



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Notice of Meeting to Members of the Public and Press

Members of the public are cordially invited to attend a meeting of Redenhall with Harleston Town Council which will be held in the Social Room, Memorial Hall Leisure Centre, Harleston on Wednesday 25th October 2023 at 7.00pm to consider the business detailed below.

Signed: Clare Crane – Town Clerk

Date: 20th October 2023

Members of the press and public are welcome to attend.

SELFLESSNESS, INTEGRITY, OBJECTIVITY, ACCOUNTABILITY, OPENNESS, HONESTY & LEADERSHIP

AGENDA

1. Welcome
2. To receive and consider accepting apologies from members unable to attend.
3. To receive and note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.¹
4. To receive and approve the minutes of the Town Council meeting on Wednesday 27th September 2023 (copy herewith)
5. To note progress on decisions made at the last meetings of Council (copy herewith)
6. To consider a resolution under Standing Orders 3e to suspend the meeting to receive reports from the Police, County and District Councillors, and to hear comments from members of the public on items to be discussed on the agenda (the period of designated time for public participation is 20 minutes unless directed by the Chairman of the meeting and individual members of the public are entitled to speak for a maximum of 5 minutes each).²
7. Co-Option candidate to provide the Council with information on their background and experience and explain why they wish to become a member of the Town Council. (Maximum 5 minutes per candidate).
 - a) To consider co-opting candidate who have come forward in response to the casual vacancies on the Council and, if appropriate, to appoint a Councillor by co-option. (If appointments are made, the new Councillor should then sign the Declaration of Acceptance of Office). (Maximum 10 minutes.)
8. To receive and note the Town Council's finalised comments on planning application 2023/1418: Land North of Spirketts Lane, along with appendix 1 containing advice to the Town Council from Compasspoint (Finalised comments and appendix 1 can be found on the SNDC website)(TC finalised copy herewith)

¹ All details to be found at <https://harleston-tc.gov.uk/your-town-council/become-a-councillor/>

² All details to be found at <https://harleston-tc.gov.uk/your-town-council/become-a-councillor/>

9. To receive and review Section 3 of the 'External Auditors Report and Certificate for the year 2022/23', and forward any comments to the Clerk/RFO (copy herewith)
 - a) To acknowledge the 'Notice of Conclusion of Audit and Right to Inspect'. (copy herewith)
 - b) To receive and note Section 1 and 2 of the public AGAR (Annual Governance and Accountability Return) (copy herewith)
10. To receive and note the contents of month 6 Income and Expenditure report and formulate and agree any questions for the Finance Committee (copy herewith)
11. To receive and note the contents of month 6 Bank Reconciliation and formulate and agree any questions for the Finance Committee (copy herewith)
12. To receive and note the contents of the Payments Lists listed below.
 - a) 11th October 2023
 - b) 18th October 2023
13. To note payments in line with FR4.1
 - a) The Finance Committee recommends that the Town Council authorise the use of S106 funds to cover the cost of £1,436.80, as quoted by Proludic, for repairing the Giro Spiral on the Recreation Ground (copy herewith)
14. The Leisure Centre Management Committee and the Finance Committee jointly propose entering into a 24-month electricity supply agreement with EDF for the Leisure Centre Building.
15. The Leisure Centre Management Committee recommends that the Town Council approve the proposal from Harleston Shed, as provided (copy herewith)
16. The Leisure Centre Management Committee recommends that the Town Council approve the dissolution of the working parties responsible for the Leisure Centre recovery plan and the Recreation Ground and Play Area.
17. The Leisure Centre Management Committee recommends that the Town Council approves the application for planning permission from SNDC for three Car Boot Sales to be hosted on the Recreation Ground in 2024.
18. The Planning Committee recommends Town Council approval for the layout and adoption of street lighting in the Briar Farm development, receive and review the S38 agreement for approval (copy herewith)
19. The Town Council is asked to deliberate on their role in D-Day 80, specifically, whether we should participate by lighting a Beacon or by hosting any other type of event.
 - a) To approve the budget amount for the event, subject to the details outlined above (attached herewith).
20. To receive an update of the outstanding matters relating to the Town Improvement Scheme (copy herewith)
21. To authorise the Clerk to initiate an application for the Parish Partnership scheme, aiming for 50/50 funding for the Market Place bollards as previously approved. 100% of the funds from the Community Reserve EMR348 will only be utilized if the application proves unsuccessful.
22. To receive and note any updates from representatives.
 - a) Exchange II
 - b) Harleston Information Plus
23. To receive Committee updates and report on any significant issues arising³:

³ All details to be found at <https://harleston-tc.gov.uk/town-council-minutes/>

- a) Planning Meeting - Last meeting held 9th October.
 - b) Leisure Centre Management Meeting – Last meeting held 11th October.
 - c) Finance Meeting – Last meeting held 18th October.
- 24.** To consider information or issues relevant to Council from members for brief discussion, action, or inclusion on a future agenda and receive reports from
- a) Chairman
 - b) Councillors (for information only)
 - c) Clerk (copy herewith)
- 25.** The Planning Committee recommends that the Town Council be presented with correspondence pertaining to Highways matters concerning Shotford Road.
- 26.** To receive significant correspondence and agree on actions required.
- a) South Norfolk Police – Public Meetings October 2023
 - b) A resident – Town Council Matters
 - c) A resident – Various Town related matters
- 27.** To note the date of the next Town Council meeting on Wednesday 22nd November 2023 7.00pm start in the Social Room at the Memorial Leisure Centre.



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Chairman: Paul MBA

Minutes of a meeting of Redenhall with Harleston Town Council held in the Social Room at the Memorial Leisure Centre on Wednesday 27th September 2023 at 7.00pm

Present: Councillors:- Paul MBA (Chairman), Matt Scade (Vice Chair), Adrian Brownsea, Keith Harrison, Shelagh West, Lucy Chenery, Clive Digby.

Also, present: Clare Crane (Town Clerk), Emma Chandler (Deputy Clerk)

County Councillor Martin Wilby, District Councillor Trevor Graham, District Councillor James Eddy

Members of the Public:, Michael Hardy, Carolyn Malinowski, Steve Tricker, Russ Wilkins, Jayne Wurr

1. **Welcome**
Cllr MBA welcomed everyone to the meeting.
2. **To receive and consider accepting apologies from members unable to attend.**
Cllr Attwood sent apologies due to illness.
Unanimously accepted.
3. **To receive and note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.**
None declared.
4. **To receive and approve the minutes.**
 - a) **Town Council meeting on Wednesday 23rd August 2023**
Cllr Brownsea proposed to approve the minutes.
Cllr Scade seconded the motion.
Unanimously approved.
5. **To note progress on decisions made at the last meetings of Council**
Noted
6. **To consider a resolution under Standing Orders 3e to suspend the meeting to receive reports from the Police, County and District Councillors, and to hear comments from members of the public on items to be discussed on the agenda (the period of designated time for public participation is 20 minutes unless directed by the Chairman of the meeting and individual members of the public are entitled to speak for a maximum of 5 minutes each).**
Standing Orders were suspended at 7.05pm
County Councillor Wilby provided a report – see appendix A
District Cllr Graham provided a report – see appendix B

District Cllr Eddy provided a report – see appendix C

Members of the public raised the following points

- Concerns about the control plate at the exit of the town car park. Some people are unable to park in this car park due to the control plates and the potential damage they could do to their vehicles. The question was raised on Facebook and received many messages with the same complaint. There is concern that all shops in Harleston are suffering because of this issue. There was a request that the control plate be removed or to open the back exit on Paddock Road which would also stop people driving out of the entrance to avoid the control plate.

Cllr MBA informed members of the public that this issue is being looked at.

The Clerk informed the forum that she had received confirmation from Tarmac that remedial work would commence week beginning 9th October 2023.

Standing orders were reinstated at 7.20pm

7. Co-Option Candidate(s)

a) Co-Option candidate(s) to provide the Council with information on their background and experience and explain why they wish to become a member of the Town Council. (Maximum 5 minutes per candidate).

Apologies had been received from candidate Wilkinson for no attendance to the meeting due to unforeseen circumstances.

Candidate Hardy introduced himself and explained why he would like to rejoin the council. He explained that he has a lot of experience and had kept his knowledge up to date. He would like to help the town at this time.

b) To consider co-opting candidate(s) who have come forward in response to the casual vacancies on the Council and, if appropriate, to appoint Councillor(s) by co-option. (If appointments are made, the new Councillor(s) if present, should then sign the Declaration of Acceptance of Office). (Maximum 10 minutes.)

Cllr Brownsea endorsed Candidate Hardy's application.

A vote took place by show of hands.

Unanimously Accepted

Candidate Hardy proceeded to sign the declaration of acceptance of office which was also signed by the Town Clerk.

Councillor Hardy then joined the meeting.

8. The Neighbourhood Plan survey (Pages 164-178 extracted from the Redenhall with Harleston Neighbourhood Plan Consultation Statement) evidenced a widespread desire for Redenhall with Harleston to have a community centre.

a) Members are asked to agree in principle an application to South Norfolk District Council for 'Pride in Place' grant to carry out a feasibility study.

<https://www.southnorfolkandbroadland.gov.uk/communities/pride-place-community-grant-scheme>

The study would consider the best options for providing a community centre including the options of

1. incorporating a new community centre by way of renovation/extension to the Memorial Leisure Centre
2. a new build to replace the existing Memorial Leisure Centre

Cllr Hardy suggested that option 2 should be expanded to include 'on the current site.'

Cllr Brownsea was in favour of the feasibility study taking place but does not think that this should be restricted. He questioned who has decided that it should be concentrated on

this site in the town and suggested that this council was inheriting decisions made by the previous council.

Cllr Scade had no comments.

Cllr Chenery was happy for the feasibility study to proceed.

Cllr Harrison was in favour of feasibility study.

Cllr West was in favour of feasibility study.

Cllr Digby agreed with previous comments but thought the options were narrow.

Cllr MBA was in favour.

It was unanimously agreed to apply for the 'Pride in Place' grant from South Norfolk District Council to undertake a feasibility study.

Action – Town Clerk

9. To receive a briefing paper on Norfolk Council Councils recommendation that Broad Street Bus Stop is upgraded to Gold Bus Stop Standard

Cllr Hardy – principle is good and would like to retain the existing bus shelter.

Cllr Brownsea – stressed the need to maintain veto rights on the choice of bus stop and highlighted that this is a town asset. He suggested that consultation should be with the residents of the town.

Cllr Scade – Current shelter is not up to standard would be favour the new shelter.

Cllr Chenery – Highlighted that the shelter needs to be a substantial size to accommodate more people.

Cllr Harrison - thought it was a good idea.

Cllr West – thought it was a good idea and suggested putting a notice on the existing shelter to say what the Town Councils intentions were.

Cllr Digby – wondered how long the new bus initiative will last. Liked the idea of it blending in with the war memorial. Worries that many will look back to the recently removed toilets that were installed and never worked. Could the same thing happen? He stressed the need to listen to the residents.

Cllr MBA – Took all the raised points on board. He highlighted that the bus stop would not be paid for by the Town Council as this was a County Council initiative that will be fully funded.

The Clerk confirmed that the Operations Manager had said that the existing structure would need extensive work on the roof if it remained.

Cllr Hardy – Having listened to the views of all councillors and the Clerk he would be happy to see a new shelter replacing the existing shelter.

a) Does the Town Council wish to proceed with the 'Gold' standard bus stop? Specification to be agreed.

Unanimously agreed.

Also agreed to provide information on what the Town Council intend to do.

Action: Town Clerk

b) If so, does the Town Council want to retain the existing bus shelter or have it replaced?

By show of hands.

7 for replacing the existing shelter.

1 abstention.

Agreed to keep at Town Council rather than referring to the Amenities Committee

Action – Town Clerk

10. To receive the drafted report from Compass Point relating to planning application [2023/1418](#) including amendments being made to the application and submitted on the 11th September

Location: Land North Of Spirketts Lane Harleston Norfolk.

Proposal: Erection of 91 x dwellings with associated landscaping and external works

Application Type: Full Planning Permission

SNDC's Senior Planning Officer has now requested comments from the Town Council.

Cllr Brownsea – Highlighted that this application has now been amended.

He suggested that people were not reassured that the council was taking the issue seriously. Suggests another meeting where we can publicise our intended comments to South Norfolk District Council Planning Department.

Cllr West – the report does not home in on the big issues that the public were reporting or reflect the meeting with the public. Suggested that a summary of the report should be put on the website and ask for feedback from the residents. Suggested that the report may fit with what the planning officer requires but doesn't fit with the public feeling.

Cllr Scade – only 6 extra trees addressed the concerns about landscaping.

Cllr Hardy – Highlighted that this development is in the neighbourhood plan and cannot be stopped. Any objections should be made on planning grounds.

Cllr Digby – Suggested that we can try and hold the developers to account.

Cllr West – suggested a small re write of the report namely the beginning and the summary.

Clerk suggested a zoom meeting with Compass Point to review the document.

- a) **Agree next step action.**

Cllr MBA proposed that the planning committee join the zoom call to review the document.

Cllr Scade seconded the motion.

Unanimously agreed.

Action – Town Clerk

11. **Following a meeting between the Town Clerk, Vice Chairman and Norfolk County Council Highways engineer a verbal update will be provided relating to the extension of the yellow lines on Love Lane.**

Cllr Scade gave a brief of the meeting.

- a) **Council to agree next step action.**

Unanimously agreed to endorse the County Council's decision.

Action – Town Clerk

12. **To receive a copy of the proposed PSPO together with a map of the district and details of the formal consultation South Norfolk: Public Spaces Protection Order - Vehicle Related Anti-social Behaviour**

- a) **To agree on the answers to the following questions and any other comments on the proposal by the 29th of September 2023:**

- 1) **Do you agree with the proposed PSPO being applied across district?**

Yes

- 2) **Do you agree with the proposed regulatory controls in the draft PSPO?**

Yes

- 3) **Do you agree with the proposed period of operation of the draft PSPO?**

Yes, and would like to comment that the days should be extended to 7 days a week.

Action – Town Clerk

13. The planning committee recommended that the Town Council receive a proposal on the possible reduction of street lighting between the hours of 12am and dawn to enable cost savings on electricity, having received an initial quote for the installation of timers the Clerk recommends that the members agree for the proposal to be revisited at the time of budget setting.
Unanimously agreed.
Action - Town Clerk
14. To receive a briefing paper relating to Courteenhall (who are the new owners of the Gawdy Hall Estate) who would like to open discussions on the possible transfer of the small parcels of triangular grass / common land within Harleston, located off The Common, which forms part of the Lordship, to Harleston Town Council.
Discussion took place.
- a) To agree next step action.
Cllr Hardy proposed that this was not a viable prospect for the council.
Cllr MBA seconded the proposal.
Unanimously agreed.
Action – Town Clerk
15. To receive the current premises licenses PLA 0298 and 19/00117 review, formulate, and agree any questions or points of concern relating to the licenses if required
- a) To agree the premises licenses PLA 0298 and 19/00117 are still ‘fit for purpose’.
Unanimously agreed
- b) To agree the Town Clerk, Chair and Vice Chair contact details will be provided to the Licensing & Enforcement Officer/SAG Chair at SNDC as a point of contact for any concerns raised about PLA 0298 and 19/00117 premises licenses.
Unanimously agreed and suggested a review in the future of the town centre part of the licence.
Action – Town Clerk
16. To receive and note the contents of month 4 & 5 Income and Expenditure report and formulate and agree any questions for the Finance Committee
Noted
17. To receive and note the contents of month 4 & 5 Bank Reconciliation and formulate and agree any questions for the Finance Committee
Noted
18. To receive and note the contents of the Payments Lists listed below.
- a) 4th August payments list
Noted
- b) 16th August payments list
Noted
- c) 11th September payments list
Noted
19. To note payments in line with FR4.1
- a) £21,509.43 plus VAT to Action Play and Leisure. Full amount to be reimbursed from SNDC using S106 funds.
Noted
- b) £4,463.00 plus VAT to Westcotec. 50% to be reimbursed from NCC via the Parish Partnership Scheme.

Noted

20. Clerk to provide an update on the progress of the outstanding matters relating to the Town Improvement Scheme

Clerk informed that in an update given today that outstanding matters will be dealt with week commencing the 9th October 2023

21. To receive and note any updates from representatives.

a) Exchange II

Clerk informed that she had attended a meeting that evening with Exchange 2. They are currently looking at lots of different grant funding options.

The Clerk will have a monthly meeting in the future and report back to the council.

b) Harleston Information Plus - lottery application

Noted

22. To receive Committee updates and report on any significant issues arising

a) Planning Meeting - Last meetings held 7th August and the 11th of September.

Planning committee have invited Mr Hardy and Mrs Malinowski to help advise the committee, as they have a wealth of experience regarding planning and were part of the Neighbourhood Plan steering group. Elected working parties to look at CIL and S106 funds.

Amenities Meeting – Last meeting held 13th September.

Nothing to report.

b) Executive Meeting – Last meeting held 20th September.

The Council's Action plan will be communicated to councillors once completed.

23. To consider information or issues relevant to Council from members for brief discussion, action, or inclusion on a future agenda and receive reports from

a) Chairman

Highlighted the importance of reading the packs provided by the Clerk for each meeting.

b) Councillors (for information only)

Cllr Scade – Crime commissioner is requesting questions for the next meeting. Questions should be submitted by Monday 2nd October 2023

Cllr Brownsea – Action should be taken about the trading on the pavements in town.

Cllr Hardy– Concerns about the cars and vans that use the pavement as a car park.

c) Clerk (copy herewith)

Noted

24. To receive significant correspondence and agree on actions required.

a) County Councillor -Road Safety Community Fund

Noted.

b) Letter to Clerk of the council re proposals to reduce street lighting (see item 13 on the agenda)

Noted

c) Recommended by Amenities Committee - Market Square and Exchange Street

Noted

d) Correspondence received relating to item 11 on the agenda.

Noted

The Clerk was requested to reply to all.

Action – Town Clerk

25. To note the date of the next Town Council meeting on Wednesday 25th October 2023
7.00pm start in the Social Room at the Memorial Leisure Centre.
Noted

Meeting closed 21.13

Signed

Date

DRAFT

Appendix A

County Councillor Report September 2023

Along with many others I recently attended the official opening of The Toddler Play Area on Harleston rec. It was opened by The Lord Lieutenant for Norfolk, The Lady Dannatt MBE who made the day very special by commenting about Harleston's resilience throughout the Covid pandemic, the tremendous community spirit in the town and thanking the many local volunteers for what they do. There were many toddlers there to help Lady Dannatt with the cutting of the ribbon and to show us all how they use and enjoy the new equipment. A special thanks to Harleston Town Council all of its staff and everyone else involved with this project.

The final round of LED upgrades to Norfolk County Council's Street Lighting is underway, cutting CO2 emissions by over 200 tonnes a year. The work, which will replace traditional High Intensity Discharge (HID) lighting with the latest generation of LED lanterns, will take place over the next 24 months, and involve replacing 16,800 HID lights with LEDs. When complete, 100% of NCCs streetlighting will use low energy LEDs. The final phase of the move to low energy LEDs will save an estimated 1,099,032 kWh of energy per year, equating to approximately £380,000 p.a. at current electricity prices. This represents an estimated carbon saving of 227 tonnes of carbon dioxide emissions each year as a result of the final stage of switching from HID to LED streetlighting.

With the bird nesting season over, people across Norfolk have a chance to do their bit to stop flooding and keep water flowing across their properties. Small, simple steps that ensure water can drain away from your home can cut down the likelihood of flooding, starting with tasks as simple as keeping drains, ditches, and watercourses clear and able to flow freely. After a years growth, many ditches and watercourses will benefit from clearing branches, and cutting back new undergrowth. Now bird nesting season is over, early autumn is the prime time for property owners to put in a little work to keep their properties safe. Outside the home, if residents spot any blocked or broken drains on Norfolk's highways they can report it via www.norfolk.gov.uk/flooding allowing Norfolk's Highways Team to clear them and keep our roads open. Also now is the time of year to cut back your hedges and trees away from footpaths and the roadside so that people can use the footpaths safely and that vehicles can use the whole width of the roads.

Norfolk's £3bn tourism industry is to get an annual boost of more than £100,000 a year in the hope this will inject millions of pounds more into the county. County Hall agreed to the increased spend as part of hopes to become part of a new initiative that could unlock more Westminster cash which the county cannot currently bid for. Pete Waters, executive director of Visit East of England, said: "I'd like to thank NCC for this investment in tourism services. This will ultimately benefit and support our local destinations and businesses, the stars in our tourism firmament". It is hoped the new initiative could create 9,700 further jobs connected to tourism and help make Norfolk one of the top destinations in the country for visitors.

NCCs award-winning Adult Education Services offers free part-time one year courses for students aged 19 or over who do not have a 1-9 in GCSE English and/or Maths. Last year 111 people took GCSEs with the service, 84% of maths GCSE students achieved Grade 4 or above and 73% of English GCSE students achieved grade 4 or above. The service also offers a range of other courses including access courses for learners of all ages which are available on a flexible basis during the day, evening, or online. Find out more by visiting the Adult Learning Website.

Best Wishes

Martin

Appendix B

District Councillor Report – September 2023

Officers from South Norfolk Council are in discussion with town councils across the district to roll out and replicate the pilot Visit Harleston tourism website. This should help create a better coordinated tourism promotion. One of the items under consideration is Harleston's association with the Mayflower ship and Pilgrim Fathers. Many towns base their tourism on lesser claims than providing four passengers on the ship.

During the last 50 years the Harold Dean Charitable Trust has occupied the majority of 'The Ocean' lake on the outskirts of Harleston through an informal agreement with the owners. The site has been managed for quiet recreation, notably fishing and sailing. It is also an excellent site for wildlife. The owners wish to sell the land and the Trust wish to buy it, to continue and enhance their nature conservation work. I have given my support to their ambition.

Work continues to expand our local nature recovery concept across the district. I have spoken with representatives from both Norfolk and Suffolk County Councils and the senior advisor from Natural England responsible for preparing the Local Nature Recovery Strategies. Discussions are underway to consider the 'Nature Recovery in Harleston' concept as the bottom-up element for inclusion in the overall Strategies. Both the Needham and Wortwell Parish Councils voted to support 'Nature Recovery' in their parishes at their September meeting. We now have our entire Ward as Nature Recovery without 'parish' boundaries.

Ian Carstairs and I will be giving short presentations about the work in Harleston at a nature recovery event in York at the weekend. We will then host a local event at St John's Church in Harleston on 21 October to explain what has been achieved and what is planned. We will be inviting representatives from nearby towns and parishes.

Local nature recovery and the tourism website are two ways in which our Harleston Ward is leading the way in South Norfolk.

Wortwell Parish Council have been awarded £5,000 from the Pride in Place community fund to help carry out a feasibility study into the sustainability of the community centre. This may prove a blueprint for other parish councils.

South Norfolk Council submitted a long and detailed letter of objection relating to the Norwich to Tilbury infrastructure proposal by National Grid which would result in pylons across our district. We await a reply.

I attended meetings of the Harleston and District Business Forum and Harleston Branch of the Royal British Legion and gave updates on my journey as a District Councillor. A member of the Royal British Legion mentioned the Forces Discount Card. I am glad to see that Clare has promoted further registrations to our local businesses.

Harleston has now achieved South Norfolk Council's Mindful Town Status due to the number of local residents that have become Wellbeing Champions. The role of a Wellbeing Champion is to have open conversations about mental health in the community, recognise mental health issues and help contact suitable support through the Help Hub and partner organisations.

I will not be available to have my surgery in October. My next surgery will be on 11 November at Harleston Information Plus on Exchange Street in Harleston between 10:00 and 12:00. I hope to see you there.

Trevor

Appendix C

District Councillor Report – James Eddy

After a typically quiet August, meetings and training is starting up again at South Norfolk Council. However, the meeting of the Development Management Committee at the beginning of last month did highlight issues that seem relevant to our particular ward.

What is abundantly clear is that many of the concerns about infrastructure, amenities, and access that are being raised in the Harleston ward are also of concern to the people of many of the other wards in South Norfolk. It goes without saying that these issues have great significance to the people of the town and the surrounding villages, and I personally would much prefer that they were given far greater weight when considering planning applications. While housebuilding is hugely important, it seems to me that there is currently a balance that is not being struck between the necessity to build houses, the wishes of communities and, it would also appear, the protection of the local environment. My hope is that going forward, South Norfolk Council will consider seeking a better balance between these competing important needs.

Closer to home, I have enjoyed conducting my councillor surgeries on the last Saturday of each month. The opportunity to interact and try to help members of our community is really why I sought to become a district councillor. Unfortunately, I won't be available on the last Saturday of this month, but I can still be contacted by email or phone if anyone requires any help that may be provided by South Norfolk Council.

James

Item 5

Town Council – Progress Report – 25th October 2023

<u>Committee</u>	<u>Minutes Reference</u>	<u>Subject</u>	<u>Action</u>	<u>Assigned to</u>	<u>Timescale</u>	<u>Comments or further actions</u>
Full Council	22 nd February Item 9(e) & 9(f)	Policies	The Town Clerk confirmed that the adopted policies are yet to be uploaded to the website.	Town Clerk	June Town Council meeting.	Outstanding
Full Council	5 th July 2023 Item 6	Football Club Lease	To proceed the council agreed for the Clerk to appoint a new solicitor.	Town Clerk	ASAP	Outstanding
Full Council	26 th July Item 7	Spirketts Lane Timeline	The Clerk confirmed she would get the timetable from the case officer asap.	Town Clerk	ASAP	On this agenda Matter Closed
Full Council	27 th September 2023 Item 8a	Pride in Place Funding	Clerk to apply for the 'Pride in Place' grant from South Norfolk District Council to undertake a feasibility study.	Town Clerk	ASAP	Ongoing
Full Council	27 th September 2023 Item 9a	Gold Standard Bus Stop	Clerk to provide information to the residents on what the Town Council intend to do. Clerk to provide specification of the Gold Bus Stop to the Town Council.	Town Clerk	ASAP	The matter was included in the newsletter. Matter Closed NCC are compiling a briefing document with specifications to be presented to the Town Council at a future meeting. Matter Closed
Full Council	27 th September 2023 Item 9b	Gold Standard Bus Stop	Clerk to advise NCC of the outcome.	Town Clerk	ASAP	NCC are compiling a briefing document with specifications to be presented to the Town Council at a future meeting.

Town Council – Progress Report – 25th October 2023

Full Council	27 th September 2023 Item 10	Spirketts Lane	Cllr MBA proposed that the planning committee join the zoom call to review the document. Cllr Scade seconded the motion.	Town Clerk	ASAP	The Planning Committee met with Compass Point on 9 th Oct 23. See this agenda. Matter Closed
Full Council	27 th September 2023 Item 11a	Love Lane	Unanimously agreed to endorse the County Council's decision.	Town Clerk	ASAP	Advised NCC of the Town Council's decision. Matter Closed
Full Council	27 th September 2023 Item 12a	PSPO	Submit the information as agreed at the meeting,	Town Clerk	ASAP	Submitted. Matter Closed
Full Council	27 th September 2023 Item 13	Street Lighting Reduction	Revisit when budgets are set	Town Clerk	Oct/Nov 2023	Ongoing
Full Council	27 th September 2023 Item 14a	Gawdy Hall Estate	Councillors declined the offer of land	Town Clerk	ASAP	Clerk advised via email of the Town Council's decision. Matter Closed
Full Council	27 th September 2023 Item 15	Premises Licence	Town Clerk, Chair and Vice Chair contact details will be provided to the Licensing & Enforcement Officer/SAG Chair at SNDC as a point of contact for any concerns raised about PLA 0298 and 19/00117 premises licenses.	Town Clerk	ASAP	Provided. Matter Closed



Redenhall with Harleston Town Council

Application for Co-Option

Name ...Eloise Wilkinson.....

Address [REDACTED]

.....Harleston.....

.....

Postcode . [REDACTED]

TelephoneNo landline.....

Mobile [REDACTED]

Email [REDACTED]

2. Please provide a brief description of the nature of your employment throughout your working life and any skills, training or experience you have which may be useful to the Council:

..I am currently a primary school teacher in Hempnall. Before that I trained adults to be Forest school leaders as well as working as a Forest school leader in primary schools and high schools. I worked for the Greenlight trust in Lawshall, near Bury St Edmunds supporting groups of adults with mental health issues, addiction and also learning disabilities and difficulties in the outdoors. I also worked with young people who were NEET (not in education employment or training), vulnerable women and children from local pupil referral units. I worked for 2 years in a pupil referral unit in Bury St Edmunds. I worked in an outdoor residential center for children and a large variety of different groups of young people and adults. I created educational programs for schools and supported a variety of training programs for teachers. I am currently a director of Kinda Education which provides Forest school sessions for young people referred through the council and home educated children in Holton.

I worked for First choice home care during the pandemic and got to meet lots of local residents.

I have been involved in managing, instigating and running many community projects in the area and beyond over many years. More details below.

I have an Arts degree from Norwich school of Art and Design and am passionate about arts and crafts.

I have lots of experience working with young people .

I am passionate about working with older members of the population also.

I am a keen gardener and DIY'er and am fluent in French.....

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Redenhall with Harleston Town Council

Application for Co-Option

3. Please explain your interest in Harleston and why you would be interested in becoming a Councillor:

It feels very natural to me to want to become more involved in the town I live in. I volunteered during the pandemic, with Harleston Kindess hub delivering shopping etc., and loved it. Getting to meet local residents working as a carer was also wonderful. I am very interested in what we can do for the young people of Harleston, I have two teenagers myself and feel strongly about connecting different members of the community of different ages together as I have witnessed how this can work very positively in communities over the years. Harleston is a wonderful place to live, there are a lot of wonderful people doing great things and I feel energized and motivated to contribute to and be a part of that energy. I have enjoyed very much what happens when people put their heads together and share ideas it is a wonderful thing and Harleston is a town that is continuously evolving and changing in what I feel is a really positive way.....

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Redenhall with Harleston Town Council

Application for Co-Option

4. Please list any other voluntary or community work that you are currently or have previously been involved in:

I was involved with Sustainable Bungay for many years (A Transition town). This was very inspiring. I organised many events such as give and take days, free sewing clubs, film nights and gardening events.

I was a volunteer for NEAD when I was a student (Norfolk education and action for development) for many years, organising school events and some of the very first refugee week events and Black history events).

I was SEN governor at Stradbroke high school for 2 years.

I was also involved in a sustainable beekeeping group for some time organising school events

I organised a large festival raising money for Greenpeace in 2011 (second largest fundraiser for Greenpeace that year after Glastonbury)

I currently volunteer for New Routes integration in Norwich supporting refugees and asylum seekers to integrate and get the support needed in Norwich and Norfolk. I love this work.....

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5. Please provide any other information that you feel may be of interest to the Council in considering your application for co-option:

What I love the most in all the work I have done in my life so far, be that paid or volunteering, is the opportunity to connect with people and bring people together. I love working with all ages and I feel that every section of society has something valuable to bring, opportunities need to be offered to support different sections of society to thrive and make a positive impact, as town councillors we can support making that happen and ensuring that we have a wonderful, peaceful, town based on all the core values that hold communities together such as kindness, respect, dedication and cooperation.....

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Redenhall with Harleston Town Council

Application for Co-Option

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Once you have attended Two Council meetings your application for co-option will be considered at the next meeting of Full Council, at which you are able to attend,

If you are co-opted, you will be invited to complete the Declaration of Acceptance form and the Register of Interests and will join the other members at the table.



Redenhall with Harleston Town Council

Application for Co-Option

Eligibility Form

In order to be eligible for co-option as a Town Councillor, you must satisfy certain criteria. You must satisfy (a) and (b) below and at least one of the options (c) – (f). Please tick which apply to you

(a) I am 18 years of age or over	x
b) I am a British Citizen or a citizen of the Commonwealth or a citizen of any member state of the European Union	x
c) I am registered as a local government elector for the parish	x
d) I have, during the whole of the twelve months preceding the date of my co-option occupied, as owner or tenant, land or other premises in the parish	
e) My principal or only place of work during those twelve months has been in the parish	
f) I have, during the whole of those twelve months resided in the parish or within 3 miles of it.	x

Please note that under Section 80 of the local Government Act 1972 a person is disqualified from being a town councillor if he/she:

- a) Is employed by the town council or holds paid office under the town council
- b) Is employed by an entity controlled by the town council;
- c) Is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order or a debt relief restrictions order or an interim debt relief restrictions order
- d) Has within five years before the day of co-option, or since his/her co-option, been convicted in the UK, Channel islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine
- e) Is otherwise disqualified under Part III of the Representation of the People Act 1983 (relating to corrupt or illegal electoral practices and offences relating to donations) or the Audit Commission Act 1998.

Declaration

I, Eloise Wilkinson hereby confirm that I satisfy the criteria to become a Redenhall with Harleston Town Councillor, that I am not disqualified from being a Town Councillor and that the information given on this form is true and correct

Date24/06/23.....



Redenhall with Harleston Town Council

Town Council comments on application 2023/1418: Land north of Spirketts Lane

The Town Council recognises that site HAR4, the subject of application 2023/1418, has been identified in the Adopted Development Plan as allocated for development, and the principle of development has been established.

However, the Town Council **OBJECTS** to the following aspects of the proposed development which are the cause of serious concern to local residents: Community Infrastructure and Traffic Management. The development does not currently satisfy the requirements of Policies RWH5 and RWH15 of the Adopted Redenhall with Harleston Neighbourhood Plan 2022, which forms part of the statutory development plan for the determination of this application.

Policy RWH5: Community Infrastructure and growth

Healthcare

The impact of the development on the quality of local healthcare provision, including dental provision, is of great concern to local people. These were the concerns most commonly expressed throughout the Neighbourhood Plan consultation exercises, and they were expressed very strongly at a recent public meeting held to receive views on this application.

Policy RWH5 states that “new developments will be supported if it can be demonstrated that sufficient infrastructure (physical, medical, educational, green and digital) will be made available to meet the needs of that development” and requires that there are definitive plans in place to increase the capacity of relevant infrastructure ahead of any unmet need being generated by new development taking place.

In response to this application the NHS Norfolk and Waveney Clinical Commissioning body has indicated that the proposed developments would have an impact on healthcare provision in the area and that without any mitigation, the development would not be sustainable. They calculated that the total capital cost of additional healthcare services arising from the development proposal would be £487,476. Of this, £143,840 relates to Primary & Community Care. When responding to previous applications in the town, (e.g. the Briar Farm application) they raised concerns that although significant CIL (Community Infrastructure Levy) contributions will be delivered as part of the development, which can help mitigate the impact through upgrading existing facilities, it is not guaranteed that health will receive a CIL contribution.

Given the high priority that local residents have given to health care concerns both as a consequence of this application but during the Neighbourhood Plan process more generally, we request that high priority and necessary CIL funding should be given to ensure that sufficient additional health care provision is made in the town to accommodate this development, consistent with Policy RWH5.

Educational

NCC in their consultee comments deem it is necessary to levy CIL contributions in order to mitigate the costs of an increase in the number of school places arising from the development, and supplied figures setting out these costs, which total around £1m. We request reassurance that the CIL raised from this development pursuant to this request will be used to fund additional school places and facilities within the town, as required by Policy RWH5.

These measures would protect residents' quality of life and reassure the local community that the demands of the new development would be sustainable.

Policy RWH15: Traffic generation and safety

This policy calls for consideration to be given to the level of traffic generated by the proposal and the wider impacts of this traffic, and for measures to be taken to mitigate potential impacts upon highway and pedestrian safety as well as those on traffic flows elsewhere in the town.

The local community are concerned at the increase in traffic which will be generated by this development and the impact this will have on nearby roads - the Spirketts Lane/Shotford Road junction, the Spirketts Lane/Mendham Lane junction and the volume of traffic using Spirketts Lane and Mendham Lane - as well as the knock-on effect on other local roads.

Currently, lorries accessing the industrial estate and lorry park via Spirketts Lane and Mendham Lane require the use of both sides of the carriageway at junctions and often mount the pavement. The increase in residential traffic increases the risk of an accident to pedestrians and motorists.

Traffic wishing to join the A143 by means of a roundabout currently need to travel along Spirketts Lane, Shotford Road and Needham Road to access the Needham roundabout. Needham Road is not suitable for heavy traffic as it is a narrow road with cars parked on one side and poor visibility of oncoming traffic. Traffic wishing to join the A140 often go via narrow local roads going through "the Pulhams"

Heavy traffic could instead be encouraged to join the A143 directly from Mendham Lane if access to the A143 were made easier by means of a roundabout at the junction of Mendham Lane and the A143. The A143 would be in effect a convenient by-pass which would remove heavy traffic from local narrow roads.

The section of Mendham Lane as it narrows to join Old Market Place is a pinch point which may cause congestion as the volume of traffic increases.

We request that, in view of the increase in traffic due to this new development, as well as from two other approved major developments taking place a short distance from this site, and a third site nearby which has also been allocated for development, that a Transport Assessment be undertaken by NCC Highways to evaluate the cumulative effect on nearby roads, and measures taken to mitigate potential impacts upon highway and pedestrian safety as well as those on traffic flows elsewhere in the town, as required by RWH15

We request that the following comments be considered with regard to the relevant Neighbourhood Plan policies.

Policy RWH2: High Quality Design

This policy states that development proposals should be consistent with the Redenhall with Harleston Design Guidelines and Codes, an addendum to the Neighbourhood Plan. The residential designs lack some elements of distinctiveness as advocated in the Design Guidance and Codes. Details such as window arches, details over doors, door and window types, porches etc. appear to be standard designs and do not really invoke a real flavour of Harleston.

We request that further consideration be given to these issues, in the context of the specific design guidance available.

Policy RWH8: New play areas, open spaces, and sports provision

This policy supports proposals which provide new children's play areas and spaces, and outside meeting spaces.

The Design and Access Statements stated that the Pre-Application response indicated that the Open Space requirement should include:

- Children's Play Space 1305sqm
- Older Children & Adult Recreational Space 3480sqm
- Informal Recreational Space 5220sqm

Total 10657sqm

The proposal provides either 4,400sqm or 7500sqm – both are quoted in the Design and Access statement. The Public Open Space located to the north of the site hosts the attenuation basin which reduces the amount of useable open space available. The other on-site open space is to the south-east of the site (to provide a buffer with the adjacent lorry park) These do not provide specific play and recreational spaces. The developers recognise

that an Open Space Financial Contribution will be made. It is unclear where this offsite provision will be directed to.

We are disappointed at the lack of play space within the development, and request that the Open Space Contribution should be directed to the Town Council so that it may be used to enhance the existing play equipment on the council's recreation ground.

Policy RWH16: Pedestrian and cycle connectivity

This policy seeks to ensure that new developments are well connected to services and facilities in the town centre, and to the rest of the town and to new and existing services.

The application proposes a new cycle route across the entire site frontage. However, the route does not connect into any other existing cycle routes either to the east or to the west and therefore no meaningful route is provided.

There was an early proposal for a north-south footpath linked via Willow Walk to the town centre, but this has been removed, although it would provide direct access to the town centre.

There is no footpath on Spirketts Lane between the eastern edge of the development and the junction with Mendham Lane, which would provide a convenient pedestrian path to Lidl.

We request that further consideration be given to restoring the link via Willow Walk and to establishing meaningful pedestrian and cycle links providing good connections to the town centre, the rest of the town and to the forthcoming Lidl at Mendham Lane

Policy RWH21: Natural Assets

This policy supports development proposals which provide a net gain in biodiversity, for example by connecting fragmented habitats to create new wildlife corridors. It also requires new buildings to incorporate wildlife friendly measures to protect and enhance wildlife species e.g., swift bricks, hedgehog doors. The scheme as proposed makes no reference to biodiversity net gain or wildlife friendly measures.

There is limited provision of open space and street trees. An opportunity has been missed to provide a more attractive, green, rural and less urban visual appearance to the development.

We request that further consideration be given to securing a net gain in biodiversity, and the provision of ecological enhancement, more street trees and wildlife friendly measures.

Policy RWH22: Climate Change and Flood risk

Flood Risk

Concerns over flooding have been raised by local residents. We note also that Anglian Water have commented that the proposed development will lead to an unacceptable risk of flooding downstream and that Norfolk County Council object to this planning application in the absence of acceptable supporting information.

The Town Council requests that, in line with RWH22, the development should not exacerbate existing surface water or foul drainage problems.

Climate change

This policy encourages the use of features which would increase energy efficiency and reduce carbon emissions. There is little provision for such measures in the plans. The Town Council requests that consideration should be given to incorporating features such as electric charging points, rainwater capture and grey water recycling.

We would also request that the following comment be taken into consideration. This topic is not linked to a Neighbourhood Plan policy.

Streetlights

Concern has been expressed that the developers are making no provision for lighting within the site or in the street adjoining the site. It is noted that the Norfolk Constabulary have requested that, to work in harmony with high levels of Natural surveillance, a carefully designed Lighting plan to cover all vulnerable areas should be in place. We request that developers should provide lighting conforming to the established pattern of the existing streetlights owned by the Town Council.

Appendix 1 – advice provided to Redenhall with Harleston Town Council in respect of Planning application 2023/1418 by Compass Point Planning and Rural Consultants, incorporating concerns raised by residents at the Town Council meeting of 27th July 2023.

Section 3 – External Auditor's Report and Certificate 2022/23

In respect of **Redenhall with Harleston Town Council- NO0356**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP SIGNATURE REQUIRED

Date

23/09/2023

Redenhall with Harleston Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2023

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Redenhall with Harleston Town Council for the year ended 31 March 2023 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Redenhall with Harleston Town Council on application to: (a) <u>MRS CRANE, HARLESTON TOWN CLERK.</u> <u>TOWN COUNCIL OFFICES</u> <u>BY APPOINTMENT ONLY.</u> <u>TELEPHONE 01379 854519</u> (b) <u>BY APPOINTMENT ONLY</u> <u>TELEPHONE 01379 854519</u> <u>EMAIL CLERK@HARLESTON-TC.GOV.UK</u>	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR (b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any person on payment of £ <u>5</u> (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) <u>C. CRANE - TOWN CLERK</u>	(d) Insert the name and position of person placing the notice
Date of announcement: (e) <u>29TH SEPTEMBER 2023</u>	(e) Insert the date of placing of the notice

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Redenhall with Harleston Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	☒	☐	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	☒	☐	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	☒	☐	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	☒	☐	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	☒	☐	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	☒	☐	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	☒	☐	<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	☒	☐	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	☐	☐	☒

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

27 JUNE 2023

and recorded as minute reference:

27/6/2023 - 11C

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

For Mr.

Clerk

[Signature]

www.harleston-tc.gov.uk

Section 2 – Accounting Statements 2022/23 for

Redenhall with Harleston Town Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	533,204	544,927	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	334,947	351,694	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	203,209	213,202	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	304,703	344,416	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	8,803	8,803	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	212,927	281,595	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	544,927	475,009	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	560,206	485,883	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,518,379	2,543,023	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	39,615	30,812	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

27 JUNE 2023

I confirm that these Accounting Statements were approved by this authority on this date:

27 JUNE 2023

as recorded in minute reference:

27/6/23 - 11D

Signed by Chairman of the meeting where the Accounting Statements were approved



16/10/2023

Redenhall With Harleston Town Council

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11:55

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Administration								
1013 Gazebo Hire	0	0	150	150			0.0%	
1050 Sale Of Dog Bags	0	27	0	(27)			0.0%	
1099 Miscellaneous Income	20	310	50	(260)			620.0%	
1100 Grants	0	800	0	(800)			0.0%	
1101 Christmas lights/donation	0	80	0	(80)			0.0%	
1109 CiL Receipts	0	35,411	0	(35,411)			0.0%	
1176 Precept	222,356	423,203	401,694	(21,509)			105.4%	
1190 Bank Interest/Rewards Received	1,110	2,033	73	(1,960)			2785.2%	
Administration :- Income	223,486	461,864	401,967	(59,897)			114.9%	0
4000 Salaries	8,331	50,236	108,255	58,019		58,019	46.4%	
4001 Paye/Ni	2,580	12,702	34,320	21,618		21,618	37.0%	
4006 Pension Contributions	3,197	15,865	34,582	18,717		18,717	45.9%	
4007 Bank Charges	28	143	239	96		96	59.8%	
4010 Staff Training/ Conferences	0	41	1,000	959		959	4.1%	
4011 Members' Training	0	0	500	500		500	0.0%	
4012 Conference Costs	0	35	200	165		165	17.5%	
4015 Staff Travel & Subsistence	0	0	54	54		54	0.0%	
4016 Members travel	0	0	108	108		108	0.0%	
4017 Chairman's Allowance	0	100	100	0		0	100.0%	
4018 Vehicle Fuel Costs	0	323	414	92		92	77.9%	
4020 Audit Fees - Internal	0	695	718	23		23	96.8%	
4021 Audit Fees - External	0	0	1,398	1,398		1,398	0.0%	
4022 Accounting Services	0	460	1,183	723		723	38.9%	
4023 HR-Compliance	158	326	538	212		212	60.6%	
4025 Legal Fees	0	0	1,500	1,500		1,500	0.0%	
4026 Professional Fees	0	0	968	968		968	0.0%	
4031 Photocopying	175	566	2,430	1,864		1,864	23.3%	
4033 Subscriptions	0	1,418	1,272	(146)		(146)	111.4%	
4034 Licences	0	105	323	218		218	32.5%	
4036 IT Software	120	120	600	480		480	20.0%	
4037 IT Support and Consumables	0	633	688	55		55	92.1%	
4039 Sundries	238	478	262	(216)		(216)	182.6%	
4040 Telephones/Broadband	73	412	716	304		304	57.6%	
4044 Hospitality	12	(23)	250	273		273	(9.2%)	
4045 Insurance	0	3,283	3,750	467		467	87.5%	
4055 Electricity	135	804	2,000	1,196		1,196	40.2%	
4057 Advertising	0	276	500	224		224	55.3%	
4071 Health & Safety - Compliance	0	0	161	161		161	0.0%	
4099 Miscellaneous Expenses	0	285	538	253		253	53.0%	

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4105 Tree Assessment survey	0	415	538	123		123	77.1%	
4119 Maintenance - General	0	0	102	102		102	0.0%	
4139 Dog Bags - purchase	0	64	0	(64)		(64)	0.0%	
4141 Dog Bin Servicing	20	20	0	(20)		(20)	0.0%	
4168 Air Conditioning	151	151	317	166		166	47.6%	
4503 Christmas Events	0	0	2,000	2,000		2,000	0.0%	
Administration :- Indirect Expenditure	15,217	89,934	202,524	112,590	0	112,590	44.4%	0
Net Income over Expenditure	208,269	371,931	199,443	(172,488)				
<u>102 Harleston Kindness Help Hub</u>								
4497 Harleston Kindness Help Hub	0	0	880	880		880	0.0%	
Harleston Kindness Help Hub :- Indirect Expenditure	0	0	880	880	0	880	0.0%	0
Net Expenditure	0	0	(880)	(880)				
<u>103 Team Harleston</u>								
1085 Coronation Event	0	230	0	(230)			0.0%	
1099 Miscellaneous Income	0	0	8,000	8,000			0.0%	
Team Harleston :- Income	0	230	8,000	7,770			2.9%	0
4014 Town Events	447	477	1,000	523		523	47.7%	30
4081 Jubilee	0	0	2,000	2,000		2,000	0.0%	
4082 Remembrance	0	0	108	108		108	0.0%	
4085 Coronation Event	0	688	0	(688)		(688)	0.0%	
4503 Christmas Events	0	0	1,000	1,000		1,000	0.0%	
Team Harleston :- Indirect Expenditure	447	1,166	4,108	2,942	0	2,942	28.4%	30
Net Income over Expenditure	(447)	(936)	3,892	4,828				
6000 plus Transfer from EMR	0	30						
Movement to/(from) Gen Reserve	(447)	(906)						
<u>105 Grants & Donations</u>								
1103 Donation	0	238	0	(238)			0.0%	
Grants & Donations :- Income	0	238	0	(238)				0
4090 Grants	0	6,760	10,000	3,240		3,240	67.6%	
Grants & Donations :- Indirect Expenditure	0	6,760	10,000	3,240	0	3,240	67.6%	0
Net Income over Expenditure	0	(6,523)	(10,000)	(3,478)				

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110 Loan Repayments								
4095 Loan Repayments	0	4,402	8,803	4,401		4,401	50.0%	
Loan Repayments :- Indirect Expenditure	<u>0</u>	<u>4,402</u>	<u>8,803</u>	<u>4,401</u>	<u>0</u>	<u>4,401</u>	<u>50.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(4,402)</u>	<u>(8,803)</u>	<u>(4,401)</u>				
121 Environmental								
4039 Sundries	0	15	0	(15)		(15)	0.0%	
4083 Planters	0	1,925	1,500	(425)		(425)	128.4%	1,417
4099 Miscellaneous Expenses	0	0	108	108		108	0.0%	
4110 Bus Shelter Maintenance	0	0	250	250		250	0.0%	
4119 Maintenance - General	73	74	54	(20)		(20)	137.7%	
4140 Dog Bin Purchases	0	0	124	124		124	0.0%	
4141 Dog Bin Servicing	2,849	5,393	2,650	(2,743)		(2,743)	203.5%	
4143 Salt bin purchase	0	0	119	119		119	0.0%	
Environmental :- Indirect Expenditure	<u>2,922</u>	<u>7,408</u>	<u>4,805</u>	<u>(2,603)</u>	<u>0</u>	<u>(2,603)</u>	<u>154.2%</u>	<u>1,417</u>
Net Expenditure	<u>(2,922)</u>	<u>(7,408)</u>	<u>(4,805)</u>	<u>2,603</u>				
6000 plus Transfer from EMR	0	1,417						
Movement to/(from) Gen Reserve	<u>(2,922)</u>	<u>(5,991)</u>						
122 Street Lighting								
4151 Street Lights Electricity	416	2,070	6,000	3,930		3,930	34.5%	
4152 Street Lights Maintenance	85	425	1,097	672		672	38.7%	
Street Lighting :- Indirect Expenditure	<u>501</u>	<u>2,495</u>	<u>7,097</u>	<u>4,602</u>	<u>0</u>	<u>4,602</u>	<u>35.2%</u>	<u>0</u>
Net Expenditure	<u>(501)</u>	<u>(2,495)</u>	<u>(7,097)</u>	<u>(4,602)</u>				
123 Car Parks								
1030 Car Park Donations - Business	0	0	1,000	1,000			0.0%	
1031 Car Park Donations - PC's	0	0	1,075	1,075			0.0%	
1032 Car Park Donations - Co op	2,500	15,000	30,000	15,000			50.0%	
1499 Project - parish partnership	(2,232)	(2,232)	2,500	4,732			(89.3%)	
Car Parks :- Income	<u>269</u>	<u>12,769</u>	<u>34,575</u>	<u>21,807</u>			<u>36.9%</u>	<u>0</u>
4051 Business Rates	1,197	7,182	13,674	6,492		6,492	52.5%	
4101 Hedge & Tree Maintenance	0	0	269	269		269	0.0%	
4113 Car Park Maintenance	0	1,475	2,000	525		525	73.8%	
4121 Maintenance - Contractors	0	0	538	538		538	0.0%	
4136 Car Park Lease	0	18,500	38,000	19,500		19,500	48.7%	
Car Parks :- Indirect Expenditure	<u>1,197</u>	<u>27,157</u>	<u>54,481</u>	<u>27,324</u>	<u>0</u>	<u>27,324</u>	<u>49.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(929)</u>	<u>(14,388)</u>	<u>(19,906)</u>	<u>(5,518)</u>				

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
124 Cemetery								
1020 Cemetery - Burials	0	1,510	2,580	1,070			58.5%	
1021 Cemetery - Interment Of Ashes	0	200	538	338			37.2%	
1022 Cemetery - EROB	0	1,070	1,290	220			82.9%	
1023 Cemetery - Memorials	0	390	774	384			50.4%	
1024 Cemetery - Maintenance share	0	0	188	188			0.0%	
1026 Reservations Interment Ashes	0	0	161	161			0.0%	
Cemetery :- Income	0	3,170	5,531	2,361			57.3%	0
4101 Hedge & Tree Maintenance	0	0	538	538		538	0.0%	
4119 Maintenance - General	0	0	500	500		500	0.0%	
4130 Cemetery Income Share	0	0	914	914		914	0.0%	
4132 Cemetery - Grave Digger	0	0	2,365	2,365		2,365	0.0%	
Cemetery :- Indirect Expenditure	0	0	4,317	4,317	0	4,317	0.0%	0
Net Income over Expenditure	0	3,170	1,214	(1,956)				
125 Markets								
1040 Market Rents	0	220	6,000	5,780			3.7%	
Markets :- Income	0	220	6,000	5,780			3.7%	0
4053 Market Rates	26	158	290	132		132	54.5%	
4055 Electricity	0	33	269	236		236	12.4%	
4145 Waste Removal	0	250	813	563		563	30.7%	
Markets :- Indirect Expenditure	26	441	1,372	931	0	931	32.2%	0
Net Income over Expenditure	(26)	(221)	4,628	4,849				
126 Allotments								
1000 Allotment Rent	1,100	1,250	1,818	568			68.8%	
Allotments :- Income	1,100	1,250	1,818	568			68.8%	0
4033 Subscriptions	0	315	308	(7)		(7)	102.3%	
4050 Rents	0	0	731	731		731	0.0%	
4052 Water Charges	36	405	1,024	619		619	39.5%	
4101 Hedge & Tree Maintenance	0	0	215	215		215	0.0%	
4119 Maintenance - General	0	0	269	269		269	0.0%	
Allotments :- Indirect Expenditure	36	720	2,547	1,827	0	1,827	28.3%	0
Net Income over Expenditure	1,064	530	(729)	(1,259)				

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
129 War Memorial								
4111 War Memorial Maintenance	2	10	500	490		490	2.0%	
War Memorial :- Indirect Expenditure	<u>2</u>	<u>10</u>	<u>500</u>	<u>490</u>	<u>0</u>	<u>490</u>	<u>2.0%</u>	<u>0</u>
Net Expenditure	<u>(2)</u>	<u>(10)</u>	<u>(500)</u>	<u>(490)</u>				
130 Clock Tower								
4112 Clock Tower Maintenance	0	0	296	296		296	0.0%	
Clock Tower :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>296</u>	<u>296</u>	<u>0</u>	<u>296</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(296)</u>	<u>(296)</u>				
131 Public Toilets								
4000 Salaries	283	1,717	2,914	1,197		1,197	58.9%	
4001 Paye/Ni	64	334	855	521		521	39.1%	
4006 Pension Contributions	100	508	1,090	582		582	46.6%	
4039 Sundries	112	272	0	(272)		(272)	0.0%	
4047 Cleaning Material/Consum- 4039	0	0	212	212		212	0.0%	
4052 Water Charges	115	363	1,419	1,056		1,056	25.6%	
4055 Electricity	0	0	564	564		564	0.0%	
4119 Maintenance - General	0	17	39	22		22	42.7%	
Public Toilets :- Indirect Expenditure	<u>674</u>	<u>3,211</u>	<u>7,093</u>	<u>3,882</u>	<u>0</u>	<u>3,882</u>	<u>45.3%</u>	<u>0</u>
Net Expenditure	<u>(674)</u>	<u>(3,211)</u>	<u>(7,093)</u>	<u>(3,882)</u>				
201 Recreation Ground								
1001 Ground Rent - Football	150	990	1,800	810			55.0%	
1003 Ground Rent - Bowls	45	270	540	270			50.0%	
1009 Recreation Ground Hire	0	0	538	538			0.0%	
1015 Recreation Ground Advertising	0	720	0	(720)			0.0%	
Recreation Ground :- Income	<u>195</u>	<u>1,980</u>	<u>2,878</u>	<u>898</u>			<u>68.8%</u>	<u>0</u>
4000 Salaries	1,631	9,836	21,417	11,581		11,581	45.9%	
4001 Paye/Ni	404	2,054	6,711	4,657		4,657	30.6%	
4006 Pension Contributions	582	2,935	8,218	5,283		5,283	35.7%	
4010 Staff Training/ Conferences	0	0	250	250		250	0.0%	
4018 Vehicle Fuel Costs	0	386	1,352	966		966	28.5%	
4034 Licences	0	0	161	161		161	0.0%	
4039 Sundries	0	56	0	(56)		(56)	0.0%	
4040 Telephones/Broadband	10	50	129	79		79	38.8%	
4041 Mobile Phones	7	36	65	29		29	54.8%	

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4045 Insurance	0	3,145	3,211	66		66	98.0%	
4052 Water Charges	141	195	403	208		208	48.4%	
4055 Electricity	41	241	600	359		359	40.2%	
4071 Health & Safety - Compliance	0	150	269	119		119	55.8%	
4084 Signage - Rec	0	60	500	440		440	12.0%	
4099 Miscellaneous Expenses	0	433	0	(433)		(433)	0.0%	866
4101 Hedge & Tree Maintenance	0	735	538	(197)		(197)	136.6%	
4102 Grass Cutting	0	1,785	4,066	2,281		2,281	43.9%	
4107 Leased Plant	320	1,600	3,440	1,840		1,840	46.5%	
4119 Maintenance - General	78	255	619	364		364	41.2%	
4121 Maintenance - Contractors	0	0	1,720	1,720		1,720	0.0%	
4122 Maintenance - Malicious Damage	0	0	269	269		269	0.0%	
4123 Equipment Servicing & Repairs	0	7	323	317		317	2.0%	
4124 Equipment Fuel & Oil	0	0	430	430		430	0.0%	
4125 Equipment purchase	0	0	323	323		323	0.0%	
4141 Dog Bin Servicing	867	1,641	832	(809)		(809)	197.3%	
4145 Waste Removal	172	706	1,606	900		900	44.0%	
4164 Tennis Court resurfacing	0	0	645	645		645	0.0%	
4166 Uniforms	0	106	163	58		58	64.7%	
4170 Play Area Equipment Purchase	0	423	0	(423)		(423)	0.0%	423
4171 Play Area Inspections	0	0	215	215		215	0.0%	
4181 Garden Waste Bins Annual Charg	0	285	228	(57)		(57)	125.0%	
Recreation Ground :- Indirect Expenditure	4,253	27,120	58,703	31,583	0	31,583	46.2%	1,288

Net Income over Expenditure **(4,058)** **(25,140)** **(55,825)** **(30,685)**

6000 plus Transfer from EMR 0 1,288

Movement to/(from) Gen Reserve **(4,058)** **(23,851)**

202 Gym

1058 Digital Advertising	0	0	450	450			0.0%
1059 memberships DD	10,378	59,665	118,250	58,585			50.5%
1060 Gym - Classes	367	2,384	3,000	616			79.5%
1062 Gym - Food & Drink - Confectio	108	716	300	(416)			238.7%
1063 Gym - Membership SO's	18	105	350	245			30.0%
1064 Gym - Membership Cash	1,846	9,864	20,000	10,136			49.3%
1065 Gym - Personal Training	353	1,840	2,500	660			73.6%
1066 Gym - Room Hire	(55)	0	404	404			0.0%
1067 Gym - Squash Courts	599	3,910	5,000	1,090			78.2%
1068 Gym - Tennis	181	1,747	2,000	253			87.3%
1070 Protein Food and drink	313	1,976	1,500	(476)			131.7%

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1073 Re-sales	314	411	310	(101)			132.6%	
1074 Gym -advertising	94	287	0	(287)			0.0%	
1075 Table Tennis	0	76	159	83			47.7%	
1086 Gym - Merchandise	354	354	0	(354)			0.0%	
Gym :- Income	14,869	83,334	154,223	70,889			54.0%	0
4000 Salaries	7,749	45,930	87,601	41,671		41,671	52.4%	
4001 Paye/Nl	2,891	8,846	17,650	8,804		8,804	50.1%	
4006 Pension Contributions	2,795	11,758	27,512	15,754		15,754	42.7%	
4010 Staff Training/ Conferences	356	356	650	294		294	54.8%	
4015 Staff Travel & Subsistence	0	70	250	180		180	27.9%	
4018 Vehicle Fuel Costs	0	27	0	(27)		(27)	0.0%	
4020 Audit Fees - Internal	0	0	387	387		387	0.0%	
4022 Accounting Services	0	460	1,183	723		723	38.9%	
4034 Licences	10	409	3,870	3,461		3,461	10.6%	
4035 IT Equipment	0	0	108	108		108	0.0%	
4036 IT Software	0	0	355	355		355	0.0%	
4037 IT Support and Consumables	150	902	1,739	837		837	51.8%	
4039 Sundries	118	499	1,161	662		662	43.0%	
4040 Telephones/Broadband	54	310	538	228		228	57.6%	
4041 Mobile Phones	9	47	88	41		41	53.2%	
4045 Insurance	0	1,048	1,071	23		23	97.9%	
4054 Water Charges - building	503	918	1,477	559		559	62.2%	
4055 Electricity	230	1,368	3,400	2,032		2,032	40.2%	
4056 Gas	18	(44)	275	319		319	(15.9%)	
4057 Advertising	0	25	1,075	1,050		1,050	2.3%	
4058 Digital Advertising	0	0	450	450		450	0.0%	
4071 Health & Safety - Compliance	316	381	1,075	694		694	35.4%	
4086 Gym - Merchandise	20	20	0	(20)		(20)	0.0%	
4099 Miscellaneous Expenses	0	0	105	105		105	0.0%	
4116 DBS Checks	0	0	215	215		215	0.0%	
4119 Maintenance - General	0	7	538	531		531	1.4%	
4121 Maintenance - Contractors	0	0	376	376		376	0.0%	
4123 Equipment Servicing & Repairs	0	969	1,075	106		106	90.2%	
4126 Gym Equipment Purchases	190	676	4,600	3,924		3,924	14.7%	
4128 Gym Contract Maintenance	268	964	1,198	234		234	80.5%	
4129 Gym sundries	70	472	1,290	818		818	36.6%	
4157 Gym equipment for re-sale	0	0	215	215		215	0.0%	
4159 Gym membership refunds	47	337	50	(287)		(287)	674.0%	
4160 Gym Class Fees	697	3,326	3,689	363		363	90.2%	
4162 Food & Drink For Resale	0	80	705	625		625	11.3%	

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4163 Protein products	198	1,072	531	(541)		(541)	201.9%	
4166 Uniforms	181	288	355	67		67	81.2%	
4167 Gym DD Arrangement Fees	857	4,166	5,160	994		994	80.7%	
4168 Air Conditioning	453	453	447	(6)		(6)	101.3%	
Gym :- Indirect Expenditure	18,181	86,140	172,464	86,324	0	86,324	49.9%	0
Net Income over Expenditure	(3,312)	(2,806)	(18,241)	(15,435)				
<u>203 Leisure Centre building</u>								
1066 Gym - Room Hire	964	4,170	3,000	(1,170)			139.0%	
Leisure Centre building :- Income	964	4,170	3,000	(1,170)			139.0%	0
4000 Salaries	525	3,169	21,807	18,638		18,638	14.5%	
4001 Paye/NI	99	506	4,177	3,671		3,671	12.1%	
4006 Pension Contributions	180	907	7,715	6,808		6,808	11.8%	
4039 Sundries	153	428	703	275		275	60.8%	
4042 Fire and Security Alarms	0	0	129	129		129	0.0%	
4045 Insurance	0	3,145	3,211	66		66	98.0%	
4047 Cleaning Material/Consum- 4039	0	0	3,000	3,000		3,000	0.0%	
4051 Business Rates	986	5,911	12,709	6,798		6,798	46.5%	
4055 Electricity	945	5,631	14,000	8,369		8,369	40.2%	
4056 Gas	73	568	6,128	5,560		5,560	9.3%	
4071 Health & Safety - Compliance	4	1,423	1,681	258		258	84.7%	
4072 Security	0	480	877	397		397	54.7%	
4099 Miscellaneous Expenses	0	0	376	376		376	0.0%	
4117 Building improvements	0	0	2,688	2,688		2,688	0.0%	
4119 Maintenance - General	0	92	3,225	3,133		3,133	2.9%	
4121 Maintenance - Contractors	140	1,444	4,300	2,856		2,856	33.6%	
Leisure Centre building :- Indirect Expenditure	3,106	23,705	86,726	63,021	0	63,021	27.3%	0
Net Income over Expenditure	(2,142)	(19,535)	(83,726)	(64,191)				
<u>498 Section 106</u>								
4498 Section 106	21,509	21,509	0	(21,509)		(21,509)	0.0%	
Section 106 :- Indirect Expenditure	21,509	21,509	0	(21,509)	0	(21,509)		0
Net Expenditure	(21,509)	(21,509)	0	21,509				

Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	240,882	569,225	617,992	48,767			92.1%	
Expenditure	68,071	302,177	626,716	324,539	0	324,539	48.2%	
Net Income over Expenditure	172,811	267,048	(8,724)	(275,772)				
plus Transfer from EMR	0	2,735						
Movement to/(from) Gen Reserve	172,811	269,783						

Date: 10/10/2023

Redenhall With Harleston Town Council

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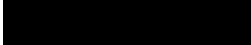
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Bank Reconciliation up to 30/09/2023 for Cashbook No 1 - Current Community Bank Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
31/03/2023	BACS031					☐	Gym Repair Services
01/09/2023	DD0001	180.31		180.31		R ☒	EZ-runner Systems Ltd
01/09/2023	STO001	167.00		167.00		R ☒	Gym Repair Services
01/09/2023	DD001	4,479.32		4,479.32		R ☒	South Norfolk Council
01/09/2023	STO001		15.00	15.00		R ☒	Receipt(s) Banked
01/09/2023	STO001		21.00	21.00		R ☒	Receipt(s) Banked
01/09/2023	PDQ030		329.72	329.72		R ☒	Receipt(s) Banked
01/09/2023	STO001		60.00	60.00		R ☒	Receipt(s) Banked
04/09/2023	DD004	206.24		206.24		R ☒	Biffa Waste Services Limited
04/09/2023	DD004	8.54		8.54		R ☒	O2
04/09/2023	BACS004		29.00	29.00		R ☒	Receipt(s) Banked
04/09/2023	PDQ031		356.74	356.74		R ☒	Receipt(s) Banked
04/09/2023	PDQ001		217.78	217.78		R ☒	Receipt(s) Banked
04/09/2023	PDQ002		74.75	74.75		R ☒	Receipt(s) Banked
04/09/2023	101265		194.60	194.60		R ☒	Receipt(s) Banked
05/09/2023	DD005	28.08		28.08		R ☒	Barclays
05/09/2023	BACS005		29.00	29.00		R ☒	Receipt(s) Banked
05/09/2023	BACS005		29.00	29.00		R ☒	Receipt(s) Banked
05/09/2023	BACS005		29.00	29.00		R ☒	Receipt(s) Banked
05/09/2023	PDQ003		57.10	57.10		R ☒	Receipt(s) Banked
05/09/2023	DC005		150.00	150.00		R ☒	Receipt(s) Banked
05/09/2023	BANK005		5.88	5.88		R ☒	Receipt(s) Banked
05/09/2023	BACS005		15.00	15.00		R ☒	Receipt(s) Banked
06/09/2023	BACS006		57.00	57.00		R ☒	Receipt(s) Banked
06/09/2023	PDQ004		241.55	241.55		R ☒	Receipt(s) Banked
07/09/2023	BACS007	318.59		318.59		R ☒	Force Fresh
07/09/2023	BACS007	724.80		724.80		R ☒	Fresh Air Company
07/09/2023	PDQ005		125.00	125.00		R ☒	Receipt(s) Banked
08/09/2023	BACS008	6,037.23		6,037.23		R ☒	HMRC Tax and NI
08/09/2023	BACS008	6,853.89		6,853.89		R ☒	Norfolk Pension Fund
08/09/2023	PDQ006		175.13	175.13		R ☒	Receipt(s) Banked
08/09/2023	BACS008		27.00	27.00		R ☒	Receipt(s) Banked
08/09/2023	DFC008		490.21	490.21		R ☒	Receipt(s) Banked
08/09/2023	DFC008		10,791.46	10,791.46		R ☒	Receipt(s) Banked
08/09/2023	BACS008		57.00	57.00		R ☒	Receipt(s) Banked
11/09/2023	DD011	73.43		73.43		R ☒	Barclaycard Merchant
11/09/2023	DD011	115.00		115.00		R ☒	Anglia Water
11/09/2023	BACS011		29.00	29.00		R ☒	Receipt(s) Banked
11/09/2023	BACS011		30.00	30.00		R ☒	Receipt(s) Banked
11/09/2023	BACS011		108.00	108.00		R ☒	Receipt(s) Banked
11/09/2023	BACS011		10.00	10.00		R ☒	Receipt(s) Banked
11/09/2023	BACS011		29.00	29.00		R ☒	Receipt(s) Banked
11/09/2023	PDQ007		80.25	80.25		R ☒	Receipt(s) Banked
11/09/2023	PDQ008		209.63	209.63		R ☒	Receipt(s) Banked
11/09/2023	PDQ009		63.20	63.20		R ☒	Receipt(s) Banked
12/09/2023	DD012	11.23		11.23		R ☒	EE Mobile
12/09/2023	PDQ010		125.15	125.15		R ☒	Receipt(s) Banked
12/09/2023	BACS012		2,231.50	2,231.50		R ☒	Receipt(s) Banked

Bank Reconciliation up to 30/09/2023 for Cashbook No 1 - Current Community Bank Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
13/09/2023	BACS013		29.00	29.00		R 	Receipt(s) Banked
13/09/2023	PDQ011		226.10	226.10		R 	Receipt(s) Banked
13/09/2023	101266		216.85	216.85		R 	Receipt(s) Banked
13/09/2023	101267		107.00	107.00		R 	Receipt(s) Banked
13/09/2023	BACDS013		29.00	29.00		R 	Receipt(s) Banked
14/09/2023	BACS014		29.00	29.00		R 	Receipt(s) Banked
14/09/2023	PDQ012		186.95	186.95		R 	Receipt(s) Banked
15/09/2023	BACS015	384.00		384.00		R 	Ben Burgess Garden Equip
15/09/2023	BACS015	457.00		457.00		R 	
15/09/2023	BACS015	968.93		968.93		R 	Barclaycard
15/09/2023	BACS015	2,674.92		2,674.92		R 	HMRC - VAT
15/09/2023	BACS015	5,355.60		5,355.60		R 	Westcotec Ltd
15/09/2023	BACS015	25,811.32		25,811.32		R 	Action Play & Leisure
15/09/2023	TRF015	17.34		17.34		R 	Petty Cash
15/09/2023	DD015	26.00		26.00		R 	South Norfolk Council
15/09/2023	BACS015	2.00		2.00		R 	Whartons Nurseries
15/09/2023	BACS015	4.79		4.79		R 	Forcefresh Ltd
15/09/2023	BACS015	12.00		12.00		R 	Harleston & Dist Bus Forum
15/09/2023	BACS015	20.00		20.00		R 	
15/09/2023	BACS015	27.00		27.00		R 	
15/09/2023	BACS015	35.83		35.83		R 	Automated Systems Group Ltd
15/09/2023	BACS015	58.00		58.00		R 	
15/09/2023	BACS015	87.63		87.63		R 	Coopers
15/09/2023	BACS015	93.98		93.98		R 	CTS DIY & Building Supplies
15/09/2023	BACS015	100.00		100.00		R 	Eyelid Productions
15/09/2023	BACS015	101.58		101.58		R 	ESPO
15/09/2023	BACS015	102.00		102.00		R 	Cozens (UK) Limited
15/09/2023	BACS015	124.56		124.56		R 	Forcefresh Ltd
15/09/2023	BACS015	154.80		154.80		R 	Gym Repair Services
15/09/2023	BACS015	157.50		157.50		R 	
15/09/2023	BACS015	162.00		162.00		R 	Oxford Cartographers Ltd
15/09/2023	BACS015	168.00		168.00		R 	DRS Doors Ltd
15/09/2023	BACS015	240.00		240.00		R 	Rejuvenate Yoga
15/09/2023	BACS015	241.04		241.04		R 	Workwear (East Anglia) Ltd
15/09/2023	BACS15	300.00		300.00		R 	Oxford Cartographers Ltd
15/09/2023	BACS015	379.00		379.00		R 	Norvic Training
15/09/2023	BACS015		57.00	57.00		R 	Receipt(s) Banked
15/09/2023	PDQ013		205.96	205.96		R 	Receipt(s) Banked
15/09/2023	DFC015		138.09	138.09		R 	Receipt(s) Banked
18/09/2023	PDQ014		124.51	124.51		R 	Receipt(s) Banked
18/09/2023	PDQ015		94.02	94.02		R 	Receipt(s) Banked
18/09/2023	PDQ016		81.33	81.33		R 	Receipt(s) Banked
18/09/2023	BACS018		350.00	350.00		R 	Receipt(s) Banked
18/09/2023	101268		159.55	159.55		R 	Receipt(s) Banked
19/09/2023	BACS019		29.00	29.00		R 	Receipt(s) Banked
19/09/2023	BACS019		57.00	57.00		R 	Receipt(s) Banked
19/09/2023	PDQ017		66.90	66.90		R 	Receipt(s) Banked
19/09/2023	BACS019		3,000.00	3,000.00		R 	Receipt(s) Banked

Bank Reconciliation up to 30/09/2023 for Cashbook No 1 - Current Community Bank Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
20/09/2023	DD020	151.48		151.48		R 	Ocean Telecom
20/09/2023	PDQ018		138.70	138.70		R 	Receipt(s) Banked
20/09/2023	BACS020		187.50	187.50		R 	Receipt(s) Banked
21/09/2023	DD021	493.40		493.40		R 	SSE Energy Supply Ltd
21/09/2023	BACS021		36.00	36.00		R 	Receipt(s) Banked
21/09/2023	PDQ019		113.63	113.63		R 	Receipt(s) Banked
22/09/2023	BACS022		29.00	29.00		R 	Receipt(s) Banked
22/09/2023	BACS022		30.00	30.00		R 	Receipt(s) Banked
22/09/2023	PDQ020		96.79	96.79		R 	Receipt(s) Banked
22/09/2023	DFC022		5.43	5.43		R 	Receipt(s) Banked
22/09/2023	BACS022		57.00	57.00		R 	Receipt(s) Banked
22/09/2023	PDQ022		88.05	88.05		R 	Receipt(s) Banked
25/09/2023	DD025	36.14		36.14		R 	Anglia Water
25/09/2023	DD025	141.23		141.23		R 	Anglia Water
25/09/2023	DD025	95.68		95.68		R 	SSE Energy Supply Ltd
25/09/2023	DD025	986.00		986.00		R 	South Norfolk Council
25/09/2023	DD025	236.00		236.00		R 	South Norfolk Council
25/09/2023	DD025	961.00		961.00		R 	South Norfolk Council
25/09/2023	PDQ022		172.47	172.47		R 	Receipt(s) Banked
25/09/2023	PDQ023		48.00	48.00		R 	Receipt(s) Banked
25/09/2023	101269		407.10	407.10		R 	Receipt(s) Banked
25/09/2023	BACS025		114.00	114.00		R 	Receipt(s) Banked
25/09/2023	BACS025		29.00	29.00		R 	Receipt(s) Banked
25/09/2023	BACS025		-29.00	-29.00		R 	Receipt(s) Banked
25/09/2023	BACS025		29.00	29.00		R 	Receipt(s) Banked
25/09/2023	BACS025		57.00	57.00		R 	Receipt(s) Banked
25/09/2023	BACS026		29.00	29.00		R 	Receipt(s) Banked
26/09/2023	DD026	1,620.07		1,620.07		R 	EDF Energy Customers Liimited
26/09/2023	PDQ024		72.70	72.70		R 	Receipt(s) Banked
26/09/2023	BACS026		50.00	50.00		R 	Receipt(s) Banked
26/09/2023	BACS026		29.00	29.00		R 	Receipt(s) Banked
27/09/2023	BACS027		57.00	57.00		R 	Receipt(s) Banked
27/09/2023	PDQ025		176.21	176.21		R 	Receipt(s) Banked
28/09/2023	DD028	174.00		174.00		R 	BNP Paribas Leasing Solutions
28/09/2023	BACS028		15.00	15.00		R 	Receipt(s) Banked
28/09/2023	PDQ026		148.62	148.62		R 	Receipt(s) Banked
29/09/2023	DD029	503.10		503.10		R 	Anglia Water
29/09/2023	DD029	-503.10		-503.10		R 	Anglia Water
29/09/2023	DD029	503.10		503.10		R 	Anglia Water
29/09/2023	BACS029	18,519.91		18,519.91		R 	Salaries
29/09/2023	BACS029		15.00	15.00		R 	Receipt(s) Banked
29/09/2023	BACS029		222,356.43	222,356.43		R 	Receipt(s) Banked
29/09/2023	BACS029		60.00	60.00		R 	Receipt(s) Banked
29/09/2023	SO029		45.00	45.00		R 	Receipt(s) Banked
29/09/2023	PDQ027		208.91	208.91		R 	Receipt(s) Banked
		<u>81,388.49</u>	<u>246,553.45</u>				

Bank Reconciliation up to 30/09/2023 for Cashbook No 1 - Current Community Bank Account

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Regulatory reason	Payee Name	Transaction Details	Committee	Town Council	LCMC	Amenities	NET	VAT	TOTAL	Code/Cost Centre
Regular payments (BACS and or DDR) (5.6 Financial Regulations)							£ -			
Contractual	Cozens	Street Lighting - September	Amenities			£ 102.00	£ 85.00	£ 17.00	£ 102.00	4152/122
Stat Duty	HMRC	Employees Salary - September	TC	£ 2,505.40	£ 2,353.02	£ 64.10	£ 4,922.52	£ -	£ 4,922.52	4001 Various
Lease	ASL	Photocopier - excess/arrears volume & charge	TC	£ 26.93			£ 22.44	£ 4.49	£ 26.93	4031 101
Stat Duty	Auditor - External	PKF Littlejohn LLP	TC	£ 1,638.00			£ 1,365.00	£ 273.00	£ 1,638.00	4021 101
Lease	Ben Burgess	Lease of John Deere - 01/09/2023 - 30/09/2023	LCMC		£ 384.00		£ 320.00	£ 64.00	£ 384.00	4107/201
Contractual	Callum Ward	Preparing wages, submitting HMRC & Pension & I-Connect April 2023 - Sept 2023	TC	£ 504.00	£ 504.00		£ 840.00	£ 168.00	£ 1,008.00	4022/101/202
Stat Duty	Norfolk Pension	Employees Salary - September	TC	£ 3,147.30	£ 3,025.85	£ 99.81	£ 6,272.96		£ 6,272.96	4006 Various
Obligation	Rejuvenate Yoga	Yoga Classes - September	LCMC		£ 229.00		£ 229.00		£ 229.00	4160/202
Contractual		Classes - September	LCMC		£ 396.00		£ 396.00		£ 396.00	4132/124
Contractual	Top Garden Services	Grass Cutting - August & September	LCMC		£ 1,260.00		£ 1,050.00	£ 210.00	£ 1,260.00	4039/202
Contractual		Annual Allotment Rent - (pay by cheque)	Amenities			£ 680.00	£ 680.00		£ 680.00	4050/126
Possible Payments requiring to be listed										
	Rackhams Building Supplies	Maintenance supplies - Rec, Gym, Building & Toilets	LCMC/Amenities		£ 219.29	£ 9.77	£ 190.88	£ 38.18	£ 229.06	4119/201/202/203/121
	Workwear (East Anglia) Ltd	Gym hoodies	LCMC		£ 539.16		£ 449.31	£ 89.85	£ 539.16	1086 / 4086 202
	Workwear (East Anglia) Ltd	Gym hoodies	LCMC		£ 194.20		£ 161.84	£ 32.36	£ 194.20	1086 / 4086 202
	Workwear (East Anglia) Ltd	Gym hoodies	LCMC		£ 48.55		£ 40.46	£ 8.09	£ 48.55	1086 / 4086 202
Resales - paid for in advance not requiring approval.	Total to Workwear						£ 651.61	£ 130.30	£ 781.91	1086 / 4086 202
	RBL Poppy Appeal	Remembrance wreath	TC	£ 100.00			£ 100.00	£ -	£ 100.00	4082 103
	GM Autotech	Van MOT and repairs	TC	£ 196.25			£ 172.68	£ 23.57	£ 196.25	4018 101
	CTS DIY & Buildig Supplies	Evergreen multi purpose compost - War Memorial	Amenities			£ 36.00	£ 30.00	£ 6.00	£ 36.00	4111 129
	Lodge Farm Bungalow Plants	300 Narcissus Jeffire - for planters	Amenities			£ 80.00	£ 80.00		£ 80.00	4083 121 (EMR 348)
	Denmans	Sockets, plugs, time switches and cable	TC		£ 237.63		£ 198.03	£ 39.60	£ 237.63	4503 101 (EMR 337)?
	Denmans	Maintenance supplies	Amenities		£ -	£ 27.59	£ 22.99	£ 4.60	£ 27.59	4503 ?
	Denmans	Maintenance supplies - socket straight quickwire & plug straight quickwire	Amenities			£ 29.91	£ 24.93	£ 4.98	£ 29.91	4503?
	Total to Denmans						£ 245.95	£ 49.18	£ 295.13	
	Screwfix	Maintenance supplies - panel socket and flexible cable	Amenities			£ 128.82	£ 107.35	£ 21.47	£ 128.82	4503 ?
	Force Fresh	Cleaning materials and consumables	LCMC		£ 226.60		£ 188.83	£ 37.77	£ 226.60	4039 203 131
	Force Fresh	Cleaning materials and consumables - Limescale remover - Toilets?	Amenities			£ 8.30	£ 6.92	£ 1.38	£ 8.30	4039 131
	Force Fresh	Danger hot water sign	LCMC		£ 14.15		£ 11.79	£ 2.36	£ 14.15	4039 203?
	Total to Force Fresh						£ 207.54	£ 41.51	£ 249.05	
	Howard Nurseries Ltd	Plants for War Memorial	Amenities			£ 91.08	£ 75.90	£ 15.18	£ 91.08	4111 129
	Harl & Dist Business Forum	Business Forum Breakfast October 2023 Cllr M MBA	TC	£ 12.00			£ 12.00		£ 12.00	4044 101
		(Cheque) Reimbursement cemetery fee charged non-resident instead of resident	TC	£ 100.00			£ 100.00		£ 100.00	1020 124 ?
	Norfolk Assoc of Local Councils	Planning for Parish Councillors course - All delegates - September 2023	TC	£ 246.24			£ 205.20	£ 41.04	£ 246.24	4011 101
	Norfolk Assoc of Local Councils	Norfolk ALC Autumn Conference 2023 - Clare & Emma - 4 October 2023	TC	£ 50.00			£ 50.00		£ 50.00	4012 101
	Norfolk Assoc of Local Councils	Being an effective Councillor course Sept 23 - Lucy Chenery	TC	£ 36.00			£ 30.00	£ 6.00	£ 36.00	4011 101
FR4.1 Over £250 - Requires approval from the Clerk and the Chair of the Council or Chair of Finance- Approved by Chair via email 11/10/23	Total to Norfolk ALC						£ 285.20	£ 47.04	£ 332.24	

	Barclaycard - Spotify	Licence	LCMC		£ 10.99		£ 10.99		£ 10.99	4034/202
	Barclaycard - Amazon	Amazon - Toner cartridge for gym	LCMC		£ 25.98		£ 21.64	£ 4.34	£ 25.98	4037 202
	Barclaycard - Amazon	Gym equipment - goods not received - credit given	LCMC		-£ 89.90		-£ 89.90		-£ 89.90	?
	Barclaycard - Watercoolersdirect	Watercoolersdirect	LCMC		£ 119.76		£ 119.76		£ 119.76	4039 202
	Barclaycard - My Protein	Protein Products	LCMC		£ 55.08		£ 55.08		£ 55.08	4163 202
	Barclaycard - Coca-cola	Protein Products	LCMC		£ 161.91		£ 161.91	£ -	£ 161.91	4163 202
	Barclaycard - Smarty	Vodafone Hub - maintenance	LCMC		£ 10.00		£ 10.00		£ 10.00	4040/201
	Total Barclaycard			£ -			£ 289.48	£ 4.34	£ 293.82	
	Coopers	S & J Budget Bypass Secateurs	LCMC			£ 5.99	£ 4.99	£ 1.00	£ 5.99	4119 121
	Coopers	Marbella Telephone steel	LCMC		£ 14.99		£ 12.49	£ 2.50	£ 14.99	4119 202
	Total Coopers						£ 17.48	£ 3.50	£ 20.98	
	Robinsons Stationers	Thermal Till rolls - Gym	LCMC	£ -	£ 8.00		£ 6.67	£ 1.33	£ 8.00	4099 202
		HR Support September	TC	£ 56.25			£ 56.25	£ -	£ 56.25	4023 101
	Diss Garden Centre	Metal railings for Leisure Centre car park	Amenities			£ 321.62	£ 281.39	£ 40.23	£ 321.62	4083 121 EMR 348?
	Homestead Nurseries	Primrose Polyanthus packs	Amenities		£ -	£ 81.25	£ 67.71	£ 13.54	£ 81.25	4083 121 EMR 348?
	Fig & Roses	Bouquet - Lady Dannant opening of toddler play area	TC	£ 25.00			£ 20.83	£ 4.17	£ 25.00	
	ESPO	Office Supplies - Gym	LCMC		£ 118.62		£ 109.65	£ 8.97	£ 118.62	4039 202
	David Bracey Play Safety Inspections	Annual Play Inspections	LCMC		£ 240.00		£ 200.00	£ 40.00	£ 240.00	4071 201
		Mileage expenses (Clare Crane)	TC	£ 38.74			£ 38.74		£ 38.74	4015 101
	Petty Cash - Gym & TC	Office sundries - September	LCMC/TC	£ 25.95	£ 48.48		£ 74.43		£ 74.43	4039/101/202
	Petty Cash - Maintenance	Diesel for van and John Deere	LCMC/TC		£ 113.72		£ 113.72		£ 113.72	4018/101/201/124
	Total to Clare Crane to reimburse Petty Cash								£ 226.89	Total to Clare Crane to reimburse Petty Cash

Item 12b

Regulatory reason	Payee Name	Transaction Details	Committee	Town Council	LCMC	Amenities	NET	VAT	TOTAL	Code/Cost Centre
Regular payments (BACS and or DDR) (5.6 Financial Regulations)										
	Miniature Donkeys for Wellbeing	Supply of donkeys, handlers and equipment + invoices	TC	£ 100.00			£ 100.00		£ 100.00	4503 103
Contractual	PHS	Sanitary Disposal (urgent call out)	Amenities		£ 48.00		£ 40.00	£ 8.00	£ 48.00	4047/131
	Red Dune Ltd	Directorist OneListing Pro plug in for WordPress repeating yearly on 07/03	TC	£ 72.00			£ 60.00	£ 12.00	£ 72.00	4081 103
13/09/23 Amenities Meeting approved £200 item 18c	To be paid to St Johns and for it to be split bewtween St Johns and & Redenhall Church	Donation towards water for the Town Planters and Burial Ground	Amenities	£ -		£ 200.00	£ 200.00		£ 200.00	4090 101
19/07/23 - TC Meeting approved £800 using EMR Neighbourhood Plan and then remove this EMR and the remainder of the cost using 101/4026 budget line – Professional fees.	Compass Point	Planning Consultants - Spirketts Lane	TC	£ 800.00			£ 800.00		£ 800.00	EMR - Neighbourhood Plan the remainder from 4026 101
		Return of Allotment deposit	Amenities			£ 50.00	£ 50.00		£ 50.00	1000 126
	Workwear (East Anglia) Ltd	Gym Hoodie - Member	LCMC		£ 26.71		£ 22.26	£ 4.45	£ 26.71	4086 202
	Workwear (East Anglia) Ltd	Gym Hoodie - Member	LCMC		£ 25.90		£ 21.58	£ 4.32	£ 25.90	4086 202
	Total Payments to Workwear East Anglia Ltd						£ 43.84	£ 8.77	£ 52.61	

Proposed Harleston Shed site on Recreation Ground, Harleston Outline of old tennis court



Proposed Harleston Shed site on Recreation Ground, Harleston



Boundary of old tennis court



Boundary fence of Harleston Shed



3 x shed footprints



Shed 1 is 7.2m x 4.2m

Shed 2 and 3 are each 5.4m x 3.6m

PROPOSED SHEDS at HARLESTON MEMORIAL RECREATION GROUND FOR THE HARLESTON SHED

SCOPE OF WORKS TO BE CARRIED OUT BY HARLESTON SHED

	Element		Comments
1.0	TEMPORARY WORKS		
1.1	Site facilities during construction		
	Block and mesh (Heras) fencing to site perimeter with lockable access. This will extended beyond the final site area for construction purposes.		Public protection and site safety must be observed during construction
	Container delivery - shed materials storage unit during construction		This is required to be in place before the shed materials are delivered. It will be situated within the temporary fencing but will be outside the Shed perimeter
	Scaffolding with corrugated sheet roof to form covered area for timber preparation		The timbers need to be primed and partially painted before assembly
	Removal of container, painting shed and Heras fencing		This will only happen once the third shed is erected
2.0	SITE PREPARATION		
2.1	Excavations and foundations		
	Removal of turf and topsoil to area of sheds and paths		
	Hardcore to areas of the three sheds		This is to ensure that these areas are not inviting to vermin
	Excavate bases for pad foundations to the three sheds Pour plain concrete bases, 600 x 600 x 600mm each		The number of pad foundations will be advised by the supplier. All three sheds foundations will be constructed at the same time for economical and logistic reasons

PROPOSED SHEDS at HARLESTON MEMORIAL RECREATION GROUND FOR THE HARLESTON SHED

SCOPE OF WORKS TO BE CARRIED OUT BY HARLESTON SHED

	Element		Comments
3.0	PATHS AND PAVINGS		
3.1	Permeable paving		
	1200 Wide footpath from the existing tarmac footpath to Shed 1, including excavation, preparation and permeable precast concrete paving slabs		The path needs to be accessible for mobility scooters and with a suitable incline. The length of path will be determined by the ground levels.
	Extra over for textured paving at junction with existing footpath; 600 x 1200		Required for the visually impaired members
	1200 Wide footpath from Shed 1 to Shed 3, including excavation, preparation and permeable precast concrete paving slabs		The path that connects the three sheds. This can be laid after Shed 1 is completed
	Permeable plastic grid reinforcement in the areas between sheds with grass and topsoil filling		This is to allow the maximum area of grass to be retained for surface water natural drainage but allow access for maintenance
	Permeable plastic grid reinforcement on stone drainage material with decorative gravel infill in the area in front of the sheds		This is to allow the maximum area of surface water natural drainage whilst providing a usable outdoor space
4.0	DRAINAGE AND DUCTS		
4.1	Surface water drainage		
	Excavate pits for soakaways at each shed Install precast concrete manhole chambers with perforated walls Fill chambers with free draining stone material and cap with concrete cover slab		The roofs of the sheds will act as hard surfaced areas and the rainwater will need to be collected and disposed of underground to avoid local soil erosion
	100 Dia plastic pipes in trenches with rainwater shoes at shed corners		Connections to soakaways
4.2	Combined services trench and duct		

PROPOSED SHEDS at HARLESTON MEMORIAL RECREATION GROUND FOR THE HARLESTON SHED

SCOPE OF WORKS TO BE CARRIED OUT BY HARLESTON SHED

	Element		Comments
	850 Deep combined services trench with 300 sand bed and surround and electrical warning tape including excavation, disposal of excavated material off site and backfilling in hardcore		Water and electricity will need to be connected from the football club or new toilets supplies. The following items are part of the scope of this work
	Break out existing paving and reinstate on completion; if necessary		
	22 Diameter MDPE pipe in trench		
	16 Diameter 3 core single phase SWA armoured cable		
	63 Diameter twin wall electrical duct with draw rope		
	44 Diameter electrical intake hockey stick		
	Electrical connection to existing supply including private electricity meter and weatherproof cabinet		A private meter is anticipated so that the Shed can reimburse the Council for their consumption
	Mains water connection to existing supply.		This connection will also be privately metered

PROPOSED SHEDS at HARLESTON MEMORIAL RECREATION GROUND FOR THE HARLESTON SHED

SCOPE OF WORKS TO BE CARRIED OUT BY HARLESTON SHED

	Element		Comments
5.0	CONSTRUCTION OF SHEDS		
5.1	Shed 1, 2 and 3		
	Shed 1 will be delivered in kit form and erected on the concrete pads. The shed is completely constructed of treated timbers but these will require priming before fabrication of the wall and roof panels.		Sheds 2 and 3 will be provided by the supplier after Shed 1 has been completed and open for business for a minimum of three months.
	Sheds 2 and 3 will be delivered as Shed 1 and will require the same pre-erection preparation.		Sheds 2 and 3 will have their electricity supplies installed from the distribution board in Shed 1.
6.0	FENCES AND GATES		
6.1	Perimeter fence and gates		
	Green mesh fencing in panels with end and corner posts set in concrete post holes, 1200 high		The fence is not a security type but is intended as a reasonable demarcation of the project
	Pedestrian gate 1200 high x 1200 wide		A mobility scooter width will be needed



**DESIGN HAZARDS**

(The following information has been collected from Preconstruction Information and Amey Process PLC-H&S-201 – Hazard Management for Designers.)

No High Risks Present

STREET LIGHTING KEY

- Lantern Detail**
- 37x
Urbis Axia 2.1, 16 LED lantern head, post top mounted, complete with 7 pin NEMA socket, & one part photo cell, 2.94Klm output, 5165 optic setting, Warm white LED colour (2700K), with integrated lenses rear louvres. (file ref. 434262) 20.6watts
(AXIA 2.1 5165 16 OSLO SQUARE GAINIT @400ma WW 727 230v)
- Lantern to have 7 pin NEMA socket, complete with 1 part photo cell with a switching level of 35/18 lux.
(Zodion SS3 or similar approved)
Lantern head to be wired in black pvc/pvc 1.5mmsq 3 core flex, via a fused double pole isolator located in the base compartment of the lamp column.
Lantern to have manufacturer preset Dimming Profile: 50% output from Midnight to 05:30hrs applied at the factory
Lantern Colour: Standard Grey finish
- Column Detail**
- 37x
Proposed 6m mounting height, galvanised tubular steel column. (Norfolk PFI specification or similar approved)
Each lamp column to have a 230v single phase unmetered supply installed by DNO or ICP.
Install new LED lantern head as per above specification.

STREET LIGHTING NOTES

- All works to comply with South Wootton Parish Council requirements for Street Lighting Works.
- New column positions to be agreed with town council / site engineer prior to installation.
- Typical Column setback:
 - Within footpath: Front or Back of Path
 - Where there is insufficient highway to accommodate a street lighting column, columns are to be located immediately behind the edge of the highway, are to be installed in an area approx 750mm x 450mm deep which is to be dedicated as part of the Highway.
- All new street lights to be supplied by a new Unmetered service (direct connection to local DNO electricity main)
- New Development site - developers responsibility to provide suitably positioned supply main at construction stage.
- All electrical installation work to be carried out in accordance with the requirements of HEA, NICEIC and BS7671 (IET Wiring Regulations latest edition).
- Electrical Installation Certificates to be forwarded to:
Harleston Town Council Council offices.
- Refer to Lighting Design Schedule for detailed apparatus specification.
- Luminaires should include a 7pin NEMA socket with a One part photocell (On/Off : 35/18)

Notes:
*Proposal based upon customer drawing provided and no survey on site has been carried out.
Utility information such as underground & over ground cables and gas pipes ect. will need to be checked on site by the installation contractor before excavations or installation works start on site for the street lighting equipment.

Rev	Revision details	Drwn	Chkd	Appd	Date
1	Designed: LA				Date: 9/2023
2	Drawn: LA				Date: 9/2023
3	Checked: SC				Date: 9/2023
4	Approved: JM				Date: 9/2023

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Client

LOVELL

Project Name

OFF MENDHAM LANE,
HARLESTON, NORFOLK.
S38 NEW DEVELOPMENT

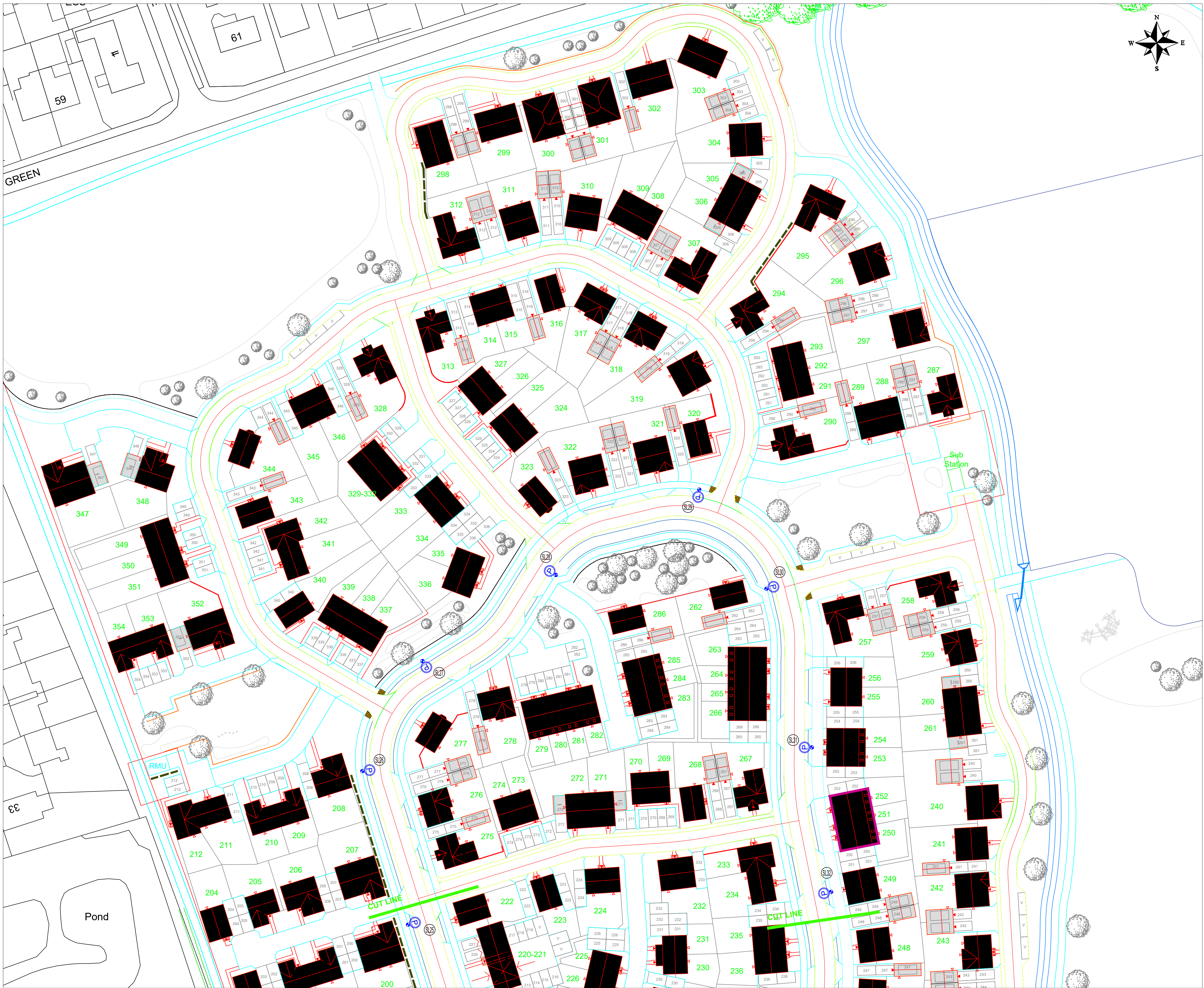
Drawing Title

PROPOSED LIGHTING LAYOUT
PARISH ADOPTABLE
SHEET 2 OF 3

Original Drawing Size : A1	Scale : 1:500
Dimensions : -	

Drawing Status	Suitability
PRELIMINARY	S0

Drawing No	Rev
AC-N-757.2	A



DESIGN HAZARDS

(The following information has been collected from Preconstruction Information and Amey Process PLC-H&S-201 – Hazard Management for Designers.)

No High Risks Present

STREET LIGHTING KEY

Lantern Detail

37x
Urbis Axia 2.1, 16 LED lantern head, post top mounted, complete with 7 pin NEMA socket, & one part photo cell, 2.94Km output, 5165 optic setting, Warm white LED colour (2700K), with integrated lenses rear louvres. (file ref. 434262) 20.6watts
(AXIA 2.1 5165 16 OSLON SQUARE GAIN T @400mA WW 727 230v)

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(Zodion SS3 or similar approved)
Lantern head to be wired in black pvc/pvc 1.5mmsq 3 core flex, via a fused double pole isolator located in the base compartment of the lamp column.

Lantern to have manufacturer preset Dimming Profile: 50% output from Midnight to 05:30hrs applied at the factory
Lantern Colour: Standard Grey finish

Column Detail

37x

Proposed 6m mounting height, galvanised tubular steel column. (Norfolk PFI specification or similar approved)
Each lamp column to have a 230v single phase unmetered supply installed by DNO or ICP.
Install new LED lantern head as per above specification.

STREET LIGHTING NOTES

- All works to comply with South Wootton Parish Council requirements for Street Lighting Works.
- New column positions to be agreed with town council / site engineer prior to installation.
- Typical Column setback:
 - Within footpath: Front or Back of Path
 - Where there is insufficient highway to accommodate a street lighting column, columns are to be located immediately behind the edge of the highway, are to be installed in an area approx 750mm x 450mm deep which is to be dedicated as part of the Highway.
- All new street lights to be supplied by a new Unmetered service (direct connection to local DNO electricity main)
- New Development site - developers responsibility to provide suitably positioned supply main at construction stage.
- All electrical installation work to be carried out in accordance with the requirements of HEA, NICEIC and BS7671 (IET Wiring Regulations latest edition).
- Electrical Installation Certificates to be forwarded to:
Harleston Town Council Council offices.
- Refer to Lighting Design Schedule for detailed apparatus specification.
- Luminaires should include a 7pin NEMA socket with a One part photocell (On/Off : 35/18)

Notes:

*Proposal based upon customer drawing provided and no survey on site has been carried out.
Utility information such as underground & over ground cables and gas pipes etc. will need to be checked on site by the installation contractor before excavations or installation works start on site for the street lighting equipment.

Rev	Revision details	Drwn	Chkd	Appd	Date
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Designed:	LA	Date:	9/2023
Drawn:	LA	Date:	9/2023
Checked:	SC	Date:	9/2023
Approved:	JM	Date:	9/2023

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Client
LOVELL

Project Name
**OFF MENDHAM LANE,
HARLESTON, NORFOLK.
S38 NEW DEVELOPMENT**

Drawing Title
**PROPOSED LIGHTING LAYOUT
PARISH ADOPTABLE
SHEET 3 OF 3**

Original Drawing Size :	A1	Scale :	1:500
Dimensions :	-		

Drawing Status	Suitability
PRELIMINARY	S0

Drawing No	Rev
AC-N-757.3	A



(The following information has been collected from Preconstruction Information and Amey Process PLC-H&S-201 – Hazard Management for Designers.)

No High Risks Present

STREET LIGHTING KEY

Lantern Detail

37x
Urbis Axia 2.1, 16 LED lantern head, post top mounted, complete with 7 pin NEMA socket, & one part photo cell, 2.94Klm output, 5165 optic setting. Warm white LED colour (2700K), with integrated lenses rear louvres. (file ref. 434262) 20.6watts.

Lantern to have 7 pin NEMA socket, complete with 1 part photo cell with a switching level of 35/18 lux.

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Proposed 6m mounting height, galvanised tubular steel column.
(Norfolk PFI specification or similar approved)
Each lamp column to have a 230v single phase unmetered supply
installed by DNO or ICP.
Install new LED lantern head as per above specification.

STREET LIGHTING NOTES

1. All works to comply with South Wootton Parish Council requirements for Street Lighting Works.
 2. New column positions to be agreed with town council / site engineer prior to installation.
 3. Typical Column setback:
 - Within footpath : Front or Back of Path
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 4. All new street lights to be supplied by a new Unmetered service (direct connection to DNO electricity main).
 5. New Development site - developers responsibility to provide suitably positioned supply main at construction stage.
 6. All electrical installation work to be carried out in accordance with the requirements of H.E. WIEGIC and BS 7671 (Wiring Regulations latest edition).
 7. Electrical Installation Certificates to be forwarded to:
 - Harleston Town Council Offices.
 8. Refer to Lighting Design Schedule for detailed apparatus specification.
- Luminaires should include a 7pm NEMA spec'd with a One part photocell! (On/Off), 35/18)

Notes

*"Proposal based upon customer drawing provided and no survey on site has been carried out.
Utility information such as underground & over ground cables and gas pipes ect. will need to be checked on site by the installation contractor before excavations or installation works start on site for the street lighting equipment.*

Designed: LA	Date: 9/2023
Drawn: LA	Date: 9/2023
Checked: SC	Date: 9/2023
Approved: JM	Date: 9/2023

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Client
LOVELL

Project Name
OFF MENDHAM LANE,
HARLESTON, NORFOLK.
S38 NEW DEVELOPMENT

Drawing Title
PROPOSED LIGHTING LAYOUT
PARISH ADOPTABLE
SHEET 1 OF 3

Drawing Status PRELIMINARY	Suitability S0
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Drawing No AC-N-757.1	Rev A
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Dear Town or Parish Clerk,

Item 19

TOWN, PARISH & COMMUNITY COUNCILS - D-DAY 80 - 6TH JUNE 2024

As you are aware, we are organising D-Day 80 - 6th June 2024, throughout the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories in commemoration/celebration of the 80th Anniversary of the D-Day landings, in Normandy, France, on 6th June 1944. This will enable our Town, Parish and Community Councils to use their involvement as their 'tribute' to those many, many thousands that gave so much on the Beaches in Normandy, to help ensure our freedom we share today, especially as many members of your community will have had relatives that were either involved in the D-Day landings and/or WWII as a whole.

We feel sure you will agree with us when we say that individuals and communities of all sizes were deeply affected in many and various ways during WWII. With this in mind, we would like to encourage your Town, Parish or Community Council to take part in D-Day 80 on 6th June next year by lighting a Beacon. We are aiming to achieve the lighting of at least **14 Beacons** per County, within England and Wales, as part of this 80th Anniversary event. We would be extremely grateful if you would be kind enough to discuss your possible involvement with your Council members at your earliest convenience please, with the view to ensuring we achieve the lighting of this number of Beacons in your County at 9.15pm on 6th June 2024.

Those taking part will receive a Certificate of Grateful Recognition, enabling them to frame and display it as a lasting reminder of this moment in history commemorated/celebrated.

The Guide To Taking Part, message from the Prime Minister and other aspects of the event, including the Lamp Light of Peace are available to download from the D-Day 80 website - www.d-day80beacons.co.uk

From inside the Guide, you will see there are various types of Beacons that can be used on 6th June, which could be lit on town and village greens, local farms and country estates, or other locations of your choice that night. **(However, those that have existing Beacons, (including the gas fuelled ones used last year), are being encouraged to re-light these to save on funding).**

Those taking part are being asked to provide the following:

Name of Country, Name of County, Name of Town or Parish Council, Name of Contact, Email, Beacon Location, **Public or Private Beacon**.

Please forward this information to [REDACTED] as soon as possible.

We do hope that your Town, Parish or Community Council will take part, and look forward to hearing from you in due course.

My warmest regards to you all,

Bruno Peek

Bruno Peek CVO OBE OPR
Pageantmaster, D-Day 80, 6th June 2024

www.d-day80beacons.co.uk



Report dated 16th October 2023

On September 14th, 2023, the Town Clerk communicated the following updates to the original Project Board for the Town Improvement Scheme:

- May 16th: The Project Board conducted a walk round and approved all outstanding snagging works.
- May 19th: Confirmation outside of the project board meeting that Tarmac (Contractors) would soon complete the snagging work.
- July 7th: Confirmation at the Project Board meeting that Tarmac (Contractors) was still on track to complete the snagging work.
- July 10th: The Town Clerk reported issues with the control plate.
- August 9th: The Town Clerk was informed of delays in remedial works, with Tarmac (Contractors) planning to complete the work in early September.
- September 1st: The Town Clerk reported further problems with the control plate.
- September 14th: The Town Clerk reported that cars/vans were still mounting the curb to enter the car park from the wrong direction due to the bollard not being moved as agreed.
- September 21st: All work remained outstanding.
- September 27th: NCC advised that the work would take place during the week of October 9th, 2023.
- October 9th-13th: No contractors were on-site.
- October 16th: NCC informed that the work would take place on October 19th, 2023.

Contractor Actions:**Bullock Fair – Town Car Park:**

- Installation of an additional bollard to prevent vehicles from entering the Co-Op from Bullock Fair Close.
- Implementation of a 'No Entry to Car Park' sign on a finger post at the northern side of Bullock Fair Close/Thoroughfare junction.
- Updating the GPS (Sat Nav) directions to reflect the correct route.
- Moving the 5mph limit sign to the correct position at the new entrance at Paddock Road.
- Replacing the missing bolt on the new ramp.
- Fixing the damaged or missing bollards at the Co-Op emergency exit.
- Swapping the 'No Entry' signs at the car park entrance and exit.
- Replacing the control plate under warranty.

Church Street:

- Implementation of a 'SLOW' road marking on Church Street to warn drivers to slow down in the pedestrian area.

Broad Street:

- Addition of wheel stops in each bay to prevent the rear of vehicles from blocking the path on Broad Street.

Exchange Street:

- Pending TRO for parking changes and pedestrian zone on Saturdays at Exchange Street is with nplaw for legal drafting.

Town Council Actions:Thoroughfare:

- Completion of bolting down the planters on the footway to discourage parking that obstructs Old Post Office Court.

Market Place:

- Approval by South 1 Engineer, Gary Overland, for the installation of removable bollards at the Exchange Street side to prevent cars from pulling onto the Market Place.

Pending action: Sending all details to the Conservation Officer at SNDC and then back to NCC for costings for installation, with an option to seek funding from Parish Partnership.

Paddock Road:

- Investigation into possible re-lining at the Paddock Road entrance to address road markings wearing off.

Pending action: Operations Manager obtaining quotes.

Item 25

Correspondence from Susan Woolliams – Re Shotford Road

Dear Susan,

Thank you for your email.

I know you have been raising this issue for a while, and you also raised it at the Town Council meeting when Spirketts Lane development was discussed.

As I know the case officer at South Norfolk District Council is interested in hearing about local issues that may be caused by the developments, I passed your comments and this email onto him.

I would encourage you to add your concerns to the South Norfolk District Council planning portal and specifically to planning application 2023/1418 | Erection of 91 dwellings with associated landscaping and external works | Land North Of Spirketts Lane Harleston Norfolk.

This then ensures that your concerns are being raised in a formal setting with the planning department and other agencies.

<https://info.southnorfolkandbroadland.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RV3W11OQJC600>

For the Town Council planning committee to review, I will include your correspondence on the next agenda so they can discuss how else to proceed.

Kind regards

Clare

Dear Mr Overland,

Many thanks for your response and for deleting the order for hazard markers.

As regards the installation of a bollard (even a small one), there is plenty of space on this corner so as not to present an obstruction to pedestrians. I truly believe that, given the choice, pedestrians would prefer the relatively safe (and precautionary) option of a stationary bollard set near the edge of the pavement, rather than run the risk of having to avoid being hit by a vehicle mounting the pavement. I remain very concerned about the safety of people and pets.

I understand that 'it is a criminal offence to drive a mechanically propelled vehicle on public footpaths and public bridleways unless: you are the landowner; you have the express consent of the landowner; or you have a private vehicular right of way that runs along the route'. Therefore we are every day witnessing the law being broken. How can it be acceptable for any community to ignore this contravention of UK law?

Once again, I have copied this email to our town clerk, and I will be following up any discussions proposed with regard to future town planning.

Sincerely,

Susan Woolliams

On Thursday, 13 April 2023, 08:26:51 BST, Gary Overland <gary.overland@norfolk.gov.uk> wrote:

Dear Mrs Woolliams

Thank you for your reply.

I respect your opinion, and will delete the order we have raised to install the hazard markers.

We would not be able to install anything in, or on the footway, as it would be an obstruction, and a potential hazard for pedestrians, the bell bollards depicted are not something that we would consider.

I would suggest that your Town Council are in a better position to represent you from a planning/future development viewpoint.

Regards

Gary Overland

Dear Mr Overland,

Thank you for your response and your suggestion re- markers. However, we would definitely prefer not to have hazard markers in the grass verge outside our house, because these markers would have to be set well back from the pavement (i.e. where the grass verge is deep enough to take them) and we don't believe, therefore, that it would stop lorries mounting the pavement. Also, they would make it much trickier to mow the verge effectively.



Would something like the above (on the path, not the verge) be within a reasonable budget? Just a thought, as it would definitely solve the problem of the curb constantly being driven over!

I am in contact (as per this email thread) with our town council's clerk, and can only hope that this problem will be looked at seriously, especially in the light of future planning /development along Spirkett's Lane.

Thank you again for your time.

Sincerely,

Susan Woolliams

--

South Norfolk District

Harleston Public Meeting

Monday 2nd October 2023



NORFOLK
CONSTABULARY

Our Priority is You



Agenda

1. Introduction – Microsoft Teams as a platform
2. The Team
3. Crime figures
4. Current priorities & feedback
5. Priority setting discussion
6. Plans going forwards
7. Questions

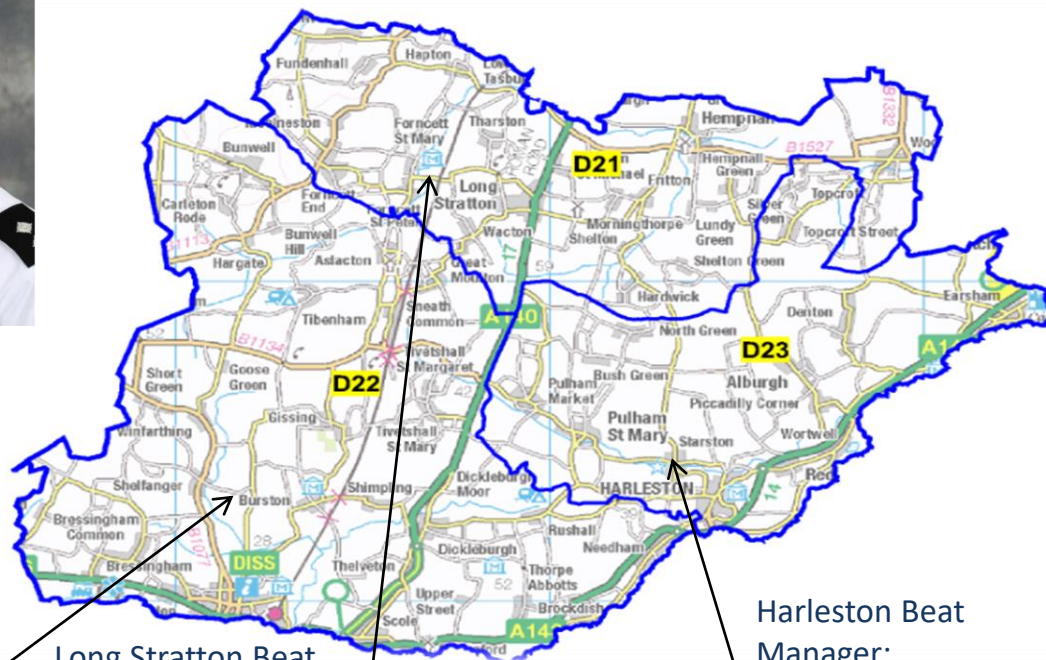
Our Priority is You



Meet the Team



**Inspector
Freeman**



Diss Beat Manager:
PC Andy Baker



Long Stratton Beat
Manager: **PC Tom Hall**



Harleston Beat
Manager:
PC Steve Phillips



Safer
Neighbourhood:
Sgt Butler

Rural Crime Beat
Manager:
VACANT

Our Priority is You

Team

1 x Inspector
6 x Sergeants
29 x Constables
2 x Special Constables
3 x Dog Handlers
2 x Admin Staff
1 x Volunteers

Police Stations

Diss
Harleston
Long Stratton



Our Priority is You

Towns and Parishes

Harleston, Alburgh, Denton,
Earsham, Pulham Market,
Pulham St Mary, Redenhall,
Starston, Topcroft, Wortwell,
Brockdish, Thorpe Abbots,
Dickleburgh, Rushall, Needham,
Billingford and Scole.

Previous Priorities

1. Road Safety
2. Vehicle ASB
3. Nuisance ASB

PC Steve Phillips
Harleston Beat Manager



Our Priority is You



You say. We do.

- **Road Safety**

Speed enforcement carried out at a variety of locations around the area with a number of Traffic Offence reports issued

1 driver has been issued a traffic offence report for using a mobile whilst driving

A number of Traffic offence reports have been issued for speeding

- **Vehicle ASB**

- We have had several complaints around mopeds being ridden around dangerously with more than 1 rider. We have seized 2 mopeds, given 2 x traffic offence reports for a number of offences and issued 1 Section 59 warning

- **Nuisance ASB**

ASB reports have significantly dropped over the last 3 months. we have applied for 2 Criminal Behaviour Orders due to 2 individuals continued behaviours and escalation and we have a number of Civil Injunction applications being written.

Our Priority is You



Reported Crime for the last three months

Harleston, Earsham & Beck Vale Wards, Dickleburgh & Scole Wards

Crime type	Total
Arson	1
ASB	7
Burglary - Business and Community	2
Criminal Damage	13
Domestic	26
Possession of drugs	1
Possession of weapons	1
Public Fear, Alarm or Distress	9
Theft from a Vehicle	1
Theft or Unauthorised Taking of a Motor Vehicle	2
Total	63

July 23 –
Sept 23

Crime type	Total
ASB	3
Burglary - Business and Community	2
Criminal Damage	16
Domestic	16
Possession of weapons	1
Public Fear, Alarm or Distress	12
Theft from a Vehicle	4
Theft or Unauthorised Taking of a Motor Vehicle	1
Total	55

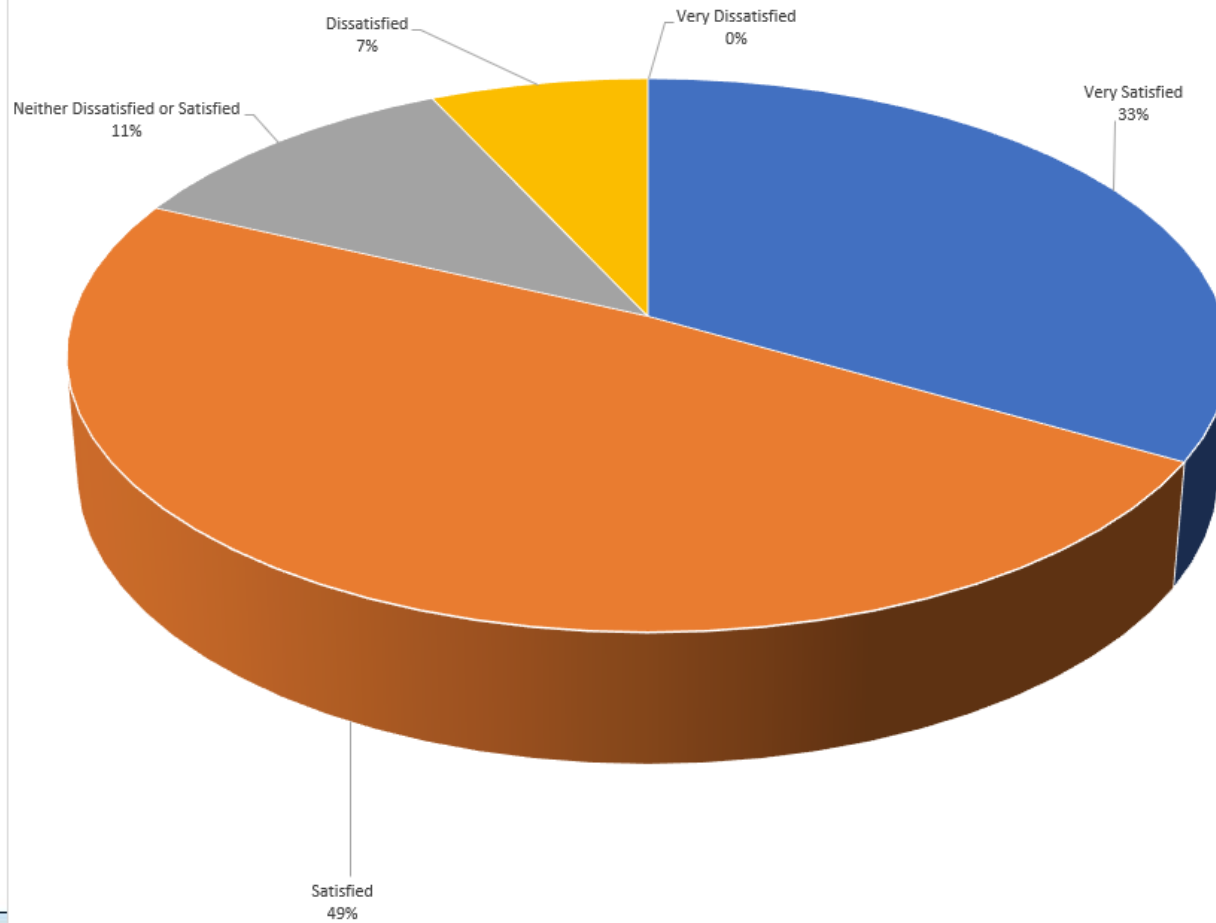
April 23 –
June 23

Our Priority is You



NORFOLK
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Our Priority is You

D2 Public Satisfaction

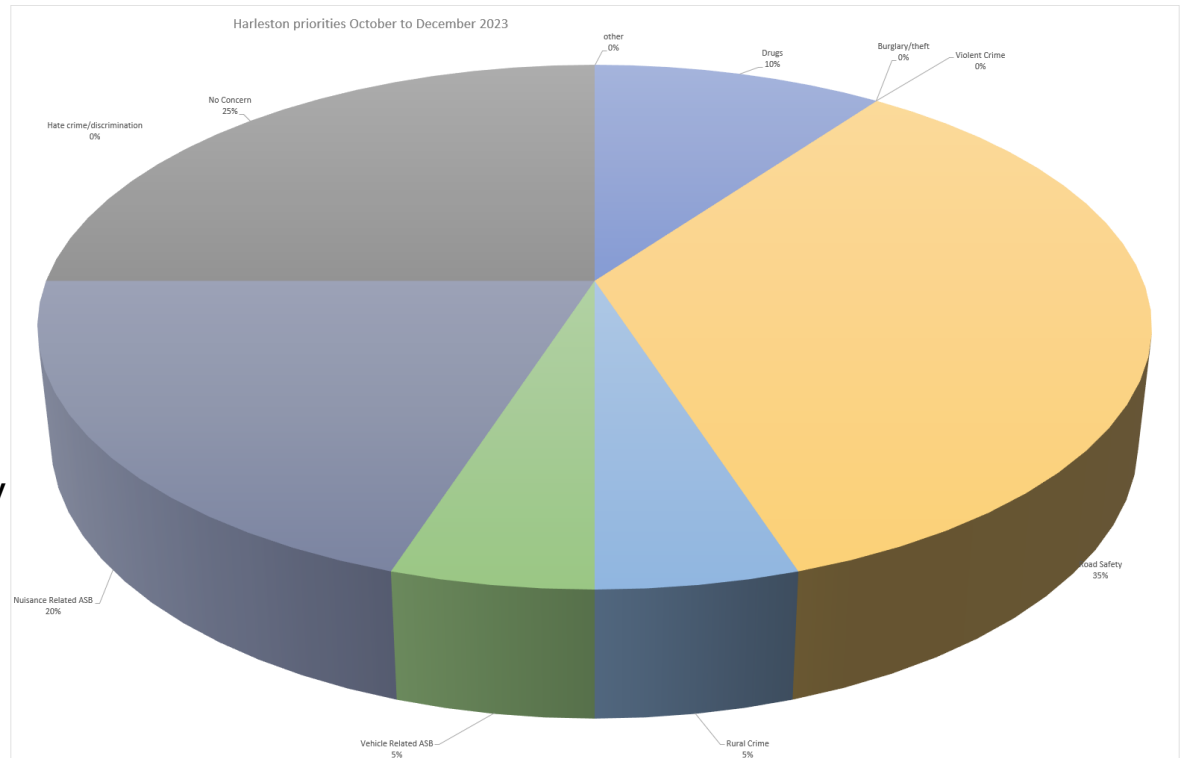


Our Priority is You

Priorities for the next three months.

- Road Safety 35%
(inc. Speeding)
- Nuisance ASB -20%
- Drugs – 10%

25% of people said they
Have no concerns



Our Priority is You

Any Questions?

Our Priority is You



Thank you

www.norfolk.police.uk

If you have any queries please

email us at:

SNTHarleston@Norfolk.police.uk



NORFOLK
CONSTABULARY

Our Priority is You



Request for information and a declaration of my on-going support for the Council

The following points I make with a view to support both you as Chair and the Council. I am sure my words will be seen by some as a little direct and critical.

Happy Reading!!

As you know I remain passionate about doing the right thing by the community, in maintaining Harleston as a nice place to live, work and visit, to this end I ask the following questions and make some hopefully supportive observations.

Currently and moving forward into what is going to be a difficult period of time in both retaining the continuity of what in the most part is a contented community. Conscious that the up and coming 'developments' will have a negative impact on some and may cause division in peoples opinions. Through this period the Council will be seen as the central point of focus to both manage and support its parishioners.

As you know I have the ear of a number of people who in the main want to show their dissatisfaction towards what is happening, some of this opinion is valid and some not, but as I have made comment in the past the Council does not communicate its position with enough vigour, independence and clarity and thus it is seen as passive and with out influence.

With regard to the current 'Communication Policy' I was very disappointed to see that the document had been edited after final agreement (It is correct to say this was not as far as I know the action of any recent inputs).

Clearly the document is not a Policy but a Strategy defining method that should drive effective communication and not a policy which defines the best practice communication aims of the council i.e. being open and transparent, taking every opportunity to communicate with the community, clearly demonstrating the need to understand what people want and need. Most importantly how you go about promoting the best method of encouragement to engage, capturing, collating and presenting.

I attended the meeting on Wednesday evening to observe how the Council intended to address a number of agenda items and ask some questions and if allowed, offer some advice. I managed to observe the points of both my interest and those identified to me (for those Councillors that may take the position that people should attend and make the points themselves, in a number of cases people do not have the confidence to address a 'formal' body, and I'm afraid making reference to my earlier point, the statement of "why bother they don't do anything anyway". A point I do not fully share but certainly understand).

I would like to raise the following. (I did raise my hand at each of the relevant agenda items, but did not manage to present my question or make my point), so in line with the Councils Standing Orders, I would like to raise these points now (out of interest I note the standing orders signed by you on 19th July 2023 are based on the NALC Model 2018 not the new NALC Model published in 2022)

Points of high community interest:-

1. Council Car Park Management and Egress point
2. Community Centre
3. Premises Licence
4. Document Circulation
5. CCTV Coverage (captured in Premises Licence and Market place hire)
6. Market Place Hire

Council Car Park Management

I was disappointed that more of current and now unfortunately 'x' users of the Car Park (which still retains the original 'traffic management plate') did not attend the meeting unfortunately my previous comment was true for.

The lay out and traffic management flow within the car park as we know from numerous complaints does not encourage people to use it or in some cases do so correctly. It certainly does not promote personal safety, crime prevention, accessibility or a welcoming environment, some of these issues are perhaps more suited to a more in depth discussion/review, when the new supermarket is located at Briar Farm.

The response of the Council to the many complaints continues to be “It is being looked at” or “It is in hand” but any detail of what that means is not forthcoming. The issue of damage to vehicles has been on-going for many months with no sign of any suitable outcome or conclusion for users.

I have observed on many occasions, vehicles leaving via the entry point and in so doing failing to comply with a mandatory road sign and markings, which obviously constitute an offence. Upon prosecution attracting three penalty points and a fine, it would be very embarrassing if the council inactivity in rectifying the ‘plate’ issue was introduced as mitigation in any court case.

I have also witnessed vehicles being driven on the pavement to try and avoid the plate, obviously endangering pedestrians.

But the main issue is this plate was never fit for purpose, as it was not built to withstand the amount of traffic flow that a car park of this size generates.

There are in excess of 170 parking bays discounting Disabled and Charging Bays which equates to 850 vehicle movements every 5 days, estimate a third of that being 50 flows over the weekend, this equates to 49,400 impacts on that plate a year. Fit for purpose?

Again with respect this is the evidence-based conversation the council should have had be having to lay responsibility at the appropriate door. The same evidence based information can be gained for the other non-functional elements of the car park traffic management.

It was not fit for purpose when installed and certainly not so now due to the damage it has sustained during its use as the following photographs clearly show.





The management/layout of the Car Park is also lacking in proficient design as this photo shows where two road signs are clearly obscured by a notice board, and become a distraction as the driver try's to negotiate leaving the car park over a

broken plate whilst trying to avoid damaging their vehicle and/or tyres. I think the arrow is helpful though as it will ensure they don't try and drive through the posts!!



It was pleasing to see the new sign informing the public about the plate. Perhaps a little late as you are on top of it before you can read it. I know signage space is an issue but better indication at the junction would help.

I have included the issues concerning the complete overview of the car park, because if the issues can be dealt with as a whole, then a far better outcome is possible. I (like others) still do not understand the reason for it and I am sure with some concerted community direction and evidence based demonstration of this suboptimal traffic management it can be corrected. (Perhaps involving the media) sharing with them the mood of the community and the frustration the council has faced, in numerous communications.)

Community Centre (feasibility study)

I found this a little confusing, as did some members of the Council I think. I seek clarity on the following please.

My understanding of a feasibility study is a preliminary exploration of a proposed project or undertaking to determine the merits and viability. A feasibility study aims to provide an independent

assessment that examines all aspects of a proposed project, including technical, economic, financial, legal, and environmental considerations.

I think the questions presented within the agenda, perhaps prevents the exploration of all aspects of a comprehensive study:

- 1 Incorporating a new community centre by way of renovation/extension to the Memorial Leisure Centre
- 2 A new build to replace the existing Memorial Leisure Centre

Although the preceding paragraph 'The study would consider the best options for providing a community centre including the options of'..... the use of the word including, suggested other options not identified. Inclusions, for example, at a different location, a new build, current build change of use etc.

I must assume the application for the grant would be to facilitate the undertaking of the study as described at paragraph 1 bullet point 3. In the grant pack:

Feasibility studies that will allow us to understand all local needs to develop appropriate community facilities in the future.

This raised another concern being said capital being made available within the grant, 50% of the total cost of a project, up to £25,000 meaning the council would need to find 50% of the cost this was not identified in the meeting. Is funding available? Having undertaken the study, then progress the project, as not to do so could again create the wrong perception of little interest to progress, fostering disappointment and resentment. The community not being aware of the difficulties of obtaining funding and support whilst still trying to balance the books.

I and I am sure the majority of the town would and will support the introduction of an independently run community centre, perhaps this would be an ideal opportunity for a community project group to be established to look at the options and hopefully move it forward.

Just as a point of note 60+ pages of an agenda support pack is not an informative short-read. Conscious it must contain sufficient detailed information to 'inform' all.

Therefore with respect I could not see the point of placing 15 pages of 'Unsorted Data' when the data had already been clearly summarised by category and within a word picture in half a page. Perhaps I could suggest a 'table' showing this type of data may be more descriptive.

Premises Licence

I was very surprised and a little concerned that this licence (in its current form) was seen to be fit for current purpose.

As a member of the community and a user of council facilities I would like to see a current copy of the removal of the DBS requirement.

Premises at which entertainment and certain other activities including the sale of alcohol are required to be licensed under the Licensing Act 2003 (the Act). The premises licence is valid for the life of the business supplying alcohol and/or regulated entertainment.

Importantly to ensure the License remains fit for purpose regular reviews by the body responsible for the licence must be undertaken to ensure the 4 objectives which are;

1. the prevention of crime and disorder.
2. public safety.
3. the prevention of public nuisance.
4. the protection of children from harm.

All functions and use are aligned to current legal requirements and government guidance. These elements should not be seen as the responsibility of the licensing officer, but that of the premises licence holder. (As I am sure you are aware an application to fully review the premises licence can be made under the Licensing Act 2003 at any time)

The sale or supply of alcohol under a premises licence may not be made unless there is Designated Premises Supervisor (DPS) in respect of the premises who holds a personal licence, and every sale must be made or authorised by a personal licence holder. The only exception for this is for community premises that have successfully applied to have to remove the DPS requirement. This

does still not absolve the licence holder from their responsibilities as above.

The exception should be attached to licence (or available to view).

Conditions attached to licences or certificates must be tailored to the individual style and characteristics of the particular premises and events concerned.

The licensing authority cannot impose blanket standard conditions. There must be a number of 'tailored' conditions in respect of this licence, especially with the assorted venues and the football club usage (which as I understand it is now selling alcohol from the pitch, is this under a supervised element of the licence or their own). You will recall that I took great care in my suggestions when I was reviewing the lease that the Licensing element of it was kept separate, so as to be very clear about control under the 4 previously mentioned objectives, regardless of any potential breaches of the actual Act.

All enforcement actions taken by the licensing authority will comply with the Council's Enforcement Policy. To this end the key principles of consistency, transparency and proportionality will be maintained (Does the Council hold such a document)

The Licence identifies Harleston Leisure Centre Management Committee, as designated premises supervisor, whilst I appreciate this is not an individual and probably complies with the exemption, this body are still responsible, so:-

- **Who are they?**
- **Who is identifiable as the Responsible Person?**
- **or Where is the document identifying and aligning the controlling body?**
- **or is this identified by some other means?**

Requirements of the licence

CONDITIONS CONSISTENT WITH THE OPERATING SCHEDULE

Staff involved in direct alcohol sales will receive training in relation to the Licensing Act 2003. (What training as been given and to whom) Records will be kept and available to Police or Licensing

Authority on request. **Where is the list of those persons who perform this task under the control of the council licence?**

An incident log shall be kept at the premises and made available on request to the licensing officer or police. It will record the following: -

- crimes reported to the venue;
- ejection of patrons;
- incidents of disorder;
- drug offences;
- refusal of the sale of alcohol;
- visit by a responsible officer.

Is there a log in existence? and when was it last updated? Especially with regard to the visit by the responsible officer.

CCTV to be installed at the premises. CCTV will cover the inside of the premises and footage will be available to Police and the Licensing Authority, on request.

I am not aware of any cameras placed within the social club, or relating notification. Obviously any camera employed for this purpose must be overt. I am not aware of any section of the policy that covers C&P under the Licensing Act as required in any premises open to the public.

Which member of the council is the representative of the premises licence holder? That person must always be on duty when customers are on the premises.

Where are the Notices regarding emergency procedures that must be in-situ and the record that all staff and licence users have been trained?

First aid equipment is available at the reception desk and in the social club bar. (I have not seen one in the Social Club)

At least one first aider will be on duty at any one time. **How is compliance checked?**

Most Concerning is that I have seen no where in the licence that caters for premises other than **Recreation Ground & Leisure Centre**, Wilderness Lane, Harleston, Norfolk, IP20 9DD. This may be an oversight, but I would suggest the licence would be far more detailed and defined around the Market Place.

Document Circulation

This was mentioned by a Councillor who made a very valid point, that with a document bundle of many pages it would be helpful if more time could be given to all ,not only to read it but digest it. I know this has to be balanced with all the other responsibilities of the Council, but it would certainly aid 'relevant' comment' within the council, no disrespect meant but it did feel like we went down a number of rabbit holes during two hours, causing perhaps an unnecessary overrun, certainly frustration was identified on many faces on in the room..

CCTV Coverage

I have already covered the point about cameras being used in compliance with the Licensing Act and where is this underwritten as to not breach any legislation or Information Commission guidance.

Obviously the same application of legal compliance, public safety and security will apply to any 'hire' of council facilities including the Market Place. I would like to ask two questions about this.

At the meeting you exchanged confirmation with Clare that you had CCTV covered on the Market Place. As you know I am a strong advocate of town centre CCTV but only if it is correctly deployed, employed and regulated (in a professional capacity, I have been employed to advise when the information commissioner has engaged with agencies who have not complied, this can be very costly and there is/must always be an 'individual' who is responsible.)

Therefore my question must be how is any event at the Market Place currently correctly covered ?(obviously my question relates to any event under the Licensing Act)

This leads on to another question, which I have been asked by a number of people 'Why was the music event cancelled at the last minute on the Market Place' ?

I was surprised as the event drew nearer that there were no Council Notifications, i.e. Traffic Management under Section 16A(2) of the Road Traffic Regulation Act 1984 (It may be helpful if

the Council where to consider future Road Closures for such an event under section 21 of the Town Police Clauses Act 1847)

Public Safety/Site Notices. (I am a little unsure in this case in relation to a 'TEN' as it was an event held by a License holder but on property belonging to and managed by the Council)

Music Act 2012 in October 2012. I am sure was considered but I think it was unlikely to expect more than 200 people to attend.

There is always confusion over the role of the police in these situations and I was asked what part were they going to play? As you know the police are a responsible authority under the Licensing Act, but their ability to make representations is strictly limited to the four licensing act objectives.

In fact, the police have no general duty to preserve public safety at any public event, except where there are imminent or likely threats to life. The responsibility for public safety rests with the organisers of an event and **the owners of the land on which it takes place**

I suspect that one of the impact factors would have been the requirement of Public Liability Insurance of £10 million, but I am sure that would have been identified at time of application.

I am sure all relevant safeguards were discussed and agreed again at time of application.

Therefore (my understanding that this event was cancelled by the Council), what was the reason?

Harleston remains a Market Town although some would push an argument to the contrary but with a slow approach to re-defining the actual Market Place will continue to contribute to this argument, not helped by the lack of use, obviously the cancellation of this event unfortunately added weight to this argument.

We all want to see more community involvement and this needs to circulate around the Market Place and The Leisure Centre, with more functions etc. I know you wish to drive these events forward (Punch and Judy Show, Football and Rugby Screening, I remember as a topic of our conversation).

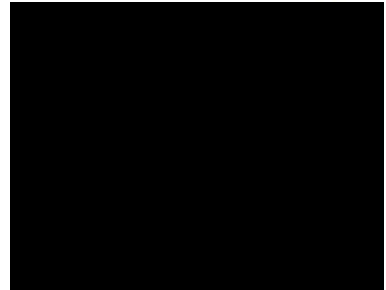
I did try to ask questions at the meeting but was unable to voice them, therefore I hope that under section 3(e) of Standing Orders you will direct that a written response be given.

Thank you for reading this document positively in the same vain as it was written. I would ask for it to be placed before the Council.

Russ Wilkins

WILLIAM S J HOLLAND

Clare Crane
Hawthorn Lane Linn



A SUBMISSION

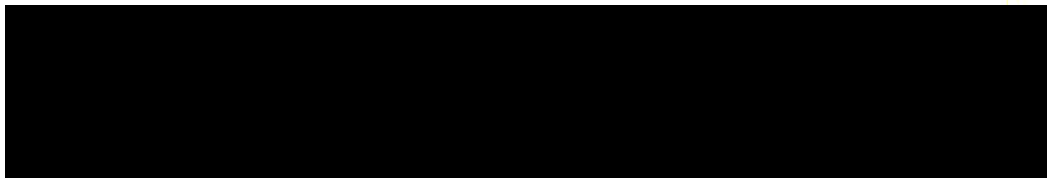
consider

I ATTACH A SUBMISSION WHICH I HOPE YOUR AUTHORITY WILL CAREFULLY. YOU WILL OBSERVE MANY CONCERNS PARTICULARLY: -

1. HEALTH AND SAFETY
2. POLLUTION
3. DISABILITY ISSUES
4. BREACHES OF POLICY ISSUES
5. INCREASED COST TO RESIDENTS
6. DECLINE OF A MARKET TOWN
7. JOB LOSSES
8. TOWN VISITOR NUMBERS DECLINE
9. BAD PARKING
10. CHILD SAFETY ISSUES
11. UNSOCIAL BEHAVIOUR
12. EXTRA COST TO THE PUBLIC PURSE

EACH POINT A SERIOUS ONE ON IT'S OWN BUT ADD THEM TOGETHER YOU CAN SEE MY CONCERN?

YOURS SINCERELY



28/09/23

**A SUBMISSION TO NORFOLK COUNTY COUNCIL, SOUTH NORFOLK
AND BROADLAND DISTRICT COUNCIL AND HARLESTON TOWN
COUNCIL.**

CHANGES MADE TO HARLESTON TOWN CENTRE 2022. A DISCUSSION PAPER TO CONSIDER ALLOWING PARKING ON THE MARKETPLACE AND RE-OPEN THE ENTRANCE TO BULLOCKS FAIR AS A TWO-WAY ROAD TO THE CAR PARK.

I was walking around Harleston Town Centre on Wednesday the 20th and Thursday the 21st of September 2023. I was dismayed to see so many shops/businesses closed or intending to close soon. Some may be in transition, however especially around the Marketplace it is not promising.

A. THE MARKETPLACE

The Market on Wednesday I went past had no stalls or customers. I understand that outside factors have had some effect, but I put it forward some of the Town's economic decline, loss of jobs, infrastructure and businesses can be improved by my proposal! Please restore the 11-parking space to the Marketplace.

B. THE 2022 CHANGES TO TRAFFIC FLOW

The changes that were made were well meaning. However, mistakes were made, and the consultation was flawed. I did not receive even an acknowledgement of my own views. The process seems to have been led by the need to spend available funds and taking on the views of well-meaning respected residents ignoring many residents and those who regularly visit the town, the disabled and the aged. Please return the traffic flow to before the changes made.

I hope the Authorities will reconsider the changes made in 2022. Regrettably at present: -

HARLESTON IS NO LONGER THRIVING OR A MARKET TOWN.

I submit compelling evidence on the following page, having spoken to many residents and visitors. who have encouraged me: -

THE EVIDENCE

- The changes are directly against Norfolk County Council policy to divert traffic away from schools and Parks.
- Pollution in Town has not been cut but increased owing to the circuitous route one must travel round Town. Traffic from Bungay has now to go along London Road, also increasing traffic flow and making it less safe. Several cars have had their wing mirrors clipped. From Diss again there is a longer journey beyond Wilderness Lane, increasing traffic and pollution past the library and the houses behind the Co-op. Harleston Town residents now use three times as much petrol when driving round the Town!
- When Bullocks Fair was two-way cars coming into Town were routed through the shops showcasing the Town. New Visitors are now shunted round the back streets, if for example you visit to have a covid vaccination those visitors only see shops on their way out.
- Traffic has been directed to the most dangerous road junction in the town at the end of Wilderness Lane. The Police monitored that junction, 30 drivers failed to stop in just two hours.
- Other local authorities around the country are removing street furniture. It creates blind spots to traffic and distracts drivers. It is more difficult for disabled people to negotiate, narrows pavements. Planters should be in the proper setting to admire not glimpsed at. Should Health and Safety not come first? The seating/tables were used to block disabled access and emergency exit at the Food Fair even though the side roads were closed!
- When the 11 spaces were on the Market it attracted some 18 cars an hour. If each person spent £20 that adds up to £130,000 per year for the shops near the Market. I accept there may be more parking away from the Market but if you are aged or disabled it is in the wrong place! There are now many closed premises around the Market with the loss of jobs.
- Visitor numbers are down. The contraption at the exit to the Co-op car park regularly damages cars, the relevant authority will have numbers? Drivers, are because of it, are avoiding Town shopping elsewhere. Drivers are admitting to using the entrance to the Co-op to exit, an increasingly dangerous maneuver,
- If events on the Marketplace. When not in use as an events venue the parking can take place, many use it to go to the cash card machine. Currently every day drivers are parking directly outside the cash card machine on the yellow lines creating a pinch point for traffic coming past the paint shop. I am aware that some local shopkeepers would prefer events to be held on the recreation ground, which is much safer as proved by the August Bank Holiday festival event and the Fun Fair! It also allows bigger events to attract more people? With less need for traffic orders and Town closures. I am concerned music events will lead to unsocial behavior.
- I have written to the Town Council they accept there is a need to attract visitors to the Town. In desperation they had to create another web site and assign a Town Centre member of staff at public cost. Web sites should be a one stop shop? New ones dilute the information.

29th September 2023

From: William Holland - Subject: Market Events

Message Body:

So pleased common sense has prevailed. What the Town council now has to consider is removal of the seating and tables?

Single use plastic glasses and containers are banned from sales from Sunday. What is the point of a cafe society when if you wish to sit there you have to bring your own glasses and tea/coffee set and the refreshments. This is not a beautiful spot. Who wishes to sit there and watch traffic?

30th September 2023

From: Bill Holland - Subject: My contact yesterday

Message Body:

There is no need to reply to my contact yesterday.

Just add the single use plastic containers to the evidence in the submission I have made.

The planter outside the carpet shop needs relocating?

It is not the standard distance from the road. Moving the planter nearer the carpet shop narrows the path even more. At present two people cannot pass through. I hope this is helpful.

1st October 2023

From: Bill Holland - Subject: Single use plastic drinks containers

Message Body:

Having looked at the legislation. It is not at all clear unless you understand the science of plastic production. I feel for businesses and the trading standards officers who have to enforce it!!

6th October 2023

From: William Holland -Subject: A boards

Message Body:

Please add to my recent submission. 'A board's are being used to Block access to the Market Place close to the road.'

11th October 2023

From: William Holland -Subject: Town Website

Please add to my submission concern about your website film and graphics!

It shows a pub which the bar is closed. A church you cannot pray at. Flowers in an alley which no longer exist. People recklessly in the road. A corn exchange you cannot go in. And parking spaces you cannot use.

At best it is totally misleading. Staff at Harleston Information Plus are being inundated with queries about people being attracted to attractions that no longer exist. If it was a holiday let it would be featured on rip of Britain?

I care about the Town but most of the blurb on the website is incorrect and depicts the historic town before covid!



12th October 2023

From: William Holland
Subject: Marketplace

Message Body:

Well done, I am pleased common sense prevailed yesterday. I decided to take my disabled wife to the HIP 20th anniversary exhibition having an invite. I initially dreaded pushing her wheelchair the hundred yards of so each way from long term parking spaces.

When I got there Exchange Street was open, so using her disabled badge parked there. Not all disabled persons have card.

I recommend the exhibition.

Clerk replied 12th October 2023

Dear Mr Holland,

Please be aware that Norfolk County Council has issued a Traffic Regulation Order (TRO) for the Market Place and Exchange Street. They are responsible for enforcing the parking restrictions, while the police oversee the driving restrictions.

It's essential to highlight to you that driving on Exchange Street is prohibited on Wednesdays, from 5 am to 5 pm. However, there may be specific regulations or exceptions related to disabled parking when a Traffic Regulation Order (TRO) is in effect. I do not know the specifics of these regulations, and further clarification should be sought to understand the laws and provisions related to disabled parking in such situations.

Your comments will be brought to the attention of the Amenities Committee during their next meeting.

Many thanks

Clare