

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday 13<sup>th</sup> September 2016 at 7.30 pm

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

Councillors Present: Beryl Bunning – Chairman, Stan Hebborn – Vice-Chairman, Peter Bishop, Janet Carr, Jane Fountain, Keith Gilbert, Sue Hebborn, Margaret Holmes, Tina Kiddell, Maureen Roy, Patricia Warwick.

County Councillor Claire Bowes

Officers Present: Jane Scarrott Town Clerk

Rev. Gerry Foster and 2 Members of the public (representing Loch Neaton Committee)

Eastern Daily Press reporter also in attendance.

**1. APOLOGIES**

Apologies received from Daniel Fishlock and Jennie Fishlock.

**2. DECLARATIONS OF INTERESTS MADE**

No Declarations of Interest made.

**3. CO-OPTION OF COUNCILLORS TO FILL TWO VACANCIES**

Patrick Alzetto was nominated and seconded to fill the first of two casual vacancies on the Town Council. With two abstentions, all voting were in favour of the co-option of Patrick Alzetto.

Gavin Bulmer was nominated and seconded to fill the second of two casual vacancies on the Town Council. With two abstentions, all voting were in favour of the co-option of Gavin Bulmer.

**4. CONFIRMATION OF MINUTES 26.07.16 and 16.08.16**

**The minutes of the meetings held on July 26th 2016 and August 16th 2016 were unanimously agreed as a true record of the meeting and were signed by the Chairman**

**5. REPORTS**

**5.1 Chairman's Report**

The Mayor has attended the following:

July 29<sup>th</sup> – Attleborough Civic Reception and Community Awards Evening.

August 11<sup>th</sup> – Retirement of local solicitor.

August 14<sup>th</sup> – Watton Civic Service. The Mayor thanked all those who attended.

August 15<sup>th</sup> – Radio Norfolk interview regarding the continual housing development in the town.

Celebration at St Mary's Church for the successful repair of the Church organ.

Informative tour of Watton and meeting with involved parties regarding flooding issues within the town.

August 17<sup>th</sup> Town Council meeting.

- August 22<sup>nd</sup> Meeting with Police Inspector Papworth. Also attended by Cllr's Fountain and Warwick.
- August 24<sup>th</sup> Met with Rev. Gerry Foster regarding closer working with partners within the town.
- Sept. 1<sup>st</sup> Watton Rotary Club meeting.
- Sept. 8<sup>th</sup> Emergency Plan meeting.
- Sept. 9<sup>th</sup> Opening of exhibition at the Dragon Fly Gallery celebrating their 10<sup>th</sup> anniversary.
- Sept. 11<sup>th</sup> Watton Carnival – tombola stall held with proceeds to the Mayor's charities. The Mayor thanked all those who helped. £158.95 raised.

*It was noted that the meeting held on August 15<sup>th</sup> relating to flooding issues within the town was constructive and it highlighted the fact that Anglia Water is not a statutory consultee for planning consultations. The company would like to be consultees but it appears this request has been denied by Government. County Councillor Claire Bowes is speaking with George Freeman MP about this.*

## 5.2 Vice-Chairman's Report

The Vice-Chairman attended the meeting on August 15<sup>th</sup> and was horrified by the lack of involvement Anglia Water has in planning matters. He also attended a meeting with the Mayor, Clerk and Grounds Maintenance Contractor when works that may be needed on land managed by the Town Council were looked at. A report with quotations for work has been compiled for future consideration.

The Vice-Chairman gave a verbal update regarding the planned firework display to be held on Saturday October 29<sup>th</sup>:

- An eight minute display for children will be followed by a fifteen minute main display.
- The use of the Watton showground has been confirmed. Assistance has been offered by the owner of the field/show organisers.
- Councillors were asked to let the Vice-chairman know if they are able to assist at the event.
- Toilet facilities have been sourced.
- St. John's Ambulance will provide First Aid cover.
- Fairground is booked.
- Event Management Plan is being compiled to be presented to Breckland Safety Advisory Group. A draft of the plan will be available for consideration at the Town Council meeting on September 27<sup>th</sup>.
- Local trade stands will be invited.
- Traffic management and lighting still need more consideration.
- It has been suggested the scouts should be asked to provide a hot dog stall.

## 5.3 Clerk's Report

A copy of the written report presented is filed.

Verbal update given:

- **Notification of completion of 2016 Audit** - External Auditor's comments copied to Councillors and Annual Return displayed in notice board and on the Town Council website: [www.wattontowncouncil.gov.uk](http://www.wattontowncouncil.gov.uk).
- Scribe cashbook now reconciled to bank statement.
- Current bank account reconciliation showed £163280.47 on 11.08.16.
- Petty cash no longer held but £10 float kept for market transactions. Staff to reclaim expenses as necessary.
- £3779.58 which was held in an NS & I account has now been transferred to the current account (after 11.08.16).
- Business Tracker Account stands at £25,415.38
- Premium Account stands at £151,893.87
- Imprest Account stands at £69.47
- Once bank mandate changes have been confirmed it is suggested the three accounts above be merged leaving the current account and one other interest accumulating account

## **Planning**

Notification received of appeal regarding planning application for residential development of 177 dwellings at land south of Mallard Road – APP/F2605/W/16/3154813 - comments by 19.10.16

## **CPRE**

Suggested pledge from The Campaign for the Protection of Rural England (CPRE) to be an agenda item for 27.09.16. Pledge copied to Councillors

## **Market Fair Scheme**

The Council can be part of Norfolk Trading Standards Market Fair Scheme to help prevent the sale of stolen goods, unsafe goods, counterfeit goods, offensive weapons and age restricted goods. Application will be made to join the scheme.

## **Boundary Commission**

The Boundary Commission for England published its proposals for new parliamentary constituency boundaries on 13.09.16. Documents are available for inspection at the Town Council Office and can be viewed at [www.bce2018.org.uk](http://www.bce2018.org.uk)

*County Councillor Claire Bowes presented a written report which is filed and gave a verbal update regarding the points in her report.*

## **6. COMMUNITY COMMITTEE**

Rev. Gerry Foster was present at the meeting to outline suggestions for a "Community Committee". She thanked the community for supporting the refurbishment of the Church organ which indicated what the community can achieve when all are working together. Rev. Foster would like to see partnership working enhancing all that already happens in the local community. If all groups can be drawn together and aware of what each are trying to achieve even more could be possible.

**All Councillors were in favour of the suggestions made for a Community Committee and Rev. Foster will make initial approaches to other local organisations.**

## **7. PUBLIC PARTICIPATION**

Those present were in attendance to contribute to item. 17 and therefore item 17. was moved up the agenda and discussed at this point.

## **8. ADOPTION OF BRECKLAND EMERGENCY PLAN TEMPLATE**

**All agreed to adopt the model template provided by Breckland Council for an Emergency Plan for Watton.**

Tina Kiddell and Pat Warwick volunteered to act as Emergency Plan Co-ordinator and Deputy Co-ordinator.

## **9. FIREWORK DISPLAY**

The Council had previously agreed in principal that Titanium Fireworks should be contracted to provide the firework display. Following the Council Financial Regulations three quotes had been sourced and a recommendation made and accepted by the Council that Titanium Fireworks will supply an eight minute display suitable for younger children earlier in the programme for the evening and a fifteen minute display as a finale to the event at a cost of £3500 plus VAT.

Other estimated expenses will include:

Hire of the venue £500

Hire of toilets £500

St John's Ambulance fee to attend £400

Advertising £120

Consideration will be given to timings of the event and the possibility of staging a fancy dress competition.

## **10. MAINTENANCE OF PUBLIC TOILETS**

**It was agreed by all to accept the quote of £75.00 to paint the wooden doors at the public toilets.** No further quotes had been obtained but this was price was felt to be good value for money and very unlikely to be bettered.

## **11. TREE REPORT**

The tree report undertaken has identified some maintenance work needed on trees managed by the Town Council. Only one high priority has been noted however and it was **agreed by all the necessary work should be undertaken** with remaining work to be considered when the budget is reviewed. A schedule of works is suggested depending on what can be afforded.

A branch which has recently fallen within St. Mary's Churchyard will be removed at a cost of £125 plus VAT.

## **12. THETFORD ROAD ALLOTMENT LAND AGREEMENT**

**It was agreed by all to accept the revised quote of £1200 plus VAT** for additional legal work necessary for the lease of the Thetford Allotment Site to be extended to 2028.

### **13. ATTENDANCE AT TOURISM CONFERENCE**

**It was agreed by all that Beryl Bunning should attend the Tourism Conference to be held at Broom hall on October 21<sup>st</sup> 2016.**

**It was also agreed that the Clerk and Cll. Warwick would attend the Norfolk Association of Local Council's Autumn Conference.**

The possibility of whole Council training on the subject of budget setting will be researched.

### **14. MAINTENANCE OF PLAY AREAS**

Future maintenance work of all three play areas wants consideration with some work to the safety surfaces at the Sports Centre Play Area and the Lovell Gardens Play Area needed in the very near future to alleviate safety concerns.

**It was agreed with nine in favour and two against that the quote received for topping up the bark safety surface at the Sports Centre Play Area be accepted** with the work to be undertaken as soon as possible.

The Wayland Partnership 'Growing Together Project' has been contacted with a view to tidying the area of land at the north side of the Bridle Way Play Area.

Other maintenance work identified will be considered when the budget is reviewed.

A letter received from the Lovell Gardens Committee was considered and it was agreed an informal meeting will be arranged between members of the Town Council and members of the Lovell Gardens Group.

### **15. LEASE OF PART OF WAYLAND HALL**

The initial lease draft lease compiled for lease of part of Wayland Hall to the Museum4Watton was submitted to the National Association of Local Council's legal team for advice regarding suitability. The recommendation which has come back is that the Town Council should engage a local solicitor to re-write the draft. Enquiries will be made regarding cost.

The Museum for Watton is hoping to host an Eighth Army Exhibition at Wayland Hall in November. The suggested date being from 14<sup>th</sup> November for two weeks. The Council agreed to accommodate this request as far as possible, but as rooms at Wayland Hall will be needed for the Festive Market on November 27<sup>th</sup> the exhibition will need to end on November 25<sup>th</sup>.

### **16. VOLUNTARY CODE OF SMOKE-FREE AREAS**

**It was agreed with 7 for and 3 against (1 abstention) that the voluntary code of smoke-free areas around children's play areas promoted by Breckland Council be adopted.**

### **17. LOCH NEATON**

The two members of the Loch Neaton Committee apologised that the Chairman of the Committee was unable to attend and that the Committee is struggling to achieve all it would like to be able to do. Some emergency ground work has been undertaken and a quote has been obtained for more work which is needed.

It was agreed an informal meeting will be held on September 27<sup>th</sup> between members of the Town Council and the Loch Neaton Committee to discuss ways in which the Town Council may be able to help the Committee.

It was suggested other organisations in the town might also be able to provide some assistance and contact details will be shared.

#### **18. LOAN OF VAS SIGN**

**All were against the request made by Carbrooke Parish Council for the loan of the Town Council Vehicle Activated Speed sign.**

#### **19. PLANNING NOTIFICATIONS**

Application for consideration:

19.1 3PL/2016/0845/HOU drop kerb on left side of bungalow and erection of fence 57 Norwich Road, Watton

No objections raised

19.2 3PL/2016/0973/HOU Rear garage extension and raising of garage roof and the conversion to accommodation for dependant relative at The Brambles, 102A Dereham Road, Watton

No objections raised

19.3 3PL/2016/0989 Extension to front of bungalow at 45, Nelson Court, Watton

No objections raised

19.4 3PL/2016/0974/HOU Single storey rear extension at 127 Norwich Road, Watton

No objections raised

Several planning decision notices have been received which can be viewed at [www.breckland.gov.uk](http://www.breckland.gov.uk)

Those of particular note were brought to the attention of the meeting:

- 3PL/2016/0861/F new chiropody building 71 Dereham Road, Watton— permission refused
- 3PL/2016/0761/F – replacement shop front with roller shutter and canopy (retrospective) Watton Stores, High Street – permission granted