



Redenhall with Harleston Town Council

Clerk: Mrs. L. Ling

Minutes of a meeting of Redenhall with Harleston Town Council Held at Harleston Leisure Centre On Wednesday 21st February 2018

Present: Councillors – Frances Bickley (Chairman), Mark Betts, Ian Broughton, Adrian Brownsea, John Marjoram

Also Present: 1 member of the public (Robin Twigge), District Councillors Jeremy Savage and Brian Riches, County Councillor Martin Wilby and Lynda Ling (Clerk)

1. To receive and accept apologies from members unable to attend – Apologies were received and accepted from Councillors Joselyn, Kuzmic, Roberts and Rose

2. Declarations of pecuniary and other interests – None

3. Approval Minutes – Approval of the draft minutes of the town council meeting held on Wednesday 17th January 2018 and note the minutes from the Recreation Committee held on Wednesday 7th February 2018, minutes of the Finance Committee, Tuesday 9th January 2018, minutes of the Environment Committee, Tuesday 9th January 2018. Agreement proposed by Councillor Brownsea and seconded by Councillor Marjoram. **ALL AGREED**

4. Matters arising from previous minutes – None

The meeting was suspended at 7.04pm and reconvened at 7.09pm

Robin Twigge gave an overview of the Go Go Hare project which is the same as the previous projects for Go Go Gorilla and Go Go Dragon. Eighteen towns around Norfolk including Harleston will be involved subject to getting the funding in place of £5,000. The current funding achieved is around £2,000 and contributions are being sought. The initial thoughts on placement of the Hare was Union Street, however this looks to be an unlikely location due to a lorry being unable to reach that area, so the Church garden is currently being investigated as a suitable site. The hare would be in town from June to September and the merits of being part of this trail was explained by Robin.

Robin Twigge left the meeting at 7.09pm

5. Police, District and County Councillor's reports –

Police Report – The chairman read out the police report which included crime statistics for the Harleston, Earsham and Beck Vale area. Other items reported:-

- The dangers of leaving your car unattended with the engine running to de-ice/warm the car on a cold winters morning.
- Following intelligence of possible drug dealing in licenced premises, both uniform and plain clothes patrols have been conducted in the pubs around the area. This will be continued to gain more intelligence and deal with any offenders.
- Next Street Surgery – 2nd March at the Co-op, Bullock Fair, between 12pm and 2pm

District Councillor reports – Councillor Savage reported that last Monday evening was the Budget Meeting of the District Council and a number of important decisions was made:-

- Parish Boundaries – a long discussion about the position of Spooner Row, Wattlefield and Sutton was held, which included a presentation from representatives wishing for a Community Council and also by Wymondham Town Council. The result was a narrow vote in favour, for those 3 parishes being able to set up a separate parish council of their own and not be classed as part of Wymondham.
- It was also agreed that the existing Roydon Parish would remain as it is and distinct from Diss.
- Budget decision – It was agreed that the Council Tax should be increased by £5.00. Amongst the things agreed was £50,000 set aside for Electric Charging Points throughout the area to encourage the use of electric and hybrid cars.

Savings still have to be made where possible as pressure is still on the District Council to reduce their costs.

- The South Norfolk Rent and Deposit Scheme – this is a scheme to help people renting private property who have difficulty with the initial deposit, which does depend on there being sufficient funds available at the time of application.
- A planning application has been made for the Long Stratton By-Pass

Councillor Betts informed members that a suggestion for electric charging points was put forward by this council at a recent meeting at SNC offices during discussions regarding the old toilet block. Cllr. Savage commented that Harleston should be on the list for inclusion for charging points.

County Cllr. Wilby read out his report as follows:-

- **Harleston & District Business Breakfast** – The Year 10 Peace Ambassadors along with two previous students gave a fantastic presentation about their international peach programme, their achievements and vision for the future.
- More that 600 people across Norfolk are gaining vital reading skills since the launch of £98,000 project by the county council libraries service. Places for both learners and volunteers are still available for the Norfolk Reading Pathway Scheme which is available through the county's 47 libraries and is free to anyone over the age of eight. For more information about becoming a volunteer or learner visit your local library or email nrp@norfolk.gov.uk.
- Ofsted has found in its latest inspection that Children's Services in Norfolk no longer require intervention and the County Council's adoption service is outstanding.
- NCC has just opened its ninth re-use shop at Ashill recycling centre.
- The NCC budget has been set at 5.99%

6. Chairman's report –

- The chairman reported to the members that a meeting has been organised with NCC with regard to the feasibility study draft which was commissioned by NCC, SNC and the town council. The chairman, Cllr. Broughton and the clerk will be attending.

7. To receive an update on monthly finances – These were noted.

8. To ratify recommendations made by the Finance Committee (which may include grant applications, financial risk assessment and GDPR services for compliance (£500)) and any agreed action –

Grant Application – An application was discussed from Harleston Junior Club, the chairman read out the club's letter of application to members. After a short discussion it was agreed to ratify the recommendation from the Finance Committee to award the Club £250 in the next financial year.

Agreement to the above was proposed by Councillor Marjoram and seconded by Councillor Broughton.

ALL AGREED

Financial Risk Assessment – Agreement was proposed by Councillor Marjoram and seconded by Councillor Betts.

ALL AGREED

GDPR – The chairman informed members that an umbrella service from the Local Council Public Advisory Service was being offered for £500 per year which would include the following:-

The service will assist with ongoing compliance and undertake an annual visit to check hard-copy data and IT security. They will also be a point of contact and help the Council comply with requests and deal with breaches.

This is a professional and comprehensive service:

- Each Council will receive a Service Level Agreement

LCPAS will:

- Inform and advise the Council and its employees about their obligations to comply with the GDPR and other data protection laws.
- Monitor compliance with the GDPR and other data protection laws, including managing internal data protection activities, advise on data protection impact assessments; train staff and conduct internal audits.
- Be the first point of contact for supervisory authorities and for individuals whose data is processed (employees, members of the public etc).
- Provide privacy notices and consent forms and policies
- Monitor ongoing compliance
- Provide up to date guidance including unlimited helpline calls and emails
- Help manage access requests or requests made under the other powers for individuals
- Visit at least annually to check compliance and IT security and provide a report on further compliance
- Provide IT recommendations and identify solutions for data security

Members agreed it was a good service and would ensure less work on the council office with peace of mind that the council was complying to the new regulations.

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

ALL AGREED

9. To discuss and agree the council budget/reserves for 2018/19 – This item was discussed by members with Cllrs. Brownsea and Marjoram stating that they had not had time to digest the contents and would therefore abstain. Agreement to the budget as presented was proposed by Councillor Betts and seconded by Councillor Broughton.

**3 AGREED
2 ABSTAINED**

10. To ratify recommendations made by the Environment Committee (including a proposal to enter into a freehold agreement with SNC for the old toilet block and street lighting considerations) and any agreed action - Cllr. Brownsea informed members that the Environment Committee had agreed to take on the freehold lease of the toilet block subject to agreement from full town council. Cllr. Bickley then informed members that the clerk had asked for written confirmation that SNC would provide up to £60,000 to the town council for the refurbishment of the toilets, and if the cost came in lower, the remaining monies could be used to offset the running costs. A response had been received which stated that SNC would pay whatever the town council chose to spend on the refurbishment, up to £60k, so there would be no excess to spend on running costs. Cllr. Brownsea commented that all previous decisions had been made on the basis of the residue of £60k being made available and that this should be referred back to the Environment Committee for discussion.

Agreement in principle to taking on the freehold for the old toilet block was proposed by Cllr. Marjoram and seconded by Cllr. Broughton

Cllr. Brownsea then went on to inform members that the next phase of the replacement street lighting would see the introduction of LED lights to the town. This will be less costly in terms of electricity and this year there should be less cost as a large proportion of the lighting columns have already been replaced.

11. Discussion on a letter received from Harleston's Future and the proposed events for the town during 2018/19 – Members discussed the contents of the letter and the proposed road closures mentioned within. Questions were asked if HF would be paying for the road closures, and the general feeling was the road closure should finish at Boots the Chemist rather than continuing down The Thoroughfare and ending at Bullock Fair Close. It was suggested that this should be referred to the Environment Committee which was agreed.

12. Discussion on a letter received from David Denny, Chair of Alburgh PC regarding the Homersfield Picnic Site and any agreed action – A letter has been received regarding the Homersfield picnic site which Norfolk County Council is proposing to sell by auction. Alburgh PC would like to keep the site open to the public with access to the river for launching canoes, walking, fishing and general enjoyment of the location, so they are seeking neighbouring councils support in trying to retain this amenity. After some discussion on this, Councillor Marjoram suggested sending a letter of support as requested. Cllr. Betts commented that a request for a financial donation may be forthcoming but in the meantime a letter of support should be sent. Agreement was proposed by Cllr. Marjoram and seconded by Cllr. Brownsea. **ALL AGREED**

13. Discussion on information received on compliance for gas regulations for the leisure centre and information received on the recently fitted boiler and any agreed action – The chairman brought members up to date with information received regarding the new boiler (fitted December 2016) and the attempts to contact the company who have fitted it (Eyre). After months of no response, another company was brought in (KGB) and quite a few issues have been highlighted by them. The chairman then read out a more in-depth report on the other problems highlighted. In order to take some steps to put things right and to comply with regulations, quotes had been received from KGB which were

- Gas line diagram – one off payment of £88
- Heating/gas servicing schedule - £720
- Control checks for the boiler - £195
- 3 yearly fixed wire checks – electricity safety - £795

After further discussion it was agreed that the regulations must be complied with and that KGB acting as an umbrella company to take responsibility for electric wiring/gas regulations for the building was a good idea. Proposal to pay the above costs to make sure the council was compliant was proposed by Cllr. Broughton and seconded by Cllr. Betts. **ALL AGREED**

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

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

Environment Committee – Cllr. Brownsea reported that he and Cllr. Joselyn inspected the Broad Street car park recently. It will need resurfacing in places and the landscaping will need attention. Cllr. Joselyn will send a full report to council with regard to the bollards leading into the car park itself.

Finance Committee – Discussed previously during Item 8.

Recreation Committee – The chairman reported the following:-

- A gym report had been submitted and 49 new members joined the gym during January
- A squash and tennis club report had been received and the official opening of the new tennis courts was going to be on 21st April 2018.

- A survey of the building has been done to highlight problems with the building – the maintenance team can do many of the repairs themselves, with quotes being obtained after the start of the new financial year for others.
- Two members of staff attended and passed the mobile scaffolding training
- The grass cutting contract is due to finish at the end of March, other quotes are currently being sought.

16. To receive reports from town councillors (for information only) – None

17. To receive the Clerk’s report (for information only) – None

18. To approve items of expenditure invoiced since the December 2017 meeting and note balances – Payments already made, TC £7,757.47, Cheques for signature - TC £36.94, BACS TC £7,047.44. Agreement proposed by Councillor Marjoram and seconded by Councillor Broughton
ALL AGREED

19. To be informed of significant correspondence and agree any action (list as circulated) –
 The closure of Straight Lane was discussed briefly

The meeting was adjourned for public participation at 8.49pm and reconvened at 8.53pm for District Councillor Riches to comment on a planning application for a car wash at The Swan Hotel

20. 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.

21. Discussion on personnel items relating to office staffing levels

22. To confirm the date of the next meeting – Wednesday 21st March 2018 at 7.00pm in the Social Room, Harleston Leisure Centre, Wilderness Lane.

Meeting ended at 8.55 pm

Signed:

Date: