



# Redenhall with Harleston Town Council

Clerk: Mrs. L. Ling

## Minutes of a meeting of Redenhall with Harleston Town Council's Amenities Committee Held in the Council Offices, Memorial Leisure Centre On Wednesday 2<sup>nd</sup> October 2019 at 6.30pm

**Present:** Councillors – Adrian Brownsea, Michael Hardy, Zoe Moyse and Lizzy Pegg

**Also, Present:** Lynda Ling (Clerk) and Rosie Riches (Office Assistant)

1. **Election of a Chairman** – Cllr Brownsea was proposed by Cllr Moyse, seconded by Cllr Pegg **ALL AGREED**
- Election of a Vice Chairman** – Cllr Moyse was proposed by Cllr Brownsea, seconded by Cllr Pegg **ALL AGREED**
2. **To receive and accept apologies from members unable to attend** – Cllr Trevor Graham.
3. **To receive any declarations of pecuniary or any other interests to matters to be raised at this meeting** – None
4. **Approval of minutes** – The minutes of the previous Amenities Committee meeting held on Wednesday 4<sup>th</sup> September 2019 were agreed. Proposed Cllr Brownsea, seconded Cllr Moyse **ALL AGREED**
5. **Reports**
  - **Chairman's report** – Cllr Brownsea expressed concern that the Wednesday Market closing early at this time of the year could pose parking problems. The plastic chain link fencing appears to be broken in places. Clerk will advise the maintenance team of potential problems and broken fencing. **ACTION CLERK**
  - **Councillor reports** – None
6. **Allotments**
  - **Up-date on Allotment Lease** – email received from Mrs Denny advising that the new lease will be like the old one, increasing in line with inflation to £680.00 per year plus as in previous years the Town Council to pay all solicitors fees. Proposed Cllr Moyse, seconded Cllr Pegg **ALL AGREED**
  - **Repair to fencing** – A quote has been received from David Ireland for £405.71 to repair the fence, it was agreed to make an allowance for this amount in the 2020 budget.
7. **Market**
  - **Up-date** – All seems well on the market. The Lingerie stall has decided to withdraw due to the distance the stall holder travels.

## 8. War Memorial

- **Up-date** – Cllr Moyses reported that one of the plants is spilling over the pavement which could cause a hazard. Clerk will speak to Bespoke Open Spaces.  
**ACTION CLERK**

## 9. Car Parks

- **Update from SNC re the Bollards on car park outside Bullock Fair Charity Shop**  
Clerk has asked SNC if these could be replaced with a more suitable, longer lasting bollard but has had no response as yet.  
Cllr Pegg – There is very poor awareness of the designated motorcycle parking spaces.  
David Ireland will be asked to quote for re-painting the designated bus bays.  
Clerk reported that the inceptor tanks will need emptying in the very near future and has asked the Co-operative to go 50 – 50 on this.

**ACTION CLERK**

## 10. Public Toilets

- **Update** – Cllr Brownsea – We should write to SNC giving 10 days' notice of intent to have the old toilet block removed at their cost.  
Cllr Hardy – Pleased to see the hanging baskets and planters back.  
No smoking signs have been removed from the gent's toilets.  
Cllr Brownsea – Still not happy with the ladies toilet bowl incident which was eventually fixed by our own maintenance team.

**ACTION CLERK**

## 11. Streetlighting

- **Update on LED lantern replacements**  
Column replacements are due into Cozens this week, remainder of lanterns are on order to commence fixing in December and complete Feb – March.  
Cllr Hardy reported that the footpath crossing the recreation ground at the top of Swan lane is very poorly lit.

## 12. Clocktower

- **Update on a Health & Safety check on the clocktower**  
Clerk explained that the finial on top of the clocktower needs inspecting and a risk assessment carried out, the timing of the clock also needs synchronising it was agreed by councillors to obtain quotes for the work.  
Electrical testing needs to be carried out on the clocktower, bus shelter and toilets.

**ACTION CLERK**

## 13. Cemetery

- **Agreement on Double depth graves where appropriate (following the advice of our grave digger)** It was agreed to go ahead with this proposal and amend the policy accordingly. Proposed Cllr Pegg, seconded Cllr Moyses  
**ALL AGREED**
- **Policy and costs for double depth graves and to note any new legislation on burials** – Grave diggers fees = £550 for a double depth traditional coffin. Alternative coffins will be £650 for a double depth and £25 for the board used to cover the first coffin in the grave.  
The government are abolishing funeral costs for children under 18 with immediate effect. It was agreed to amend the fees and charges policy to

incorporate the changes agreed. Proposed Cllr Pegg, seconded Cllr Moyse  
**ALL AGREED**

**Mayflower 400 celebrations**, Cllr Graham has asked to plant an apple tree in the cemetery to mark the occasion of the Mayflower 400 celebrations, Cllr Brownsea suggested that this should be included on a future agenda.

#### 14. Finance

- **Approval of expenditure** – Cheque; Anne Denny – £580 Allotment rent BACS; Force Fresh - £96.36 Toilet consumables. Proposed Cllr Hardy, seconded Cllr Brownsea **ALL AGREED**

- **Budget timetable**  
Cllr Malinowski provided a proforma which councillors went through at length completing each column in readiness to be returned to the finance committee.

#### 16. General

- **Christmas Light update** – Christmas tree purchased at a cost of £600.00, JD Youngs have agreed to pay for this.  
Quote received from Cozens for the following work - INSTALLATION & REMOVAL OF XMAS LIGHTS ON THE 25FT TREE XMAS TREE: -  
1)Install 2 x sets of LED low voltage strings lights onto tree.  
2)Install 1 x Xmas Star display at top of Xmas tree.  
3)Carry out all connections using overhead existing power supply and commando joiners.  
4)All Xmas lighting and Power supplies to be supplied by council. 5)Take down all lights from Xmas tree in the New year and give back to council to store.  
5)A Cherry picker will be used to carry out these works  
TOTAL = £780.00 + VAT (PER YEAR)  
SUPPLY OF 2 X XMAS LED ROPE LIGHT STAR DISPLAYS FOR CLOCKTOWER: - 1) Supply 2 x White LED rope light wall mounted displays.  
TOTAL = £592.00 + VAT (£296.00 + VAT EACH DISPLAY)
- **Consideration of a request for a local business owner to plant flowers in Broad Street Car Park and to discuss ways to brighten up the town** – It was agreed to ask the business owner exactly what plans she had for the planting, also to ask the maintenance team to attend the overgrown state and fallen tree branch on the Broad Street Car Park. **ACTION – CLERK / MAINTENECE TEAM**

**17. Date of the next meeting** – Wednesday 6<sup>th</sup> November 2019 at 6.30pm in the Town Council Office, Harleston Leisure Centre

**Meeting Closed at 21.35**

**Signed**.....

**Date**.....