



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 14th December 2016

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

Also Present: County Councillor Martin Wilby (arrived after item 7), Lynda Ling (Clerk) and Tina Page (Office Administrator) and Norman Hart (left after item 10)

- 1. Welcome** – Councillor Woods welcomed those present to the meeting
- 2. Apologies** – Apologies were received and accepted from District Councillor Brian Riches. Councillor Rose had informed the office of his apologies for this meeting the day before, however, this information unfortunately was not passed on to the clerk.
- 3. Declarations of pecuniary and other interests** – Councillors J. and S. Marjoram both declared a personal interest in item 13a
- 4. To approve the minutes of the meetings held on Wednesday 9th and 23rd November 2016 and note the draft minutes from the Recreation Committee (Wednesday 2nd November 2016), Planning Committee (Wednesday 16th November 2016), Personnel Committee (Tuesday 22nd November 2016) and Finance Committee (Tuesday 8th November 2016)** – Agreement proposed by Councillor J. Marjoram and seconded by Councillor Bickley subject to an amendment on Item 17 – Reports from Councillors. Councillor Brownsea did not report the blockage caused by an excess of leaves, it was Councillor S. Marjoram.

**8 AGREED
1 ABSTAIN**

- 5. Matters arising from previous minutes** – None

The meeting was adjourned at 7.06pm for public participation and reconvened at 7.10pm

Norman Hart asked if the district council have accepted that the three items of the 'bespoke package' are to be discussed separately and would the Steering Group only discuss the car park. Mention was also made about the new signage in the town and Norman wished the council well in their endeavours with the car park situation. Councillor Woods responded that it would appear that the district council were still caught up in their deliberations about the separate items, and it seemed that the signage has been put on hold by the district council. Once the Steering Group was formed and the initial work had been done, it was hoped that more sense could be made out of the figures which have been put out by the district council.

6. Police, District and County Councillor reports – The police could not send a representative for this meeting, however, Councillor Brownsea commented that speed checks are being done in the local area.

County Councillor Wilby reported the following (at 7.20pm after his arrival) -

- Cllr Wilby thought the public meeting was well organized with good chairmanship
- Christmas tree and lights in Harleston look lovely – good idea regarding the advertising of the sponsor around the tree
- Good to see a new business in the town in Broad Street

7. Chairman's report – The chairman reported the following:-

- The feasibility study has been deferred as there is little point in measuring traffic flow until the issue of car parking charges has been decided. Councillor Goodswen asked if this meant the study was permanently deferred being in mind that Cllr Wilby had said the offer of funding was for a limited period, and who made the decision to defer. The chairman responded that the study was still live but deferred until Norfolk County Council say otherwise.
- Following the recent discussions on confidentiality, the chairman suggested that no-one on the council agrees to this without the full approval of councillors, and it may be a good idea to purchase audio equipment for the recording of certain meetings.
- The day after the public meeting, the chairman and District Councillor Lee Hornby spoke on Radio Norfolk
- Councillor J. Marjoram complimented the chairman for his handling of the public meeting

8. Public meeting update regarding car parking in Harleston – The chairman reported the following:-

- Harleston Town Council and South Norfolk Council presented figures on the costs of running the car parks
- Harleston Town Council reiterated the view that they would back what the residents wanted and a vote was taken in which residents confirmed that they wanted the council to try and negotiate the car parks lease similar to the previous one. Residents also supported the idea to form a Steering Group.
- Councillor Brownsea commented about the inability to record the content of meetings. The chairman responded that these were political decisions which could mean changing views and agreed that meetings should be recorded

9. Update on the old toilet block – The chairman reported the following:-

- A site meeting had been held between himself, the clerk and three SNC officers the previous Monday morning.
- The toilets are in a dirty and poor condition, but almost all intact, electricity and water are still connected. The discussion included the replacement of white goods, and some new tiles to replace broken ones as well as the upgrading of the water system tanks. The disabled toilet has a slight slope in it at floor level and the chairman asked for that to be costed for levelling.

10. To agree the proposed budget and precept recommendations put forward by the Finance Committee and any agreed action – Following a lengthy discussion the following points were raised:-

That the Finance Committee had recommended a rise in the precept by 3% based on the grant being around £12,000, if however the grant was more than this figure, the percentage of the rise would drop accordingly, and it was expected that the tax base figure would go up.

Councillor Brownsea felt that as the tax base figure was not available, there was no pressure to agree a precept figure, therefore there was no urgency to approve the budget and that further work could be done on it. The chairman asked Cllr. Brownsea if he was suggesting divorcing the precept from the budget, to which the response was yes.

Councillor Brownsea also suggested that more work should be done on the budget with more guidance coming from the Finance Committee and proposed not agreeing the budget or precept at this meeting, which was seconded by Councillor Goodswen. The chairman asked members if they were in agreement with this proposal, but it was not supported by any other member. Councillor Betts put forward a counter proposal that the suggested budget and precept recommendations be accepted and this was seconded by Councillor Nicholson. A recorded vote was requested by Councillor Brownsea.

Cllr. Bickley –	AGREED
Cllr. Nicholson -	AGREED
Cllr. Betts -	AGREED
Cllr. S. Marjoram -	AGREED
Cllr. I. Broughton -	AGREED
Cllr. M. Roberts -	AGREED
Cllr. M. Goodswen -	DISAGREED
Cllr. J. Marjoram -	DISAGREED
Cllr. A. Brownsea -	DISAGREED

Councillor Nicholson commented that there has been a lot of hard work and time already put into the budget and that members of all Committee's should be trusted to do what they are tasked to do and full council should accept their findings.

Councillor Bickley thanked the Chairman of the Finance Committee, the Office Administrator and the Clerk for all the work that had been put into the budget and asked for the comment to be recorded. Councillor Brownsea agreed and thanked those involved.

11. Proposals put forward by The Boundary Commission and any agreed action – It was agreed after a short discussion not to make any comment to the proposal.

12. Validation of the preferred suppliers list – The chairman informed members that they all had a copy of the list and asked for any comments from councillors. Councillor Brownsea expressed his thanks to the Operations Manager for the work put in to compiling the list. Agreement to accept the list was proposed by Councillor S. Marjoram and seconded by Councillor Betts.

**8 AGREED
1 ABSTAIN**

13. Consideration of allocation of grants as recommended by the Finance Committee and any agreed action –

Harleston Information Plus – Agreed £6,000 with a caveat to say that the council needs to be shown that steps are being taken with regard to future funding, and to also say that this grant should not be considered automatic.

Waveney Foodbank – Agreed £500 – Two representatives from this organization had attended the Finance Committee meeting and responded satisfactorily to questions put by members.

Waveney Valley Community Archaeology Group – Agreed £300

Agreement to the three grants as listed above was proposed by Councillor Goodswen and seconded by Councillor Roberts.

ALL AGREED

14. Consideration of recommendations put forward by the Personnel Committee which includes the ratification of job descriptions for gym staff – Agreement was proposed by Councillor Roberts and seconded by Councillor Bickley. **ALL AGREED**

The office administrator and District Councillor Wilby left the meeting whilst item 15 was being discussed

15. Consideration of recommendations put forward by both Personnel and Finance Committee's – change of pay and conditions for two members of staff and any agreed action – The chairman informed members of the background regarding two members of staff, one gym staff member and the other a town council office worker, which had already been discussed at length at the Personnel and Finance Committee meetings.

- **Staff Member One** – Role and responsibilities has increased and it is recommended to increase working hours from 30 to 37 per week and to increase salary to scale 15 from scale 10. This would cost the council just over £2,000 per year taking into account pension and national insurance contributions. Agreement proposed by Councillor Broughton and seconded by Councillor Betts. **ALL AGREED**
- **Staff Member Two** – No increase in hours or core duties and it is recommended to increase salary to scale 14 from 10 and change of job title to Duty Manager. This would cost the council just under £2,000 per year taking into account pension and national insurance contributions. Agreement proposed by Councillor J. Marjoram and seconded by Councillor Nicholson. **ALL AGREED**

16. Consideration of a recommendation put forward by the Environment Working Group on the placement of a memorial bench in Union Street and any agreed action – The chairman informed members that this was a bench in memory of Spencer, and as Union Street was the place where he did a lot of his fundraising, his family had requested that location. The bench along with fixtures and fittings, will be paid for by fundraising and a donation by the Lions. Councillor J. Marjoram suggested that as Union Street is quite congested already with items such as broadband cabinets, litter bin and a bench already, that the existing bench be replaced with the memorial bench and the bench being removed be placed near Mendham Close/Rainey Court. Permission would need to be sought from Saffron Housing. It was agreed that delegated authority to spend upto £100 be given to oversee the changeover. Agreement was proposed by Councillor Goodswen and seconded by Councillor S. Marjoram. **ALL AGREED**

17. Update on the review of market stallholder rents as recommended by the EWG – These were reviewed at the last meeting of the Environment Working Group and it was agreed that they were satisfactory for the next financial year. Agreement was proposed by Councillor Goodswen and seconded by Councillor J. Marjoram. **ALL AGREED**

18. Reports from working groups and any agreed action – Recommendations from the EWG have already been discussed in the meeting. The Communications WG will be convening a meeting in January, no meetings have been held for the Development and Stand Orders WG's.

19. Reports from Committees, note their decisions and where appropriate agree any action –

- **Recreation Committee** – Councillor Goodswen reported that the recreation committee have agreed to get the potholes on the main car park repaired, agreed to take the new signs for the recreation grounds forward and discussed the new pedestrian pathway on the Wilderness Lane entrance.
- **Planning Committee** – Councillor Betts reported that the Esso garage application has been resubmitted

- **Finance Committee** – The chairman reported that there is still work to be done on the finances and this will continue in the New Year.
- **Personnel Committee** – The job descriptions are almost complete for the majority of the staff

20. Reports from town councillors (for information only)

Councillor Brownsea – reported that he has become aware during the last couple of days, that members of the public have been abusive to members of staff in both the office and gym, and asked the chairman to convey to all members of staff in writing that the council support whatever they may do to control an unpleasant situation of that nature.

Councillor J. Marjoram – as a member of the newly formed Steering Group for the Car Parks debate, he would require the financial details of income and expenditure.

Councillor Woods – Brought members attention to an updated copy of the councillor list, committee list and calendar they had in front of them, and requested that they be checked for errors. Information was also given in the form of a report relating to SNC’s claim that the gym is running at a loss of £60k, the chairman brought members attention to the reason why this was being said and how the statement was incorrect.

Councillor Betts – Informed members that there has been some problems with the new email addresses and suggested putting a confirm delivery/read receipt on any outgoing emails. This will be discussed at the Communications WG.

21. Clerks report – None

22. Approval of items of expenditure invoiced since November 2016 and to note balances – Expenditure total – Payments for TC - £5965.34 and Recreation Committee - £3935.75. Payments already made – TC – £6917.32 and Recreation - £11391.24

Agreement proposed by Councillor J. Marjoram and seconded by Councillor Betts

ALL AGREED

23. Significant correspondence – None

24. To confirm the date of the next meeting – Wednesday 18th January 2017 at 7.00pm at the Harleston Leisure Centre

Meeting ended at 8.35pm

Signed

Date