



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Chairman: Mr T. Graham

Minutes of the Annual Town Meeting of Redenhall with Harleston Town Council held by way of video conferencing. at 7.00pm on Wednesday 14th April 2021

Present: Councillors Trevor Graham (Chairman), Adrian Brownsea, Carolyn Malinowski, Michael Hardy, James Eddy, Clive Digby, Martin Wilby (County Councillor), Jeremy Savage (District Councillor), Town Clerk Lynda Ling, Incoming Clerk Clare Crane, Deputy Clerk Emma Chandler and Office Assistant Rosie Riches

Also present were: Tom Pullinger (Park Run), Norman Hart (Harleston Information Plus) and Gordon Lascelles (Historical Group)

1. Welcome

- Councillor Trevor Graham welcomed all those present to the meeting.

2. Apologies

- Councillors Matt Scade and Lizzy Pegg.

3. Minutes of the last Annual Town Meeting held on Wednesday 22nd May 2019

The minutes were accepted as a true record of the meeting and were signed by Councillor Graham. Agreement proposed by Councillor Carolyn Malinowski and seconded by Councillor Trevor Graham.

4. To receive a report from the Chairman

Councillor Graham presented his report (Appendix 1) which highlighted the following: -

- The last year has been a real baptism of fire, having only taken over as Chairman in October following the resignation of Frances Bickley. I would like to express my appreciation for the work of Frances, even more so now as I appreciate more fully the demands on the Chairman of the Council.
- I would like to thank previous members of the Council who left us during the year: Councillors Tom Whatling, Zoe Moyse and Matthew Goodswen. I would also like to welcome our new members: Councillors Lizzy Pegg and Clive Digby.
- Website: during the last year a new website has been developed which has afforded greater visibility as to who we are and what we do, with the ability for people to subscribe and receive automatic emails and messages.
- Neighbourhood Plan: The very large project of developing a Neighbourhood Plan was undertaken in the last year, attracting volunteers from across the community both residents and business owners.
- Covid 19 has impacted the lives of people across the world, social distancing has been

introduced along with a “Shop with Confidence” scheme. Many businesses have been hit by the pandemic including our own gym which is unable to operate as previously. Risk assessments and covid safety measures have been introduced in the gym. Centre Manager Natasha Ives-Styman and Duty Manager Christy Rose are to be thanked for all their hard work, the gym is now offering outdoor classes and adapting to the changing times.

- Our Town Clerk Lynda Ling retires from her post on 25th April 2021, having supported the council for the last 12 years. Thank you on behalf of the Chairman, Councillors and staff for the support and commitment Lynda has given to this town. We take this opportunity to welcome the next Town Clerk Clare Crane and Emma Chandler the newly appointed Deputy Town Clerk, this is a newly created part time role.
- Thank you to all of the staff, people, organisations and businesses who have supported the Council over the last year and all the unpaid Councillors who give up their time to help the community.

5. To receive a report from the Chairman of the Finance Committee

Councilor Malinowski (Chairman Finance) presented her report (Appendix 2) which highlighted the following:

- Due to the resignation of the previous chairman, I stepped into the role of Chairman of the Finance Committee last March 2020. Just 2 weeks prior to lockdown and end of year.
- Meetings held during the last year online, not in person have been challenging.
- Thanks to Tracey Betts Finance Administrator for overcoming difficulties and preparing the end of year accounts.
- I would like to pay tribute to our clerk Lynda Ling who has been a tower of strength.
- We have thankfully been able to access grants during lockdown whilst businesses were forced to close.
- The streetlighting has been replaced by more cost-effective LED lights, the cost of this was met using reserves and an interest free loan.
- We have been proud to support the newly formed Harleston Kindness Help Hub by way of a grant.
- We were also pleased to be able to freeze the precept for 2021/22

6. County Council report

County Councilor Martin Wilby read out his report – (Appendix 3) which highlighted the following

- Over the last year we have all been affected by the COVID pandemic. We have all had to go about our lives differently whether doing our shopping, leisure, helping others or working, but at least there is a roadmap for us all to get back to some sort of normal and Harleston is playing a major part in that by having the vaccination centre opened in Paddock Road.
- Over the Christmas period here in South Norfolk we suffered some of the worst flooding since 1968 The ground was already saturated and on the 23rd of December, we experienced very heavy rainfall which caused devastating flooding to residents' properties and their belongings.
- My local members budget over the last 12 months has been used in supporting the new improved entrance into the Co-op car park from Paddock Road.

- At the fire station in Harleston the Men's Shed group are to build their shed at the back of the fire station.

7. District Council report

District Councillor Jeremy Savage read out his report – (Appendix 4) which highlighted the following:

- South Norfolk Council has done a lot in the past year to support local residents by means of the Covid19 Hardship Fund, Track and Trace support. 73 residents have been provided with temporary accommodation and 781 helped onto the housing register.
- In the community 8 tonnes of food has been distributed, many people have been supported in the Waveney Valley by the Food Bank. Harlestons Help Hub has done an enormous amount of work looking after those residents that need help.
- A Drop-in Vaccination Centre has now been opened in Harleston.
- Looking to the future many people have expressed their gratitude for the way the Market Place is at the moment with an opportunity for people to relax and meet friends.
- A special vote of thanks to the clerk Lynda Ling and all Harleston Town Councillors for their hard work during the pandemic.

8. To receive reports from organisations receiving grant funding over the twelve months

- Park Run – Tom Pullinger – (Appendix 5) What is parkrun? Parkrun's are free, weekly, community events all around the world. Saturday morning events are 5km runs and take place in parks and open spaces.
- Parkrun is a positive, welcoming, and inclusive experience, it is open to anyone from babies in pushchairs being pushed around.
- Our location, at Harleston Magpies Hockey Club has been agreed, arranged, and set up and we are just waiting really, for parkrun to restart after lockdown, which is planned for June 2021. we hope to start Harleston Parkrun later in 2021 or early 2022.
- Historical Society and Museum – (see appendix 6) - Gordon Lascelles spoke briefly on this in the absence of Margaret Griffiths.
- Last year's Mayflower event and display in the museum went very well at a time when many places were closed.
- Looking at developing the museum onto a virtual platform. How frequent the museum opens are subject to volunteers and restrictions.
- Fire Engine – 1775 predates the discovery of USA. Hoping that the Heritage Museum at Brockdish will be able to offer it a home. Thanks to the Town Council for all their support of the Museum and Fire Engine over the past years.
- Harleston Information Plus – (see appendix 7) – Norman Hart read out the report highlighting points as follows.
- Julie left us in July 2019, following a re-organisation we have seen a gradual growth. Present members of staff include 3 x part time; Sally Davies (Information Centre and all admin) Lucy Marjoram (Jobs Club and future developments) Pam Spicer (contracted from Norfolk Better Together - 20hr weekly contract)
- Trustees include Margaret Griffiths (Chairman) Norman Hart (Vice Chair) Carolyn Malinowski (Treasurer) Kim Bryant (HR Trustee) Robin Twigge (Metfield Property) and Peter Mortimer (Chairman Metfield PC)

- Zoom groups include Arty Crafty
- No grant has been requested for this current year due to support from other sources, would like to have the opportunity to request a grant again in 2022/23

The Chairman closed the meeting at 7.57pm and thanked everyone for attending.

Signed: T Graham

Date: 18th May 2022

HARLESTON AND REDENHALL TOWN COUNCIL

14 APRIL 2021

CHAIRMAN'S REPORT

This has certainly been a year to remember, and a real baptism of fire for me personally. I stepped in as Acting Chairman when our previous chairman, Frances Bickley was unable to attend our meetings from June last year, and I only became the Chairman in October. I would like to firstly express my appreciation for the work of Frances, even more so now as I appreciate more fully the demands on the Chairman of the Council.

While on the topic of thank you, I would like to thank previous members of the Council who left us during the year: Councillors Tom Whatling, Zoe Moyse and Matthew Goodswen. I would also like to welcome our new members: Councillors Lizzy Pegg and Clive Digby. We still have vacancies for other Councillors and I hope that we will sometime have a full complement. There are more thank you and welcome messages but I will leave those to the end of my report.

As for a review of the year, so much has happened in such a short period of time. Even though it has been a period of lockdown and isolation with financial and emotional impacts, the Council have been working for the community.

During the last year we developed a new website which has afforded greater visibility as to who we are, and what we do. This has been very warmly welcomed. There is now the ability for people to subscribe and receive automatic emails of our messages. Interest continues to grow each month as we gather more subscribers, there have been more even this week.

We also began a very large project to develop a Neighbourhood Plan. This is a significant initiative for the town as it should provide us a greater voice in future developments within our borders and help secure additional and valuable funds to put towards essential infrastructure projects. The project has attracted volunteers from across the community both residents and business owners. They have all been working hard to develop our own very own Harleston plan. Our website even contains a section dedicated to the Neighbourhood Plan.

Any summary of the last twelve months would not be complete without reference to Covid. This has impacted the lives and livelihoods of people across the world. In Harleston, along with other towns in South Norfolk, we introduced social distancing measures along with the 'Shop with Confidence' scheme. These measures were designed to encourage people to return to the high streets. They were and remain controversial, drawing both support and objection. Even this week, a local business donated street furniture to the town to help provide outside seating, as not all shops are able to provide sufficient seating outside their own premises. This has reignited the passion on both sides of the debate, I am sure this will continue for some time. We are committed to working with the county, district and local community to provide a solution that best meets the longer-term needs of the town.

The pandemic hit many businesses, including our own gym. Social distancing rules were imposed and the gym could not operate as before. Our staff worked tirelessly to move equipment, carry out risk assessments and introduce covid safety measures. They allowed members to borrow equipment which helped retain members and generally kept our leisure facilities operating. It would be a long list to mention everyone by name so I will thank our Centre Manager - Natasha Ives-Styman and Duty Manager - Christie Rose and ask them to pass on the gratitude of this council to the team. I noticed that the gym is now offering outdoor classes, so is adapting to the changing times.

At the beginning of my report I mentioned more messages of appreciation. Lynda Ling our town clerk will be leaving us on 25 April. Lynda has supported the Council for twelve years, which is a long sentence for anyone. In normal circumstances we would have held a farewell party but these are not normal circumstances. I hope that we will be able to offer the public congratulations in the near future. But I would like to take this opportunity thank Lynda myself and also on behalf of the Councillors and staff for the support and commitment Lynda has given this town for so long. This is a truly well-deserved rest.

You may be wondering how this will work when our Clerk leaves us. I would like to take the opportunity to also welcome our next Town Clerk, Clare Crane. Clare joins us bringing experience from other nearby parish councils. I envisage a long and successful relationship between Clare, the Councillors and the community as she continues the good work of Lynda.

I would also like to announce the appointment of Emma Chandler as our new Deputy Town Clerk. This is a newly created part-time role designed to reduce the burden on existing staff, some of whom have reduced their contracted hours in recent times, while also providing additional ability to improve our services to the community and operations of our leisure centre business.

I hope that we will all have the chance to welcome and meet both Clare and Emma in the coming weeks.

I would like to end by thanking all of the staff, people, organisations and business who have supported this Council over the last year, and all the unpaid Councillors who give up their time to help the community.

Trevor Graham
Chairman
Redenhall with Harleston Town Council

HARLESTON AND REDENHALL TOWN COUNCIL
14 APRIL 2021
FINANCE REPORT

I became the Chairman of the Finance Committee on 10th March 2020, just two weeks before the first lockdown, and also just before the end of our financial year.

The lockdown posed a huge challenge to Tracey Betts, our Finance Officer, who had to prepare the annual accounts for the year 2019/20 working from home, surrounded by mounds of paperwork she had moved from the council office, and doing this without the support from an advisor she would normally have received. I would like to record my thanks to Tracey for overcoming all these difficulties and producing a set of accounts by the required timetable.

The Internal Auditor confirmed that appropriate financial controls exist at the Council and have been operating effectively throughout the year.

I would also like to take this opportunity to pay tribute to Lynda Ling, who will be retiring soon – she has been a pillar of strength throughout the unprecedented demands of this past year, and I wish her a happy and well-deserved retirement.

We started the financial year 2020/21 in a good financial position, and this has stood us in good stead during the difficult times we have experienced during the year.

Our Leisure Centre has had to remain closed for much of the year, we have had to freeze membership subscriptions, many members have left and our gym staff have been furloughed. Luckily, this has been ameliorated by financial support from the Government by way of Job Retention Support grants and Business Support grants and from a discretionary grant from South Norfolk Council. These have been distributed by South Norfolk Council who deserve a lot of praise for their efficient and prompt disbursements. Also helping our finances hold up during the year has been the cost savings resulting from the enforced closure of the Leisure Centre.

Now some very positive news. During the course of the year, we have completed the conversion of all the streetlights to LED lighting. This gives substantial annual savings in electricity and maintenance costs as well as improving the reliability of the lights and of course is also much better for the environment. This has been accomplished by the use of some Reserves previously set aside for that purpose, together with an interest-free loan.

The Council decided to freeze the precept for the year 2021/22, as a gesture of solidarity with the many people who have suffered financially due to the pandemic.

During the year, we were glad to have been able to support the Kindness Help Hub with a grant and also made a donation to local charities in recognition of the efforts made by individuals who made and distributed face masks free of charge. We have also continued our support for Harleston Information Plus and the Harleston Historical Society and we have made a contribution to Parkrun for the first time. I look forward to hearing from these organisations about their activities

Carolyn Malinowski

Chair of Finance Committee

HARLESTON AND REDENHALL TOWN COUNCIL
14 APRIL 2021
COUNTY COUNCIL REPORT

Over the last year we have all been affected by the COVID pandemic. We have all had to go about our lives differently whether doing our shopping, leisure, helping others or working, but at least there is a roadmap for us all to get back to some sort of normal and Harleston is playing a major part in that by having the vaccination centre opened in Paddock Road.

Some of us would have lost loved ones due to this devastating pandemic and many of us will know of residents that have had it and still recovering so this last year will go down in history as one that has affected the whole world.

I would like to pay tribute to all the volunteer groups in our town and villages that have helped and are still helping local residents with such things as shopping, getting prescriptions, transport and especially keeping in touch.

I am looking forward to attending events being organised for the coming months in Harleston and surrounding villages where people can meet up again and enjoy themselves and get back to some kind of normal. It was good seeing the football being played on the Rec this weekend.

Over the Christmas period here in South Norfolk we suffered some of the worst flooding since 1968

The ground was already saturated and on the 23rd of December we experienced very heavy rainfall which caused much devastating flooding to residents' properties and their belongings. The Lead Local Flood Authority has hundreds of flooding reports to go through over the coming months and hopefully these reports will recommend improvements to local infrastructure to help prevent floods like this again. NCC has set up a task group headed up by Lord Dannatt aimed at making sure everyone knows who is responsible for what in regards of maintenance and repair of all drainage, ditches, highways, rivers systems. They have already set up a dedicated web page with contact details of all the authorities and organisations. NCC has also allocated extra funding to increase resource and carry out repairs, plus in the recent budget allocated an extra £1.5m for flooding issues.

My local members budget over the last 12 months has been used in supporting the new improved entrance into the Co-op car park from Paddock Road, the drainage improvements in Starston next to the Jubilee Hall, signage in Thelveton and I have allocated some of my next year's budget to move the 30 mph limit in Pulham St Mary past the bridge at the Harleston end of the village. Also planned for delivery this summer is the pedestrian crossing on Wilderness Lane in Harleston which will be built during the school summer holidays.

All of Norfolk's Libraries are now open again with safety measures in place for visitors.

At the fire station in Harleston the Men's Shed group are to build their shed at the back of the fire station.

We are also investing in our re-cycling centres and building two brand new ones this year, one south of Norwich at the Harford Park and Ride site and the other one to the north of Norwich next to the NDR. Also as part of our environmental strategy we looking to plant over 1,000,000 new trees in Norfolk over the next 5 years.

Wider projects in Norfolk are the building of the 3rd river crossing in Gt Yarmouth where the work has already started and will be completed in 2023. The Long Stratton Bypass has the planning application

being put in this May and construction is due to start in 2023 and be completed in 2024. The Norwich Western Link is major priority not only for Norfolk but for Transport East, we are looking to start construction in 2023 with completion in 2025. The A47 is to have over £300m spent on it over next 4 years with three major improvements schemes here in Norfolk.

In the Greater Norwich area we have been allocated funding of £32m from the DfT from their Transforming Cities fund, plus £9m of local funding to improve the transport links in and around the city, also £18m investment from First bus which will enable them to upgrade their bus fleet to Euro 6 standard which are the cleanest buses on emissions. All of this will improve public transport, cycling and walking while improving the air quality. One success story so far from this funding is the introduction of Beryl bikes, e-bikes and e-scooters which in their first 12 months they were used for 70,000 journeys which is estimated to have saved 43.92 tonnes of CO2.

Finally, I have enjoyed working with the Town Council and all of the staff over the last 12 months and look forward to working with you all and your new clerk Clare over the next 12 months.

A special mention for Lin on her retirement wishing her all the best.

Best Wishes

Martin

HARLESTON AND REDENHALL TOWN COUNCIL

14 APRIL 2021

DISTRICT COUNCILLOR'S REPORT

As is normal when making an Annual Report I consulted previous editions – it is interesting to note that many of the same problems are still important. The toilet block is still being vandalised in spite of actions taken, but due to Covid the Town has been largely shut down for the last year. Local businesses are grateful for the support given by South Norfolk Council, £84 million has been distributed to South Norfolk businesses.

South Norfolk Council has done a lot to support local residents, £73,000 has been paid out through the Covid 19 Hardship Fund and we have made payments of £263,000 for Track and Trace support. 73 residents have been provided with temporary accommodation and 781 people have been helped on to the housing register.

In the community 8 tonnes of food has been distributed to residents and 560 households in food poverty have been fed and 45 Community Support Groups formed with 4,000 volunteers, the supreme example of this is the Harleston Help Hub which has done an enormous amount of work to look after Harleston residents in need of help. Many people have been supported in the Waveney Valley by the hard work of the Waveney Food Bank which has ensured that nobody need go hungry.

One of the Help Hub operations which many residents are thankful for is the collection of prescriptions for residents not able to get out, this has been an invaluable service.

It took a considerable fight for the Health Authorities to realise that it was essential that there be a Vaccination Centre in Harleston, now this is open it has been very successful and people are full of praise as to how well it is operating. It is now open as a Drop In Vaccination Centre.

The extent of the help needed by South Norfolk residents is shown by the fact that over 20,000 calls have been taken asking for help and over 5,000 outgoing calls made to shielding residents.

We have been grateful for the zoom facility and South Norfolk Council have had 600 zoom meetings and 85% of our staff are working remotely. Many of our younger staff have volunteered and have continued to work at the Norfolk and Norwich Hospital carrying out varying tasks, they were invaluable in the times of greatest need.

Looking to the future many people have expressed their gratitude for the way the Market Place is at the moment with an opportunity for people to relax and meet friends, there are those who prefer cars to people, but the effort is being made to make Harleston a welcoming place to shop as we wish to encourage the Town's prosperity.

I wish to thank the Harleston Town Councillors for their hard work during the pandemic and all those people who have worked hard for the benefit of their community in the last year.

Jeremy P Savage

HARLESTON AND REDENHALL TOWN COUNCIL
14 APRIL 2021
PARKRUN REPORT

I've very kindly been invited as the Event Director for the up and coming Harleston parkrun.

What is **parkrun**? **parkruns** are free, weekly, community events all around the world. Saturday morning events are 5km runs, and take place in parks and open spaces,

There are approximately 1100 parkrun events in the UK, and a total of over 2000 in 22 countries around the world.

Of those 1100 in the UK, 1000 Parkruns are linked to GP Practices, where GPs will actually prescribe parkrun to people with mental health difficulties.

People with mental health difficulties are among the most socially excluded people in the UK, and social exclusion is associated with poorer physical and psychological health.

They are also more likely to have a poor diet, smoke, drink alcohol or be overweight.

A study took place which involved parkrunners who identified as having experienced mental health difficulties, concluded that volunteering, being outside and participating in a community activity can be beneficial. Participants reported that parkrun gives them a sense of identity – being part of the 'parkrun community' and reducing the stigma associated with mental health difficulties.

Each participant in the research reported that parkrun was beneficial to their mental health.

parkrun is a positive, welcoming and inclusive experience, it is open to anyone from babies in pushchairs being pushed round,

to under 11s running with parents, teenagers, adults and then anyone else, with no upper age limit, no time limit and no one finishes last.

Parkrun has existed for 14 years and around us, we have local events in Norwich, Ipswich, Gorleston, Felixstowe, Framlingham, Sizewell, Gt Yarmouth and Lowestoft.

Funding has been secured through grants from SNDC, Active Norfolk, Harleston Town Council and Mid Suffolk District Council and paid to parkrun which pays for our set up fees, kit and insurance etc.

Our location, at Harleston Magpies hockey Club has been agreed, arranged and set up and we are just waiting really, for parkrun to restart after lockdown, which is planned for June 2021.

Once parkrun starts up again, our core team of over 40 volunteers will receive some training from other local events teams, the Hockey club management also plan to visit some local events to see how an event works and then we hope to start Harleston Parkrun later in 2021 or early 2022.

The official start date is obviously not know yet, but once it is agreed, we will be inviting some of the Town Council, and other grant providers to come along to the inaugural event (and also hope

that some of them bring their running shoes)

Best regards

Tom Pullinger.