

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday 10th January 2017 at 7.00 pm

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

Councillors Present: Beryl Bunning –Chairman, Patrick Alzetto, Peter Bishop, Janet Carr, Daniel Fishlock, Jane Fountain, Stan Hebborn, Tina Kiddell, Keith Gilbert, Patricia Warwick.

Officers Present: Jane Scarrott Town Clerk

Norfolk County Councillor Claire Bowes present for part of meeting.

1. APOLOGIES

Apologies received from Gavin Bulmer, Sue Hebborn, Margaret Holmes, Jennie Fishlock and Maureen Roy.

2. NO DECLARATIONS OF INTERESTS MADE

3. CONFIRMATION OF MINUTES 22.11.16

The minutes of the meeting held on November 22nd 2016 were unanimously agreed as a true record of the meeting and were signed by the Chairman.

4. REPORTS

4.1 Chairman's Report

The Chairman has attended the following:

- November 24th – With help from fellow councillors decorated Wayland Hall ready for use by Santa
- November 26th – NCC Chairman's Reception
- November 27th – Watton Festive Market
- November 28th – Focus Group Meeting and Wayland Partnership Meeting at Broom Hall
- December 1st – Wayland Academy Awards Evening
- December 2nd – RAF Lakenheath Yuletide Celebrations
- December 3rd am– Opened Watton Churches Together Christmas Weekend
- December 3rd evening – Thursday Club Christmas Party
- December 4th – Churches Together nativity
- December 5th – meeting at Watton Sports Centre
- December 6th – Breckland Funerals Christmas Tree of Remembrance evening
- December 7th – Watton Inner Wheel Christmas Lunch
- December 8th – Breckland Town and Parish Council Forum
- December 10th – Churches Together carol singing and Senior Citizens Christmas Party
- December 11th – Queens Hall carol service
- December 12th – Diabetic Group 10th Birthday Lunch
- December 12th – Town Council Christmas meal

4.2 Vice-Chairman's Report

The Vice-Chairman attended the Small Business Saturday where he judged the shop Christmas window dressing displays. Winner: PACT. Much effort had been made by shopkeepers who participated.

4.3 Clerk's Report

Clerk's Report and Cemetery Report submitted to Councillors prior to meeting is filed. Verbal update given:

- Work on the clock tower has begun. Insurance for the works is needed – ***It was agreed by all to accept the £110 premium.***
- Norfolk County Council Flood Manager Graham Brown has finally been back in touch to report that a final draft of the promised flood investigation report for the area is likely to be published in late February. A follow up visit to confirm information supplied by residents is scheduled to take place in January.
- Market Town Initiative funding has been agreed as presented to Breckland Council in the action plans submitted by the five market towns. This will mean a small pot of funding (approx. £2440) will be made available to Watton Town Council in due course to enable implementation of the actions in the plan.
- A Business Plan has been received from Watton Sports Centre. This will be copied, provided to Councillors and an agenda item for the next TC meeting.
- Work has begun to replenish the bark safety surface at Watton Sports Centre Play Area.
- The Charity which manages the area around Chaston Place has commissioned work on the paving slabs which is now being undertaken.

5. **PUBLIC PARTICIPATION**

No members of the public were present but update given by County Councillor Claire Bowes relating to anticipated NCC Flood Management Plan.

6. **Events for 2017**

It was agreed by all to hold a second firework evening on Saturday October 28th 2107.

It was agreed by all to hold the Annual Festive Market on Sunday December 3rd 2017.

It was agreed by all that Working Groups should be established to plan the Firework Evening and the Festive Market.

Working Group meetings will be held before each end of the month Town Council meeting and will start at 6pm. Members of the Council were invited to volunteer to be on both or either group.

A Festive Market Working Group Meeting will be held on Jan. 24th with a Firework Event Meeting on Feb. 28th.

It was agreed by all that Stan Hebborn would make initial contacts to book both the same event venue for the 2017 Firework Evening and the same display contractors as used in 2016.

A suggestion was made that the Town Council could consider holding a food festival event possibly in July 2017. Keith Gilbert offered to draft a report regarding this proposal for consideration at the Town Council meeting on January 24th.

It was noted that Watton Town Carnival will be held on September 10th 2017.

7. Terms of Reference for the Human Resources (HR) Committee were accepted as presented.

Confirmation of members of the HR Committee: Peter Bishop, Margaret Holmes and Maureen Roy with reserve either Stan Hebborn or Beryl Bunning depending on their availability.

8. Financial Regulations

Financial Regulations have been reviewed and all were in agreement that no changes are necessary at present.

Item 2.2 has been implemented and Peter Bishop has produced a report following his monitoring visit to the office on December 15th 2016.

Internal Auditor Stephen Christopher will be conducting mid-year audit checks on January 12th 2017.

9. Provision of outdoor play equipment/gym equipment to be funded through DC11 payment

It was agreed by all to accept the quotes received to install additional equipment at the Lovell Gardens and Bridle Road Play Areas as previously presented.

It was also agreed by all to accept the quote from the same contractor to replace the grass safety matting under the basket swing at Lovell Gardens at the same time as the new piece of equipment is installed.

10. Annual Play Inspection Reports for Bridle Road and Lovell Gardens

It was agreed by all to proceed with the maintenance repair work as suggested in the Play Equipment Annual Inspection Reports for Lovell Gardens and Bridle Road Play Areas.

Councillors had been presented with a report outlining the present issues at the play areas and consideration should be given to replacement of some of the equipment in the near future. Grounds maintenance work is on-going and it was **agreed by all that the current grounds maintenance contractor should be engaged to trim the overgrown hedge at Lovell Gardens Play Area.**

11. Survey of cemetery provision

It was agreed by all to accept the price quoted of £320 plus VAT for an initial survey of the cemetery to be undertaken.

12. Payment of 2016 Christmas lighting and lighting provision for 2017

It was agreed by all to make payment for the provision of the 2016 Christmas lights as invoiced.

It was also agreed by all to accept the 2016 contractor as the preferred service provider for the Watton Christmas lights for the next three year period.

13. Planning Applications for comment:

13.1 3PL/2016/15398/F – residential development for 23 dwellings with associated access roads, parking, garaging and amenity space at the Old Carpenters Arms, Swaffham Road, Watton.

It was felt this application was a variation rather than a new full application as permission has already been granted for the 23 dwellings. The area is now a building site and does not match the description given in the revised application of the site being currently vacant and predominantly a meadow. Councillors were all in favour of recommending refusal of this application and would like assurance that the town will be compensated if the application is accepted and a loss of affordable housing results.

DRAFT