

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday 14th November 2017 at 7.00 pm

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

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

Officers Present: Jane Scarrott Town Clerk Also present: 2 members of the public

1. APOLOGIES

No apologies received.

2. DECLARATIONS OF INTERESTS MADE

Daniel Fishlock declared an interest in item 20.

3. CONFIRMATION OF MINUTES 10.10.17 and 24.10.17

The minutes of the meetings held on October 10th 2017 and October 24th 2017 were unanimously agreed as a true record of the meeting and were signed by the Chairman.

It was agreed at this point that Police Inspector Wheatley, who had been invited to attend the meeting at very short notice, would give a presentation regarding the new policing model which will be implemented in Breckland. This model does not include employment of any Police Community Support Officers and the presentation given explained how the future structure will work.

It was noted that members of the public can book a visit from a Police Officer by calling 101.

4. REPORTS

4.1 Chairman's Report

A copy of the written report presented to Councillors is filed.

4.2 Vice-Chairman's Report

A copy of the written report presented to Councillors is filed.

4.3 Clerk's Report

A copy of the written report presented is filed.

Verbal update given:

- It was noted and accepted that due to the Christmas Tree for the town not being in place on the day originally expected an extra cost will be incurred for the contractor erecting the lights to hire the cherry picker for a longer time to allow lights to be put on the tree.
- The HR Committee has suggested a contractor should be engaged to shred all old paperwork in the Town Council Unit and Office. All were in favour of this.
- The Clerk has recently attended a Humans Resources/Health & Safety seminar and as a follow up a rep. from the company that ran the seminar will be visiting the office on November 23rd at 10.00am to advice what services could benefit the Council.

- A feedback meeting following the town Remembrance Parade is scheduled for November 21st at 2.00pm at the Town Council Office.
- Breckland District Council has announced that provision will be made in next year's budget and those that follow to fund a repair/replacement programme for footway lighting.
- The Town Council's insurers Zurich offer one free place annually on their Local Community Advisory Seminar. This will be taking place in Norwich on 25.01.18. Clerk or Deputy Clerk to attend. Further places can be booked at £30.00 plus VAT per delegate.

5. PUBLIC PARTICIPATION

One member of the public present was invited to speak at the end of the meeting.

6. BRECKLAND POLICING MATTERS

In response to the proposed changes to the policing structure in Norfolk and having listened to the Police Inspectors presentation it was agreed by all that an open letter airing the concerns of the Town Council will be addressed to George Freeman, the press and other Councils.

7. ENERGY CONTRACT RENEWALS

Energy contract renewals will be considered at a future Town Council meeting when other quotes have been obtained.

8. DONATION TO WAYLAND ACADEMY ANNUAL ACHIEVEMENT EVENING

It was agreed a donation of £25.00 will be made to the Wayland Academy Achievement evening 2017.

9. PURCHASE OF LITTER BINS

With one abstention it was agreed to purchase 5 litter bins as in the report presented to the Council (Option 1).

10. RECOMMENDATIONS FROM IT WORKING GROUP

It was agreed by all that the Town Council will purchase a further laptop for use in the Town Council Office up to a cost of £500.

It was agreed by all that the Town Council will purchase a mobile phone with camera for use by the Town Operative. As recommended by the IT Working Group a contract with free phone included will be taken out at a cost of £19-21 a month.

It was agreed by all that two-way radios will be purchased at a cost of £240.99.

The IT Working Group was thanked for its work so far and further work will be undertaken by the Group to investigate IT/PA need for the Council Chamber and a phone system upgrade for the Council Office.

11. STAFF TRAINING

It was agreed the Town Operative will undertake strimmer training on November 21st as booked. A replacement brush cutter head needs to be purchased for the strimmer.

Staff are to attend free basic First Aid training to be provided by the Museum4Watton Group.

It was agreed by all that Tina Kiddell and Pat Warwick would be booked to attend Chairman Training in 2018.

12. PLAY AREA INSPECTION REPORTS

It was agreed by all that the maintenance work identified on the annual Play Inspection Reports for the play areas managed by the Town Council should be undertaken. Estimated costs: Sports Centre Play Area £1260.78 plus VAT, Lovell Gardens Play Area £1411.62 plus VAT and Bridle Road Play Area £419.15 plus VAT. To note that an application has been made to Breckland Outdoor Play and Sport Fund which, if successful, could reduce the cost of repairs at the Sports Centre Play area and would provide a picnic table at Bridle Road Play Area.

13. REPAIRS TO PUBLIC TOILETS

It was agreed by all that the cracked baby changing unit in the public toilets will be replaced at a cost of £225 plus VAT.

14. PURCHASE OF WATER COOLER

With the majority for (two against), **it was agreed that a water cooler would be provided in the Town Council Office** at a cost of Annual cooler rental £25.00 plus VAT (includes sanitization), 19 Litre bottles water £3.95 plus VAT, 7oz cups £20.00 plus VAT (case of 2000) as quoted.

15. ROOF BARS FOR TOWN VAN

It was agreed with one abstention that roof bars should be fitted to the town van at a cost of £180.00 plus VAT.

16. PROVISION OF BUSINESS CARDS

It was agreed with eight in favour and five against that Town Councillors should be offered personal Town Councillor business cards.

Options will be considered and consideration will be given to who wants cards. It was felt Town Council e-mail addresses only should be printed on cards rather than personal e-mails.

17. TOWN COUNCIL MEETING DATES

It was suggested the Council should consider re-instating Town Council meetings in August and December. This will be an agenda item again at a future Town Council meeting for a decision before the Town Council year starts in April.

It was suggested items 18. and 19. should be postponed for discussion at the next meeting or Standing Orders would need to be suspended to allow the meeting to progress past 9.00pm.

A very brief report only was therefore given and item 21. was also postponed.

18. WATTON AND SWAFFHAM WORKING GROUP

The newly formed group of representatives from the towns of Swaffham and Watton had asked for agreement in principal that support should be given to Norfolk County Council to lead a partnership bid to the Rural Development Programme for England (RDPE) to fund improvement of access to the Peddars Way in the Breckland area. **All in favour.**

The group is also to research the possibility of engaging a project manager to work for both Town Councils.

19. BRECKLAND MARKET TOWN INITIATIVE

Officers from Breckland District Council (BDC) have met with members of the Town Council to outline the Breckland Market Town Initiative. More information will follow and it is expected Officers from BDC will attend a meeting of the Town Council in the New Year to explain the project.

20. POSTING OF BANNERS ON JUBILEE GARDEN FENCE

A proposal to allow an advertising banner to be posted on the fence at Jubilee Gardens failed and it was noted that business advertising would need planning permission and thus should not be permitted.

21. NEIGHBOURHOOD PLAN UPDATE – to be carried over to next meeting

It was noted the Neighbourhood Plan (NP) is in need of more support and the Mayor will plan to attend future NP meetings.

Standing Order suspended to allow meeting to continue beyond 9.00pm.

22. RESOLUTION PASSED TO EXCLUDE THE PRESS AND PUBLIC TO UPDATE ON STAFFING AND OTHER MATTERS.

Watton Cemetery

22.1 Discussion took place regarding matters relating to Watton Cemetery but due to the meeting extending past 9.00pm it was agreed further consideration should be given to communication received at the next meeting and thus this matter will be an agenda item again.

Report from HR Committee

22.2 Minutes from the HR Committee meeting held on 03.11.17 were presented to the Council with the following proposal:

In light of further discussions with staff the HR Committee recommends that the Council undertakes a full review of the future staffing structure, including commensurate remuneration, for Watton Town Council. In the first instance this review will be conducted by the HR Com. with any other appropriate Councillors.

The minutes and proposal were accepted.

22.3 **It was agreed by all the proposed increase in pay for cleaning staff to £8.15 should be implemented from January 1st 2018.**