



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 17th May 2017

Present: Councillors – Barry Woods, Frances Bickley, Mark Betts, Adrian Brownsea, Ian Broughton, Martin Roberts, Joanne Robins, Richard Joselyn, and Greg Rose
Also Present: District Councillor Jeremy Savage, County Councillor Martin Wilby, Lynda Ling (Clerk), Tina Page (Office Administrator).

Before the election process started Councillors Woods talked about the fact that there was a proxy vote. Under the LGA 1972 sch 12 para 39 (1) this form of voting cannot be used. Councillor Woods also informed members of the procedure if there was a split vote.

1. **a) To elect a Chairman** – Councillor Woods put himself forward as Chair for another year.
Proposed by Councillor Roberts and seconded by Councillor Joselyn. **ALL AGREED**
b) To receive the Chairman’s Declaration of Acceptance of Office. – This was signed.
c) To elect a Vice-Chairman – Councillor Bickley was elected to continue as Vice-Chair.
Proposed by Councillor Betts and seconded by Councillor Broughton **ALL AGREED**
2. **Welcome** – Councillor Woods welcomed those present at the meeting
3. **To receive and accept apologies from members unable to attend** – Councillors Nicholson and Marjoram and District Councillor Riches.
4. **Declarations of pecuniary and other interests** – Councillor Joselyn declared an interest in item 20
5. **Approval of the minutes** - of the meetings held on Wednesday 19th April 2017 and note the draft minutes from the Recreation Committee Wednesday 5th April 2017, draft minutes from the Personnel Committee 25th April 2017, and the Finance Committee 9th May 2017. Agreement proposed by Councillor Roberts and seconded by Councillor Rose **ALL AGREED**
6. **Matters rising from previous minutes** – None
7. **Police, District and County Councillor’s reports** – Councillor Woods reported that the statistics are not just for Harleston area however the statistics are:- Burglary residential 1, Criminal Damage 7, Domestic 8, Public fear, alarm or distress 2, Theft from a motor vehicle 2, Theft or unauthorised taking of a motor vehicle 1.

District Councillor Savage read out his report which comprises of:

- The Annual meeting of South Norfolk Council - Councillor Barry Duffin was elected Chairman and his two charities will be The Nook Appeal, to raise money for the new Children’s

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Hospice at Framingham Earl and Elizabeth's Legacy of Hope which help children who have suffered loss of a limb

- There was a debate about Norfolk County Council from March 2018 withdrawing the grant to Social Housing Providers which is about £468 per house per annum towards support services for those in sheltered or supported housing; this affects 540 housing units in South Norfolk of which 408 belong to Saffron Housing.
- A discussion was held regarding the Peer Review which is a result of a visit by 5 leading Councillors from other parts of the country between 24th and 27th January 2017. Their findings included that they were impressed by the commitment and compassion of both staff and members of a very good council that is seen to be punching above their weight. They made some suggestions for improvements, such as improving training for the scrutiny committee members to improve their forensic questioning. It is proposed to appoint a new Director of Communities and Well-being.
- Cllr Savage is currently trying to organise help for the Harleston Magpies Hockey Club to purchase part of their site, unfortunately this is being held up by purdah.
- Cllr Savage has discussed with Harleston Information Plus briefly the possibility of training in cookery which is needed by some sections of the community.

County Councillor Wilby read out his report which comprises of:

- Following the Norfolk County Council election on May 4th, the council is now made up of 55 conservative, 17 labour and 11 Liberal councillors. He would like to thank everyone for their support. At the NCC annual general meeting, he was appointed as Chairman of the Environment, Development and Transport Committee which is the position he has held for the past 12 months. Cliff Jordon was elected as leader and John Ward was elected as Chairman of the Council. At the NCC they have identified three main highway priorities and they are Norwich Western Link, Great Yarmouth 3rd river crossing and the Long Stratton Bypass including Hempnall Crossroads which he proposed to be a roundabout.
- Morningthorpe Recycling centre will be closed from 13th June 2017- 4th August 2017, this is for essential maintenance work. The nearest alternative site for this period is Ketteringham, Mile Cross, Bergh Apton and Wymondham. This is part of a programme to improve surface water drainage on all of the Norfolk's recycling centres.
- Congratulations to the children and staff at Pulham Primary school on their recent Ofsted inspection, they were found to be good.
- It was great to see a large crowd on Harleston Recreation Ground watching the last game of the season for Harleston FC.
- Norfolk Trading Standards and the Norfolk Safeguarding Adults Board have joined forces to promote the national Friends Against Scams campaign here in Norfolk. This is open to anyone who wants to protect themselves, their neighbours or their loved ones against scams. www.citizenadvice.org.uk/consumer
- There are many events planned, one very popular event is the Harleston Antiques and Vintage Street Market 18th June.
- Cllr Wilby's next surgery will be at HIP Saturday 17th June.

8 Chairman's Report – Councillor Woods read out his report which comprises of:

- The European Union is bringing out new data protection legislation that will make the whole question of data protection much more rigorous. It is likely to be adopted in May 2018. It is currently believed that this legislation – GDPR – General Data Protection Regulations will apply to all councils. If that is the case it will make it necessary for this Council to introduce various new policies, and perhaps upgrade our IT components. The Local Council Public Advisory Service, which has been used for training previously, are running a course on the preparations necessary for the General Data Protection Regulations on 12th June 2017. He has booked himself on this course and he will report back to the council. He proposes to take Lynda Ling with him on this course, as it is likely that she will be the one bearing the brunt of any new job titles that occur as a result of this legislation.

9 To discuss the Terms of Reference for the Environment Working Group – At the moment there are no formal terms of reference for this remit to become a committee. The expectation at the moment is for Environment Working Group members to do the same with a formal structure as a committee.

10 To resolve that from 17th May 2017 this council has met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence –

Proposed by Councillor Betts and seconded by Councillor Brownsea

ALL AGREED

11 To note and approve the accounts for the financial year 2016/17, as recommended by the finance committee – The internal auditor has stated that we need to provide evidence on a quarterly basis via the agenda that the accounts have been discussed despite this being included in the Chairman's report. Councillor Woods stated that it will be a separate agenda item on a monthly basis. Agreement to approve the accounts was proposed by Councillor Betts and seconded by Councillor Roberts

7 AGREED

RJ ABSTAINED

JR ABSTAINED

Councillor Woods signed the accounting statement.

12 To resolve to sign off sections 1 & 2 of the 2017 Annual Return, as recommended by the finance committee – Councillor Woods read out the section 1 – Annual Governance statement 2016/17 which all members agreed. Section 2 had already been distributed to members and this was also agreed. The chairman and clerk signed both sections. Agreement proposed by Councillor Brownsea and seconded by Councillor Betts

ALL AGREED

13 To resolve to agree representation on external bodies, such as HIP, Exchange II, Harlestone's Future and District Business Forum – After some discussion the following was agreed:

HIP – Councillor Brownsea

Exchange II – Councillor Rose

Harlestone's Future – Councillor Broughton

District Business Forum – Councillors Robins

County Councillor Wilby left the meeting 7.39pm

14 To agree a representative for a Town Plan meeting and agree any action – The meeting is to be held at The Swan on the 31st May 2017, time to be confirmed. It was agreed that Councillors Joselyn and Brownsea should attend and the clerk will forward any information she has.

Action - Clerk

15 To resolve to appoint councillor on committees and working groups – The Council agreed as follows:

Development Working Group

M Betts

F Bickley

A Brownsea

J Marjoram (subject to agreement)

Communications Working Group:

B Woods

M Betts

F Bickley

S Nicholson (sta)

<u>Standing Order Working Group:</u>	M Betts F Bickley S Nicholson (sta) G Rose	
<u>Environment Committee:</u>	F Bickley A Brownsea I Broughton S Nicholson (sta)	Standby M Roberts
<u>Finance Committee:</u>	B Woods M Betts F Bickley A Brownsea	I Broughton
<u>Personnel Committee:</u>	M Betts F Bickley J Marjoram (sta) S Nicholson (sta)	I Broughton
<u>Planning Committee</u>	M Betts F Bickley I Broughton J Marjoram (sta) S Nicholson (sta)	R Joselyn
<u>Recreation Committee:</u>	F Bickley G Rose M Betts M Roberts I Broughton	J Robins

16 To resolve to adopt the Standing Orders of the council – Councillor Betts asked for a clause to be put in place that a chairman cannot be re-elected for more than two years. After some discussion, it was agreed that the chairman can be elected every year but the same chairman cannot be in place for more than four years which covers the election period. Agreement proposed by Councillor Betts and seconded by Councillor Bickley **ALL AGREED**

17 To review the Governance and Management Risk Register and risk assessment – Proposed by Councillor Brownsea and seconded by Councillor Betts **ALL AGREED**

18 To resolve to adopt the annual review of the effectiveness of internal control – Proposed by Councillor Brownsea and seconded by Councillor Betts **ALL AGREED**

19 To resolve to adopt the council Financial Regulations – With the addition of the 30 day invoice terms and conditions. Proposed by Councillor Brownsea and seconded by Councillor Betts **ALL AGREED**

20 To discuss the car parking letters asking for a donation towards car parking – Councillor Woods reported that the first problem that we face is that we do not know whether we have the running of the car parks after September. It was pointed out that the office staff are too busy to hand deliver the letters. Councillor Woods read out a letter that was received the day before from Richard Perfit. Councillor Betts proposed not sending out business letters for the

above reason which was seconded by Councillor Roberts. Councillor Joselyn abstained from voting due to his declared interest.

**7 AGREED
AB AGAINST
RJ ABSTAINED**

21 To discuss and agree a policy on the access of recorded meetings and agree any action –

The chairman stated that it was originally agreed to purchase and use the recorder for external meetings only, however this has now developed into recording all meetings. The policy includes the recording, keeping, storing and accessing the media. Agreement proposed by Councillor Betts and seconded by Councillor Roberts

ALL AGREED

22 To receive reports from working groups and agree any action –

Environment Working Group – Have looked into the next phase of street lighting. There was an agreement to purchase a water bowser to be towed by the van for water to be utilised in the cemetery and this will be referred to the Finance Committee.

Communications Working Group – Looked at the up and coming GDPR regulations briefly and also external devices. Planned migration from the old gym website to the new Harleston Town Council site.

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

Planning – The Esso Service Station has been approved with conditions and 24/24a London Road Building consent through for the renovation of the fire damaged building

Finance – The Finance committee this year will look closer at the reserves and what they are being held for.

24 To receive reports from town councillors (for information) –

Councillor Brownsea reported on the presentation of the Mosaic Centre, who are still a long way from raising the funds required, and no planning permission has been sought yet. The peppercorn rent from SNC is now no longer available so this will make a big difference to their costs. The project will need to raise approximately £7-8 million.

Councillor Bickley reported that the first Dementia Friendly café and support group meeting has taken place and it is also National Dementia Friendly week. There is a cake stall on Saturday outside the Swan.

25 To receive the Clerks report (for information only). The Clerk reported the following:

- Request for a cake stall on Union Street – A request has been received to hold a cake stall on Wednesday 24th May by Mendham School from 8.30am to 12pm. They fundraise in this way every year and the request is also to include permission each year without coming back to council. – ALL AGREED
- Park Radio – were awarded the FM Community Radio Licence to serve Diss, Eye and Harleston and all surrounding villages for an initial 5 years, continue to make great progress to get on the airwaves during 2017 and have been awarded £10,000 from the Big Lottery along with other grants and pledges from other organisations.
- Saturday Litter Pick – Since Wes Kent left last month, a Saturday litter pick on the Recreation Grounds has fallen by the wayside, this has now been rectified and Chris Lown will be taking on the job.

- Roadworks in the town –
 - **Exchange Street** – this was closed a couple of weeks ago due to emergency electrical problem underground
 - **Market Place** – This is another emergency electrical problem which occurred suddenly last Thursday. The footway has been closed and the pavement dug up
 - **Entrance to Malt House Court** – Last week the laying of new cabling for BT was laid running across from Sindalls to the Fish and Chip shop
 - **Fire damaged property on London Road** – Delays have been encountered due to the insurance company handling the claim.

- Up and coming works in Harleston –
 - **Maggie Court 18-19 May** - Anglian Water – maybe some carriageway incursion
 - **Bullock Fair Close** - 18-22 May – Anglian Water – Some carriageway incursion
 - **Redenhall Road** – 21 -23 May BT – some carriageway incursion
 - **School Lane** – 30th May – 1st June – BT – some carriageway incursion

26 To approve items of expenditure invoiced since April 2017 meeting and note the balances

- Expenditure total – Payments for TC - £36,785.42 and Recreation Committee - £2,843.18.

Agreement proposed by Councillor Roberts and seconded by Councillor Rose **ALL AGREED**

27 Significant correspondence – None

28 To resolve to exclude the press and public [Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2)] due to the confidential nature of the following items.

29. To discuss personnel items as recommended by the Personnel Committee – this included extra assistance in the office, gym manager hours, street cleaner pay and buying back the clerk’s unused holiday from 2016/17. These items were discussed at the previous Finance Committee and all were agreed.

30 To confirm the date of the next meeting – Wednesday 21st June at 7.00pm at the Harleston Leisure Centre

Meeting ended at 8.47pm

Signed:

Date: