

## Minutes of the meeting of WATTON TOWN COUNCIL held on

Monday October 2nd 2017 at 1.00 pm

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

Councillors Present: Stan Hebborn Chairman, Tina Kiddell – Vice-Chairman, Peter Bishop, Daniel Fishlock, Jane Fountain, Sue Hebborn, Margaret Holmes (left meeting at 1.45pm), Kathryn Stallard, Pat Warwick.

Officers Present: Jane Scarrott Town Clerk and Michelle Craigie Admin. Assistant (left at 3.30pm). No members of the public present.

### 1. APOLOGIES

Apologies received from Jake Tinsley, Maureen Roy and Beryl Bunning.

### 2. NO DECLARATIONS OF INTERESTS MADE

### 3. CONFIRMATION OF MINUTES 26.10.17

The minutes of the meeting held on September 12th 2017 were unanimously agreed as a true record of the meeting and were signed by the Chairman.

### 4. MAINTENANCE OF WAYLAND HALL

#### 4.1 Wayland Hall roof

It was agreed by all that three quotes would be obtained for replacement of the roof at Wayland Hall with a view that work will be undertaken in August 2018.

#### 4.2 Electrical Fuse board and wiring

The fuse board at Wayland Hall is due to be safety checked and a quote will be produced if work is needed.

**It was agreed** a second quote will be obtained.

#### 4.3 Efficient/greener energy use for Wayland Hall

**It was agreed** by all to seek advice regarding energy use from past Councillor Gavin Bulmer.

### 5. GROUNDS MAINTENANCE

Adequate allocation for grounds work, including tree maintenance, needs to be within the budget and consideration should be given to keeping a three year budget and ensuring money is reserved for possible tree works.

#### 5.1 Bridle Road

**It was agreed** by all that a formal inspection of the metal goal posts at the Bridle Road Play Area should be undertaken and if necessary quotes will be obtained for replacement of the goal posts.

**It was also agreed** that three quotes will be obtained to clear undergrowth from the wooded area at the rear of Bridle Road.

#### 5.2 Memorial Garden

**It was agreed** trimming of the bushes and general clearing and cleaning of the area will be the responsibility of the Town Handyman.

#### 5.3 Jubilee Garden fence

**It was agreed** to obtain quotes to remove the wooden fence around the Jubilee Garden and replace with bollards to deter vehicle access to the area.

#### 5.4 Lovell Gardens Play Area

**It was agreed** to seek quotes to replace the fence at Lovell Gardens Play Area with the option of installing kissing gates to also be included.

#### 5.5 Church Road allotments

**It was agreed** the allotment holder who has left his allotment in an extremely poor condition will be approached to remove all rubbish from the site and if this is not undertaken the costs incurred for the Council to undertake the work will be recovered from the holder. Quotes will be obtained to clear the allotment.

### 6. IT EQUIPMENT

6.1 It was agreed to purchase a laptop for use by the Town Operative and a mobile phone operating with Windows 10.

It was agreed, with 2 abstentions, to keep an allowance in the budget for further provision of IT equipment at Wayland Hall and that a Working Group of Councillors will look at this and investigate the possibility of microphones for the Council Chamber. Membership of the group will be fluid with the following initially volunteering: Daniel Fishlock, Pat Warwick, Kathryn Stallard and Peter Bishop.

6.2 It was agreed the IT Working Group would also investigate the merits of an upgraded phone service for the Town Council Office.

### 7. WATTON CEMETERY

#### 7.1 Provision of burial space for the future

Much discussion took place regarding what the Council can do once no more burial space is available at Watton Cemetery. Currently the Council does not have sufficient funds to purchase land for a Cemetery.

A proposal to further investigate and identify possible land for a new cemetery before making any other decision was rejected by 3 in favour and 5 against.

**A second proposal not to reserve money for future Cemetery land and to seek not to be a Burial Authority once there is no longer any space at the current Cemetery was agreed with 3 votes against and 5 for.**

#### 7.2 Purchase of software to update Cemetery records

It was suggested this matter be passed to the IT Working Group for further investigation.

#### 7.3 Cemetery Fees

**It was agreed** an historic purchase of an Exclusive Right for ashes plot G21 should be honoured even though no proof of purchase can be evidenced.

### 8. FINANCE

#### 8.1 Change of Bank

Alternative banking arrangements are to be considered to ease the use of electronic banking.

Banking charges need to be confirmed but **it was agreed**, with 2 abstentions, **that the Clerk will investigate establishing an account with Unity Bank.**

#### 8.2 Three year budget

Daniel Fishlock was thanked for producing a draft three year budget for consideration. Further work will take place on the suggested budget figures with further discussion needed before the budget is set.

### **8.3 Expenditure to be authorised by the Clerk**

It was suggested clarification is needed regarding designation of authority for certain payments to be made by the Clerk. Financial Regulations may need to be amended accordingly. This matter will be raised again once a decision has been made regarding future banking arrangements.

**It was agreed that the redundant Town Van will be entered into auction to obtain the best return.**

## **9. FUTURE OF THE WEDNESDAY MARKET**

Market traders have been verbally asked whether they would want the location of the Wednesday Market to be moved, possibly to the Thetford Road car park. All responses were negative. However, further options may be investigated through the Watton Neighbourhood Plan.

## **10. PURCHASE OF ROAD CONES**

**It was agreed to purchase 100 No Waiting Cones 500mm round @ £4.00 each plus VAT.**

Delivery £35.00 plus VAT.

## **11. ELECTRONIC SIGNAGE**

Further investigation is needed regarding the possibility of electronic signage for the entry roads into the town. An estimated cost for the signs is around £4000 each and availability of an electricity supply for the signs would need to be established.

It was suggested the Town Council could look to work with other bodies on a project to provide signage and seek any grant funding available.

## **12. MAYORAL NOMINAL ROLE BOARD AND PHOTOS**

**It was agreed, with 2 abstentions, to proceed to purchase as quoted framed A4 photographs of past mayors of Watton to hang in the Council Chamber. Names will also be entered on a scroll to also be displayed.**

## **13. FRANKING MACHINE**

**It was agreed not to purchase a franking machine for the Town Council Office as not enough post is sent for this option to be of any saving.**

## **14. CLOCK TOWER LADDER AND FLAG POLE**

**It was agreed the company who undertook recent work at the clock tower will be approached with a view to installing a safety compliant ladder in the clock tower for access to the first floor.**

**It was also agreed to undertake a survey to gauge whether a flag pole could be erected at the front of Wayland Hall.**

## **15. EVENTS 2018**

### **15.1 Twinning Reception**

It was agreed that allocation should be made in the 2018 civic budget to provide a reception in May 2018 for visitors from Watton's twinning town of Weeze.