

**NOTE:** In the case of non-members, this agenda is for information only

## **DEREHAM TOWN COUNCIL**

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9<sup>th</sup> January 2025

Dear Councillor

You are hereby summoned to attend the next meeting of **Dereham Town Council** which will be held at the Memorial Hall, Dereham on **Tuesday 14<sup>th</sup> January 2025 at 7.30pm** to consider the items on the Agenda below.

Yours faithfully

*A N Needham*

**Mr A N Needham  
Town Clerk**

Members requiring further information, or with specific questions, are asked to raise these with the appropriate officer at least two working days before the meeting. If the information requested is available, this will be provided, and reported to Council.

### **A G E N D A**

1. To receive apologies for absence.
2. **Declaration of Interest.**  
In accordance with the Localism Act 2011, Members are asked at this stage to declare any Disclosable Pecuniary Interests or Other Registerable Interests; as defined by the Code of Conduct adopted by the Council. Councillors shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of those interests. Failure to disclose any Disclosable Pecuniary interests or to knowingly give false or misleading information is a criminal offence under section 34 of the Localism Act 2011  
  
**Adjournment for Public Speaking - meeting to be adjourned for up to 15 minutes maximum to take questions from members of the public or to allow County and District Councillors who are not Town Council members to give a report and answer questions.**
3. To receive announcements.
4. To receive from the Chairman, confirm as correct and sign the minutes of the **Full Council meeting held on Tuesday 10<sup>th</sup> December 2024.**

5. To receive and adopt the list of accounts paid, the Financial Statement and list of accounts to be paid.
6. To receive any updates/reports from members of the Council who are County or District Councillors.
  - a) To request an update from the County Councillor regarding the disposal of the former Children's Centre on London Road and whether the site could be used for community use. (Cllr Clarke)

# DEREHAM TOWN COUNCIL

10<sup>th</sup> December 2024

At a meeting of the **Full Council** held on **Tuesday 10<sup>th</sup> December 2024** in the Memorial Hall at **7.30pm**.

**Present:** Councillors L Monument (Chairman), K Cogman, P Duigan, Z Flint, S Green, A Greenwood, P Morton, and R O'Callaghan.

Also in attendance: T Needham (Town Clerk), J Barron (Deputy Town Clerk), District Councillor A Webb and Sgt P Fuller Norfolk Constabulary.

83. **To receive apologies for absence.**

Apologies for absence were received from Councillors A Brooks, H Clarke, C Coleman and H King.

84. **Declaration of Interest.**

There were no declarations of interest.

*The meeting was adjourned*

Mr Carl Wiseman spoke of the parking issues in Dereham and requested that the Town Council put pressure on the relevant parking authorities to help reduce the level of anti-social parking.

The Town Clerk said that he had spoken with parking enforcement in Kings Lynn regarding the parking issues on market days, but they are adamant that if they ticket cars in the Market Place on a market day then they will also have to ticket market traders. The Town Clerk said that he would review the parking order.

Police Sgt Fuller said that the police will only ticket vehicles if they are causing a dangerous obstruction.

Councillor Z Flint mentioned accidents that had already occurred outside the Post Office, the Cinema and Scarning School.

Councillor R O'Callaghan said that problems with parking will only become worse once parking charges are introduced and assured Mr Wiseman that the Town Council have pushed hard against parking charges at every opportunity.

Police Sgt Fuller gave an update on the following:

- Damage caused in the Queen Mothers Garden - the culprit has been given a £322 compensation order.
- Arson above Iceland – one juvenile had pleaded guilty, and it is hoped that the remaining group will be found guilty by association, the court case is in January.
- Shop related thefts were on the increase as were rural crimes which were on going operations.

District Councillor A Webb gave an update on the Market Place traffic survey saying that the results should be available in the new Year.  
Councillor Webb also advised that Norfolk County Council were stopping their funding of Meeting Point and requested that the Town Council write to them explaining the impact this decision would have on local residents and those in the surrounding villages.  
Councillor Webb talked of the closure of Toftwood Surgery saying how this would have a huge impact on all patients including those at Orchard and Theatre Royal Surgery.

*The meeting resumed*

Councillor L Monument proposed that the Town Clerk write to Secretary of State regarding the closure of Toftwood Doctors Surgery explaining the huge impact this would have on residents, this was agreed.

Councillor L Monument recommended that the Town Clerk write to Norfolk County Council regarding their cutting the funding for Meeting Point, advising of the impact this would have on local residents and those in the surrounding villages who use this facility.

85. **To receive announcements.**

The Mayor, Councillor L Monument announced she had attended the following events:

29<sup>th</sup> November 2024 - The opening of Letters to Heaven Post box

86. To receive from the Chairman, confirm as correct and sign the minutes of the **Full Council meeting held on Tuesday 12<sup>th</sup> November 2024.**

Proposed by Councillor L Monument, the minutes of the Full Council meeting held on Tuesday 12<sup>th</sup> November 2024 were agreed and signed.

87. **Personnel**

a) To receive from the Chairman, confirm as correct and sign the minutes of the **Personnel Committee meeting held on 19<sup>th</sup> November 2024.**

Proposed by Councillor K Cogman, the minutes of the Personnel meeting held on Tuesday 19<sup>th</sup> November 2024 were agreed and signed.

b) To discuss any matters arising and vote on any recommendations listed below.

The following recommendations were agreed and approved by the Council:

**To consider staff parking.**

That staff be permitted to park at the rear of the Memorial Hall rather than provide parking permits for staff, this would be revisited if it has a negative impact on the use of the Memorial Hall.

**To consider a member of staff being permitted to take unpaid leave.**

Extended leave and unpaid leave be permitted with the following conditions:

- Only one member of staff be allowed extended leave per year.
- A minimum of six months' notice should be given when applying for extended leave.
- Extended leave should not be requested for periods where there is a heavy workload.
- A total of four weeks' extended leave could be granted with no more than 3 weeks annual leave used and up to 2 weeks unpaid leave.

**88. Heritage & Open Spaces**

- a) To receive from the Chairman, confirm as correct and sign the minutes of the **Heritage & Open Spaces Committee meeting** held on **26<sup>th</sup> November 2024**.

Proposed by Councillor P Duigan, the minutes of the Heritage & Open Spaces meeting held on Tuesday 26<sup>th</sup> November 2024 were agreed and signed subject to a minor amendment.

- b) To discuss any matters arising and vote on any recommendations listed below.

The following recommendations were agreed and approved by the Council:

**Consider granting an easement for Meadoway.**

That permission for an easement be granted subject to the payment of £65,000, with the condition that grasscrete or similar surfacing be used as an alternative to a solid surface.

**89. Recreation**

- a) To receive from the Chairman, confirm as correct and sign the minutes of the **Recreation Committee meeting** held on **26<sup>th</sup> November 2024**.

Proposed by Councillor K Cogman, the minutes of the Recreation meeting held on Tuesday 26<sup>th</sup> November 2024 were agreed and signed.

- b) To discuss any matters arising and vote on any recommendations listed below.

The following recommendation was agreed and approved by the Council:

**Update on the provision of additional sports pitches in the south of Dereham.**

The Town Clerk gains some additional legal advice to help understand the options and progress the conversations as the Local Plan progresses.

**90. Finance**

- a) To receive from the Chairman, confirm as correct and sign the minutes of the **Finance Committee meeting** held on **3<sup>rd</sup> December 2024**.

Proposed by Councillor S Green, the minutes of the Personnel meeting held

on Tuesday 3<sup>rd</sup> December 2024 were agreed and signed.

b) To discuss any matters arising and vote on any recommendations listed below.

The following recommendations were agreed and approved by the Council:

**To consider Grant Applications**

The Following Grants were agreed:

Organisation	Amount of Grant Applying for	Amount Agreed	Reason for Grant	Comment
Dereham Hospital (Charitable Fund)	£500	£500	4 Dementia clocks @ £175 each -to support patients' dementia with time orientation anxiety.	
Dereham Meeting Point	£1000	£1000	Work on minibus which includes new sensors, seating and sign writing.	Have they considered applying for grants from surrounding parishes.
Norfolk Community Law Service	£1000	£250	To provide advice on: <ul style="list-style-type: none"> <li>• Reducing Debts</li> <li>• Benefits</li> <li>• Family Court System</li> <li>• Domestic Abuse</li> <li>• Immigration</li> </ul>	Whilst sympathetic to this charity, the Town Council does already support CAB. This would be a one-off grant and would not be repeated year on year. It is suggested that they consider applying for grants from surrounding parishes.
Hope for Tomorrow	£1296	£650	The mobile cancer care unit have limited space, making it almost impossible to display leaflets and brochures. The proposal is to purchase smart TVs and install software that will allow information to be changed from one location to another. The TVs will play a series of digital promotional items on a continuous loop.	This would be a one-off grant and would not be repeated year on year. Have they considered applying for grants from surrounding parishes.

**To consider budget estimates for 2025/26.**

The budget proposal and estimates for 2025/25 that was presented was approved with the recommendations made by the Committee to increase the following Memorial Hall budgets: Gas be increased to £10,000, Electricity increased to £40,000 and General repairs increased to £20,000.

**To consider precept for 2025/26**

It was agreed that the Precept for 2025/26 be set at £1,229,107. This would mean an increase in a Band D Council Tax of £8 per year or 4%.

**To consider increases in fees and charges**

It was suggested that both the Markets & Building Committee and the Recreation Committee should review their charges over the coming year.

The following increases in fees and charges from April 2025:

- Allotments – 4%
- Cemetery - 4%
- Memorial Hall – 4%
- Markets – 1%
- Assembly Rooms – 4%
- Tennis Courts - 4%

91. **To receive and adopt the list of accounts paid, the Financial Statement and list of accounts to be paid.**

Proposed by Councillor L Monument, the list of accounts paid, the Financial Statement and list of accounts to be paid were agreed.

92. **To receive any updates/reports from members of the Council who are County or District Councillors.**

Councillor R O'Callaghan said that he had heard that the Akash restaurant now had new owners and asked District Councillor A Webb if this would stop the improvements being carried out or the court order.  
Councillor Webb replied that this would not affect either.

Councillor O'Callaghan said that Breckland Council had handed over the play areas at Sandy Lane, Becclesgate and Girling Road to the Town Council.

Councillor A Greenwood asked County Councillor P Duigan for an update on the flooding at Toftwood and if the plans were still on track.  
Councillor Duigan replied that the plans were still on track but were still waiting on National Highways and had no further confirmation.  
Councillor O'Callaghan reminded Councillor Duigan that the Town Council had been told two years ago that the funding for this project had been released.  
Councillor Z Flint asked if a letter could be drafted to formalise the flood plan.  
It was also suggested that a letter regarding the flooding issues be sent to George Freeman.

Councillor P Duigan advised that Dereham library would be closed between the 11<sup>th</sup> and 27<sup>th</sup> January 2025 for refurbishment work to be carried out.

Councillor Duigan also said that the planning application for the Special Resources Base at Toftwood Junior school would be submitted in January 2025 with work starting in July 2025. This should be completed in approximately 4 months.

Councillor K Cogman advised that she would be standing down from the Town Council in January as she was now leader of the Dereham Labour Group at Breckland Council.

**Chairman**