



# Redenhall with Harleston Town Council

Clerk: Mrs. L. Ling  
Chairman: Mrs F. Bickley

## Minutes of a meeting of Redenhall with Harleston Town Council Held at Harleston Leisure Centre On Wednesday 18<sup>th</sup> July 2018

**Present:** Councillors – Frances Bickley, Mark Betts, Robert Arbon, Adrian Brownsea, Sue Kuzmic, and John Marjoram

**Also Present:** County Councillor Martin Wilby, District Councillors Brian Riches and Jeremy Savage, Lynda Ling (Clerk), Tracey Betts (Finance Administrator).

- 1. Welcome** – Cllr. Bickley welcomed those present at the meeting
- 2. To receive and accept apologies from members unable to attend** – Apologies were received and accepted from Cllrs. Broughton and Rose.
- 3. Declarations of pecuniary and other interests** – None
- 4. Approval of the minutes** - of the meetings held on Wednesday 20<sup>th</sup> June 2018 and note the draft minutes from the Finance Committee Tuesday 12<sup>th</sup> June. Agreement to approve the minutes of the last town council meeting was proposed by Cllr. Arbon and seconded by Cllr. Kuzmic  
**ALL AGREED**
- 5. Matters rising from previous minutes** – None

**The meeting was suspended at 19.04pm and reconvened at 19.09pm for public participation**

A member of the public brought to the council's attention, that the white lining and the directional arrows on the car park cannot be seen clearly as they have worn away. Motorists are going the wrong way around the car park as it appears they cannot see which way to go. Cllr. Betts asked for clarification as to which part of the car park are they referring to as some of it belongs to the Co-op and suggested that this is put on the agenda for the next meeting. Cllr. Bickley said she would get pricing ready for next meeting.

**6. Police, District and County Councillor's reports** – Cllr. Bickley read out the Police report. The postponed July meeting has been rescheduled for Thursday 9<sup>th</sup> August, Heather Field will be emailed regarding the issues in the town. Cllr. Brownsea asked if it was worthwhile to seek clarification on traffic offences e.g. does this mean moving or parking offences.

**District Councillor Savage reported the following:-**

- In the current climate it may be easier and more cost effective if businesses get together and do bulk orders to get earlier delivery times and save on carriage expenses and suggested that local councils could help businesses by bulk ordering.
- that he had also met with the same problems on the car park.

Memorial Leisure Centre, Wilderness Lane, Harleston, Norfolk. IP20 9DD  
Telephone: 01379 854519, email: [harlestontc@harlestantowncouncil.co.uk](mailto:harlestontc@harlestantowncouncil.co.uk)  
<http://www.harlestantowncouncil.co.uk>

Office Hours: Monday, Tuesday & Friday 9.30am to 1pm and Wednesdays 1pm to 5pm

### **County Councillor Wilby reported the following:-**

- Supported the painting of arrows in the car park
- Congratulated the town for getting the Go-Go Hare and expressed how lovely it was to see the Hare in Harleston and how good it is for the town and knows of several people in Dickleburgh who have come into Harleston for this.
- Congratulations to the Pink Tractor Ladies for their successful tractor run through the town, they were well supported as always along the route.
- It is good to see the tennis table on the recreation ground as part of the Ping Project.
- Cllr. Wilby announced that he is on the committee for the Norwich plan, the adoption for this is July 2021. Councillor Arbon asked what the legal status will be in 2021 - will South Norfolk Council and Broadland have their own plans. Cllr. Wilby explained that instead of three plans there will only be one. Cllr. Brownsea also asked if the timescale mean the public consultation will be on a smaller timescale.
- Cllr. Wilby explained Norfolk against scams and asked the council to please report any incidences to Stand Against Scam.

### **7. Chairman's Report –**

- The toilet block work should have been underway two weeks ago, however it has not started yet. The work was scheduled to be completed by the end of September so the late commencement may push that end date further back.
- Three phase 3 car charging points will be installed by end of the year. These are fast charge ones, which will mean less time spent charging. Cllr. Brownsea asked if SNC could be asked to reduce lease cost as car spaces will be lost to accommodate the electric charging points, it was agreed the point could be made to SNC.
- Cllrs. Bickley and Arbon will be attending the Community Led Planning Workshops at SNC, these will be delivered monthly and will reported back to council in due course.
- Cllr. Jocelyn has resigned due to work committments
- Gas safe has inspected the boiler for defects and Eyre has been given a date for the work to be completed, which has now passed.
- Co-op car park lease will be signed and backdated.
- For members clarification at the June meeting, the council agreed to form a working group to investigate short and long-term plans which includes looking at looking at properties in the town as a central location for the town council office, some misinformation seems to have found its way amongst organisations and individuals.

**8. To receive an update on quarterly finances –** Cllr. Bickley reported that the council's income and expenditure is where it would be expected for the first quarter of the year with no unexpected expenditure. Cllr. Brownsea commented that the figures are coming out more quickly than usual but were not approved in a recent Finance meeting which was cancelled due to being inquorate. Another meeting is not scheduled now until September. Cllr. Arbon commented that he agreed, however the Clerk/RFO is present and if there were any issues the Clerk would raise concerns with the Chairman as a matter of course.

**9. To receive an update on a recent 'Our Future' working group meeting and agree any action –** Cllr. Bickley informed members that the future working group met to discuss the potential new structure of committees and their remits. Councillors had received this information via email and the proposals were as follows:-

**Leisure Centre Management Committee –** the focus will be on the gym and staff/building.

**Amenities Committee comprising of –** Environment, Recreation grounds, cemetery, market, streetlights and allotments

**People, Health, Safety & Wellbeing Committee comprising of** – Personnel, Health & safety and wellbeing of staff and councillors

**Finance , Planning & Development Committee** – Cllr. Arbon reiterated that budget responsibility comes under the remit of all the committees. As an example, GNLP (Great Norwich Local Plan) with all the extra sites proposed/suggested/considered for the expansion of the town needs the infrastructure to support the increase of development. The Council should know what is needed for the future and is the data and evidence there to make decisions.

Cllr. Marjoram commented that everything should go through the finance committee and doesn't agree with having various pots of money. The clerk explained that as members knew, the council has replacement reserves, committed reserves and a general reserve, and in the case of the replacement maintenance store, which had previously been mentioned, the council has been putting money aside for 10 years to ensure the maintenance lock-up could be replaced when required. Cllr. Brownsea said that committees need to contribute to budget setting and can't dip into reserves - everything should go through the finance committee. Cllr. Bickley pointed out that this can be reiterated in reviewing the terms of reference.

**Governance & Standards Committee** - made up of all the chairman of the above committees

Cllr. Arbon suggested that the council put forward potential plans i.e. community centre, badminton courts to residents for consideration, and to review what the council currently has and what is needed for the future for the community and town.

Cllr. Kuzmic thanked the clerk and her team, who do a wonderful job and work hard for the council and the town.

**10. To agree a new committee structure and agree any action** – Agreement to the structure discussed during Item 9 was proposed by Cllr. Arbon and seconded by Cllr. Kuzmic

**1 ABSTAIN 5 AGREED**

**11. To agree Terms of Reference for the new committee's** - Cllr. Arbon suggested that a Governance & Standards Committee meeting may have to be held during August to look at Terms of Reference for the committee's and alter accordingly. Cllr. Betts proposed a minimum of five members for each committee which was seconded by Cllr. Arbon, however a further suggestion was put forward by Cllr. Brownsea who felt that a minimum of five is too high, and suggested that a minimum of three should be considered. Cllrs. Betts and Arbon agreed to the amendment

**ALL AGREED**

Cllr. Kuzmic proposed to vote for chairman of committees tonight which was seconded by Cllr. Arbon

**4 AGREED 2 DISAGREED**

**12. To agree the chairmen of the new committee's (within the new structure) and agree any action** – Cllr. Arbon suggested that the chair on these committees should have more financial responsibility, which would mean that reporting back to council will be quicker and more organised and should mean less debate. Cllr. Brownsea commented that committee's always choose the chair and this was the responsibility of the committee to choose someone to carry out the task. Cllr. Kuzmic felt that choosing the chairmen at a town council meeting would make the process more open and all members would have a say and be more transparent to the public. Cllr. Arbon felt that the Terms of Reference will cover what a chairperson can do. Cllr. Kuzmic proposed agreement to the election of the chairs of committee's which was seconded by Cllr. Arbon.

**2 AGAINST 4 AGREED**

**Amenities:** Cllr. Kuzmic proposed Cllr. Betts for Chairman which was seconded by Cllr. Arbon  
**1 ABSTAINED 5 AGREED**  
**Committee members:** Cllrs. Broughton, Arbon, Brownsea and Marjoram – Agreement proposed by Cllr. Arbon and seconded by Cllr. Betts  
**ALL AGREED**

**Leisure Centre Management:** Cllr. Arbon proposed Cllr. Bickley for Chairman which was seconded by Cllr. Marjoram  
**1 ABSTAINED 5 AGREED**  
**Committee members:** Cllrs. Betts, Kuzmic and Broughton - Agreement proposed by Cllr. Betts and seconded by Cllr. Kuzmic  
**ALL AGREED**

**Finance, Planning & Development:** Cllr. Betts proposed Cllr. Arbon for Chairman which was seconded by Cllr. Bickley  
**2 ABSTAINED 4 AGREED**  
**Committee members:** Cllrs. Betts, Brownsea, Kuzmic, Broughton and Bickley - Agreement proposed by Cllr. Arbon and seconded by Cllr. Kuzmic  
**ALL AGREED**

**People, Health, Safety and Wellbeing:** Cllr. Betts proposed Cllr. Kuzmic for Chairman which was seconded by Cllr. Arbon  
**1 ABSTAINED 5 AGREED**  
**Committee members:** Cllrs. Marjoram, Broughton, Kuzmic and Arbon – Agreement proposed by Cllr. Marjoram and seconded by Cllr. Betts  
**1 ABSTAINED 5 AGREED**

**Governance & Standards:** Committee members: Cllrs. Kuzmic, Arbon, Bickley and Betts

Agreement for all committee memberships was proposed for agreement by Cllr. Arbon and seconded by Cllr. Betts  
**ALL AGREED**

**13. To ratify the Environment Committee's recommendation to agree the cost the repair of the lighting on the Broad Street car park (lighting and bollards) at a cost of and agree any action** - Cllr. Marjoram suggested deferring this item until next meeting and he will look at car park lighting and report back. Cllr. Marjoram asked that the costings be emailed to him.

**14. Discussion on the way forward with regard to a Neighbourhood Plan and agree any action** - Deferred until the next meeting.

**15. Discussion and agreement to pay the annual ICO (Information Commissioners Office) by Direct Debit (£55) and agree any action** – Agreement proposed by Cllr. Marjoram and seconded by Cllr. Arbon  
**ALL AGREED**

**16. Discussion regarding a letter received from Barclaycard introducing a new proactive Security Service (PCI DSS) compliance at a cost of £15.00 per month and agree any action** – Agreement proposed by Cllr. Marjoram and seconded by Cllr. Kuzmic  
**1 ABSTAIN 5 AGREED**

**17. To discuss an email received from NCC regarding parish partnerships to deliver local highway improvements and agree any action** – Noted

**18. To discuss and agree to give the chairman and vice-chairman delegated authority to authorise August payments on behalf of the town council (in the absence of an August meeting)** – Agreement proposed by Cllr. Arbon and seconded by Cllr. Marjoram  
**ALL AGREED**

**19. To receive reports from working groups and agree any action** – None

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

- **Planning** – comments have been submitted for car wash application on industrial estate and an application has been received for the demolition of The Apollo Club. An application has also been received from Browns Butchers who wish to change the use of the barn to offices behind the shop.
- **Recreation committee** – Norfolk Day is on Friday 27<sup>th</sup> July, the first one. Exchange 2 and gym team organizing some small sport events e.g. rounders.

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

- Cllr. Arbon spoke to Hutchins – Regarding the Thurlow Nunn League, to see what is needed for football team both for now and the future.
- Cllr. Brownsea reported the parking of 3 contractors van in London Road and how this is causing a congestion.

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

- The clerk attended an SLCC Training Seminar which proved both informative and interesting. Business Rates are payable on cemeteries, so this needs to be looked into
- Broad Street car park will be closed to members of the public on 19<sup>th</sup> August due to maintenance and hedge cutting.
- Reports have been received on the dirty condition of the pavements, the lack of rain hasn't helped along with melted tar in the heat.
- House on London Road has brambles at head height and also outside Factory Shop, which also obstructs 20 mile sign.

**23. To approve items of expenditure invoiced since the June 2018 meeting and note balances**  
– Agreement proposed by Councillor Betts and was seconded by Cllr. Arbon **ALL AGREED**

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

**25. To confirm the date of the next meeting – Wednesday 19<sup>th</sup> September 2018 at 7.00pm at the Leisure Centre, Wilderness Lane, Harleston**

**Meeting ended at 9.37pm**

Signed: .....

Date: .....