quote to alter the bar and move it as agreed previously at a cost of £2065 + VAT, the cost would be split between building improvements and maintenance general. Councillor Betts (vice-chair) of the Finance Committee agreed that it

should go ahead as the gym needs more space. There was a brief discussion that the letter stated 'estimate' and not 'quote', however the clerk assured members that it was a quote. Agreement providing this is a quote and not estimate, was proposed by Councillor J Marjoram and seconded by Councillor Nicholson

ALL AGREED

The flooring was deferred until the next meeting.

11. Consideration to agree the purchase of various items for the social room, including a sound system, speakers and under-counter drinks chillers and agree any action – This has been detailed on the clerk's report. The purchase of these items were necessary to move the social room forward to become a room for hire. Councillor Brownsea reported that at a previous council meeting it was agreed for the clerk to spend £500 from the Apollo sale, the council has now spent £1250. He proposes that the original decision be put to one side and recommend that the whole total be agreed. Agreement was proposed by Councillor Brownsea and seconded by Councillor Betts.

ALL AGREED

Further discussions will be needed regarding staffing for the social room, and a dedicated person to be the responsible bar manager, Neil Shannon (Football Club) has said that he is happy to run the bar until the designated person for the council has taken the bar management course.

Councillor Brownsea said that he would like to see a proper budget and programme for improvements as well as predicted income from the social room. The clerk confirmed that this would be done in due course.

12. Consideration to agree to pay the purchase of a new colour photocopier for the town council and agree any action – The present photocopier is over 10 years old and it was second hand when originally purchased. The company with whom we have a contract for servicing and repair are advertising a March Special offer, which has a brand new colour photocopier good enough to fulfil the office needs at half price. Councillor Betts reported that if this was bought outright it would cost £1635 + one year maintenance, or alternatively the council could lease it at a cost of £103.69 per month with parts and service free. After some discussion, it was agreed to opt for the lease and not pay outright. Agreement was proposed by Councillor J Marjoram and seconded by Councillor Betts.

ALL AGREED

13. Consideration to apply for funding from the War Memorial Trust for the cleaning of the War Memorial and agree any action – This was discussed at the Environment Working Group and members thought it was a good idea to apply for funding to get the War Memorial cleaned professionally for the WW1 Anniversary next year. Agreement was proposed by Councillor Rose and seconded by Councillor Nicholson.

ALL AGREED

14. To receive reports from Working Groups and agree any action –

EWG – The War memorial gardens were discussed, it was decided that further investigation with landscape gardeners was required. The clerk has been in contact with Wortwell Parish Council, with regard to the review of cemetery charges and await their response.

15. To receive reports from Committees and note their decisions and where appropriate agree any action –

Personnel – to be discussed later in the meeting.

Recreation Committee –

Football Club - A request has been made by the football club for a path near the dug outs. The football club will come back to the recreation committee with plans the following week.

Tennis court resurfacing – As there could potentially be £6,000 shortfall in funding, the committee agreed that the subject should be discussed at the next Finance Committee meeting. Councillor Goodswen stated that as it is a Town Council asset we should repair it. Councillor J Marjoram asked whether we need to spend that much on the re-surfacing, as the courts do not need to be made up to county level. The clerk informed members that Gary Howard (Play and Amenities Officer at SNC) looked at the tennis courts and said that they are not that bad, just some remedial action was needed.

Skate Park – The skate park group met with the clerk, and some members of the council to discuss a possible location, the skate park group felt that an area next to the FISA could potentially be the

preferred location. The Skate Park group will provide the council with quotes for the required works. Councillor Marjoram asked about the rumour about the floodlights and turnstiles for the football club. Councillors responded that although the council are not adverse to floodlights, it would be impossible to charge users to enter the recreation ground.

16. To receive reports from town councillors –

SN – reported that car drivers are not respecting the double yellow lines outside Malthouse Court

AB – Why is London Road decorated with no parking cones on both sides of the road?

MG – Reported that he is resigning at the end of this meeting

JM – Reported the need for residents on the Steering Group

MR – Reported parking issues by Poppies roundabout, cycle path

MB – Reported that the girl guides are celebrating 100 years

Standing orders were suspended for public participation at 8.24pm and reconvened at 8.30pm

District Councillor Riches asked whether it is better to contact John Fuller, with copies to Sandra Dineen, Brian Riches, and Jeremy Savage. There is no hurry at this moment to discuss the car parks, it would be best to wait until after 4th May elections and things will move along a lot quicker. Some people are keen to keep free parking but at the expense of giving away the gym, however, people are not fully aware of the reasons why the council want to keep the gym and it has already been decided by the council that the gym is not part of the package. There was a discussion about the original meetings with SNC being secret, however, this was at the request of SNC who asked the attending councillors and clerk to agree to a confidentiality agreement in the first instance.

Norman Hart stated that Harlestone must stand united.

17. Clerk's report (for information only)

- **PAT testing** – A request has been received in the council office from Exchange 2, asking if Steve Cox can undertake their PAT testing again this year. All agreed that was ok.
- **Barclaycard** – Andy Jackson's name has been taken off the account and the card destroyed in his name. Another card now has been issued in the clerk's name.
- **Apollo Room Purchases** – Councillor Bickley, Neil Shannon and the clerk have gone back to the Apollo club on a couple more occasions to try and negotiate better prices on items that will be required in the refurbished social room. Significant savings for the items that will be required to make this into a multi-purpose room have been achieved. The Apollo Club have also donated some rope lights to the Christmas Lights group.
- **Harlestone United Reform Church** – The clerk has had communication from the gentleman who has bought the United Reform Church in Harlestone and he has expressed an interest in speaking with the local community and councillors on his plans. - It was agreed that the Planning Committee should invite Mr Wightman to the next planning committee meeting.

18. Approval of expenditure invoiced since the February 2017 meeting and note balances –

Expenditure total – Payments for TC - £26,754.67 and Recreation Committee - £5,661.73

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

19. Significant correspondence – None

20. 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.

21. To discuss issues relating to personnel and agree any action – Councillor Bickley informed members of discussions held recently at the Personnel Committee meeting relating to pay and hours for the maintenance staff.

22. To confirm the date of the next meeting – Wednesday 15th April 2017 at 7.00pm at the Harlestone Leisure Centre.

Meeting ended at 8.43pm

Signed:

Date: