

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday February 13th 2018 at 7.00pm

at Wayland Hall, Middle Street, Watton, Norfolk IP25 6AG in the Council Chamber

Councillors Present: Stan Hebborn Chairman, Beryl Bunning, Peter Bishop, Daniel Fishlock, Jane Fountain, Keith Gilbert, Sue Hebborn, Margaret Holmes, Tina Kiddell, Alysha Houlder-Moat, Gavin Maby, Maureen Roy, Kathryn Stallard, Jake Tinsley, Pat Warwick.

Officers Present: Jane Scarrott Town Clerk      Also present: County Councillor Claire Bowes, District Councillor Michael Wassell, Town Crier Mike Waby and 11 members of the public

**1. NO APOLOGIES FOR ABSENCE RECEIVED**

**2. DECLARATIONS OF INTERESTS MADE**

Beryl Bunning declared interest in item 8.5

**3. CONFIRMATION OF MINUTES 23.01.18**

The minutes of the meeting held on January 23rd 2018 were agreed as a true record of the meeting (2 abstentions) and were signed by the Chairman.

**4. REPORTS**

**4.1 Chairman's Report**

A copy of the written report presented is filed.

**4.2 Vice-Councillors Report**

A copy of the written report presented is filed.

**4.3 Clerk's Report**

A copy of the written report presented is filed.

Verbal Update given:

- Update received from the Museum 4 Watton Group with request made for shared cost to replace the stair carpet at Wayland Hall.  
Councillors wished to record their thanks for the work the Museum 4 Watton has and is undertaking for the benefit of the town.
- Registration of Wayland Hall with Land Registry is still ongoing with clarification needed regarding boundaries.
- Councillors informed of West Norfolk VCSE Conference 2017/18 – e-mail information to be shared with Councillors.
- A date will be set for a 2018 Festive Market meeting.
- A proposal for a joint training session with Swaffham Town Council will be an agenda item for the February 27<sup>th</sup> Town Council meeting.

**4.4 Neighbourhood Plan Update**

**It was agreed information gathered for the Neighbourhood Plan will be shared with Breckland Council if appropriate to do so.**

**It was agreed by all to send the response to the County Flood Investigation Report as drafted by Watton Action Group – Drainage to Norfolk County Council.**

It was agreed a letter of thanks will be sent to Mr. Bob Dore for all the work he has undertaken as Chairman of the Watton Action Group – Drainage.

## **5. PUBLIC PARTICIPATION**

*Mr Norman Phillips read out a statement to the Council requesting the Council to rescind the decision made on October 2<sup>nd</sup> (item 7) not to provide a new cemetery in the town.*

*A copy of the statement will be given to Councillors and is filed.*

*A report from Watton Action Group – Drainage was read out to the meeting. Copy is filed.*

*Comment was made regarding signage along the Norwich Road. District Councillor Michael Wassell offered to report this as appropriate.*

## **6. CORRESPONDENCE RELATING TO WATTON CEMETERY**

A petition relating to the request made in public participation was presented to the Council.

The Council will consider the representation made and discuss what action should be taken. A request was made that the decision made for the Council to no longer provide burial ground once the current Cemetery is full be rescinded.

## **7. INVESTITURE OF TOWN CRIER**

Mike Wabe was present at the meeting to accept his position as Honorary Town Crier for Watton.

## **8. FINANCE**

*Item 8. was moved to end of the agenda*

8.1 Tree survey

**It was agreed, with 1 abstention, to engage the contractor who has supplied a quote to undertake tree risk assessment for trees which the Town Council is responsible for.**

8.2 Re-roofing of Wayland Hall

Once appropriate references have been obtained a final decision will be made to appoint the chosen contractor from those who have quoted to re-roof Wayland Hall. The Historic Buildings Officer at Breckland District Council will also be approached for advice regarding the appointment.

**8.3 It was agreed by all to upgrade the Office water cooler unit and to provide a second unit in the Council Chamber.**

**8.4 It was agreed by all that removal of sanitary waste from Public Toilets would be included in the current service contract the Council holds for Wayland Hall.**

**8.5 It was unanimously agreed that the Town Council will not finance culling of pigeons in the town.**

**It was agreed by all that four places would be booked for the Norfolk Association of Local Councils Conference on March 6<sup>th</sup> 2018.**

## **9. INTERNAL AUDIT REPORT**

The Internal Interim Audit Report was accepted as presented.

## **10. RECOMMENDATIONS FROM THE FINANCE COMMITTEE**

**All agreed to accept the recommendation from the Finance Committee to clarify the third bullet point of Financial Regulation 4.1:**

**Financial Regulation 4.1 to be amended with the Clerk being given authority to spend up to £500 on expenditure within the budget. The Clerk in conjunction with the Chairman of the Council or, if unavailable the Chairman of the Finance Committee, is delegated to authorise emergency expenditure not pre-planned and therefore not within the budget up to £500.**

## **11. PROJECT SUPPORT OFFICER POSITION**

It was agreed that the proposed shared position of a Projects, Events & Promotions Support Officer with Swaffham Town Council be considered in the first instance by the HR Committee which is scheduled to meet on February 20<sup>th</sup>.

Some discussion took place regarding matters which now appear to be dealt with by Committees rather than the Full Council. It was noted that as no Committees have delegated power to make any decisions on behalf of the Town Council and thus matters where action is needed must be dealt with at Full Town Council meetings. Any Councillors can attend Committee Meetings, other than HR meetings, and notes from the meetings are passed to all Councillors.

## **12. CIVIC PROCEDURES**

### **12.1 Mayor's Charity Ball**

The Mayor gave an update on his proposed Charity Ball.

It was suggested consideration should be given to whether the Town Council is to hold a Civic Reception this year and this matter will be an agenda item for the Council meeting on February 27<sup>th</sup>.

### **12.2 Civic Policy**

It was proposed and agreed with 9 in favour that a Civic Policy would be written at the next Full Town Council Meeting.

## **13. 2018 REMEMBRANCE PARADE**

It was agreed the 2018 Remembrance Parade will be considered at a later date when representatives from the Royal British Legion are available to discuss this.

## **14. USE OF COUNCIL CHAMBER**

Hiring of the Council Chamber to other organisations will be considered by the Finance Committee which will look at the viability of this proposal before the Council makes any decision.

## **15. HIGHWAY ENTRANCE GATES**

The proposal to erect entrance gates along the Thetford Road is progressing but the Council will need to obtain specifications for the gates from the Highway Department before arranging for them to be made. The Highway Engineer is visiting the Town Council Office on Monday February 19<sup>th</sup> so is it envisaged more will be known after that date. It is expected that Highways will erect the gates and the work will be financed by a contribution from the County Councillor's budget scheme for small Highways work.

## **16. PLANNING: To consider planning applications received for consultation**

Plans received will be considered at the next meeting.

Planning: To consider consultation response to planning applications received since the last Full Council meeting

16.1 3PL/2017/1586 – 40 High Street, Watton – Fascia new full length downward through lighting  
*Objection recommended*

16.2 3PL/2018/0055 – Land adjacent to Stone House Farm, Ovington – Three detached single-storey dwellings with garages

*No comment as development not in Watton*

16.3 Notification - 3PL/2018/0064 – Nelson Court – Annex extension Lawful Development Certificate

16.4 3PL/2018/0041/HOU – Watton Green – Rear shower room extension

*No objections raised*

16.5 3PL/2017/1358/D – Consultation amendments – Land off Town Green Road, Watton – Residential development of 98 dwellings

16.6 3PL/2017/1455/VAR – Carpenters Arms, Dereham Road, Watton – Access car parking spaces

*No objections raised*

16.7 3PL/2018/0087/F – Thetford Road, Watton Install two rapid electric vehicle charging stations within the grounds of Wayland Garage

*No objections raised*

16.8 3PL/2018/0076/D Reserved matters – Adj. to 65 Jubilee Road, Watton Erection of detached house

*Recommend objection*

6.9 3PL/2018/0067/F – Land adjoining Redhill Park – Further extension to the existing residential caravan park

*Recommend objection*

## **17. A resolution was passed to exclude the press and public to update on matters relating to charities:**

### **17.1**

Councillors had been copied information from the solicitor engaged by the Council to provide a definitive answer to the Council's responsibilities relating to charities within the parish. **It was agreed the solicitor would be further instructed to pass the information to the charities.**

Councillors had been copied information from the solicitor engaged by the Council to register ownership of Wayland Hall with Land Registry and it was **agreed legal support should be continued to complete registration** which may not be as straightforward as hoped due to clarification needed of boundaries.