

Minutes of the Annual Meeting of WATTON TOWN COUNCIL held on Tuesday 19th May 2015 at 7:00pm at Wayland Hall, Middle Street, Watton, Norfolk IP25 6AG in the Council Chamber.

Councillors Present: K Abbott, K Birch - Chairman, J Brown, B Bunning – Vice - Chairman, R Crabtree, J Fishlock, K Gilbert, M Holmes, J Rogers

Officers Present: J Scarrott – Clerk, M Craigie – Administration Assistant

Members of the Public Present: 4

Introductions were made prior to the start of the meeting. Councillors present, who had not already done so, signed their Declaration of Office Forms prior to the meeting.

1. Election of Town Mayor

Mr K Birch was nominated, seconded and unanimously elected as Chairman of Watton Town Council.

2. The Chairman signed his Declaration of Office Form.

3. The out-going Chairman was presented with his Past Chairman's badge and thanked for his work during the year.

4. Co-option to fill one remaining vacancy following the 2015 Town Council Election.

The one remaining vacancy will be advertised and co-option will be an agenda item for a future meeting.

5. Declarations of Acceptance of Office

It was agreed those Councillors who have not yet signed their Declaration of Acceptance of Office Forms should do so at or prior to the next meeting of the Council on June 9th.

6. Election of Vice-Chairman

Mrs B Bunning was nominated, seconded and unanimously elected as Vice-Chairman.

7. Appointment of representatives to outside bodies

The role of Councillors who sit on other bodies will be clarified and the list of Council representatives will be compiled accordingly. The attached initial list (appendix I) is to be confirmed.

8. Apologies for absence

Apologies for absence were accepted from Mr P Bishop, Mr S Hebborn, Mrs S Hebborn, Miss G Nind and Miss E Parker.

9. No interests declared.

10. The minutes of the meeting held on April 28th 2015 were agreed and signed as a true record.

11. Accounts

11.1 Accounts 14/15- appendix 2

The accounts for the year ending March 31st 2015 were accepted as presented.

11.2 Annual Return 2014/15

Councillors were presented with copies of the Annual Return which will be completed at the next meeting of the Council.

11.3 Bank Mandate

It was resolved the two remaining Councillors who are cheque signatories will continue as signatories and that Mr K Birch, Mr R Crabtree and Mrs Janet Brown will be added as bank signatories. A new bank mandate will be completed accordingly.

It was unanimously resolved that arrangements should be made for staff wages to be paid by electronic transfer.

11.4 Payments – appendix 3

Payments for the month of May were agreed as presented.

11.5 Security Alarm Maintenance

It was resolved to accept the contract for maintenance of the security alarm system as presented at a cost of £148.45 plus VAT p.a.

11.6 IT provision

Investigation will be undertaken with the view that IT equipment in the office will be upgraded. The Council has been advised that the office computers are ageing, the one office copier is nearing the end of its life and more importantly provision needs to be made for off-site back up of Council records.

11.7 Hire of skip

There is an accumulation of rubbish to be disposed of at the Council Unit. Councillors decided to visit areas and premises which are the responsibility of the Town Council and a decision will be made regarding hire of a skip once the rubbish has been viewed. Councillors will meet at 7pm on 26.05.15 at Wayland Hall.

12. Tree Donation

Two Horse Chestnut trees have been donated to the Council by a resident of the Town. It was agreed a location for them will be considered when Councillors visit the areas for which the Town Council is responsible on 26.05.15.

13. Litter bin for Sustrans Cycle Way

A volunteer has come forward who is willing to undertake litter picking in the area of the Sustrans Cycle Way. They have requested a litter bin be erected along the Cycle Way which they have offered to empty. Enquiries will be made with Norfolk County Council regarding permission to site a bin.

14. Mayor's Update

This being Mr Birch's inaugural meeting he had no update to give regarding his activities as Mayor but he thanked the previous Mayor, Mr J Rogers, for his service to the Town during his year in office.

15. Clerk's Update –appendix 4

16. It was resolved that the Council is eligible to use the General Power of Competence.

17. Planning

17.1 3PL/2015/0375/LB - to stabilise brickwork, change 4 windows 1st floor to timber sliding sash, remove panel of studwork to determine fixing – 74-76 High Street, Watton

No objection from Town Council

17.2 3PL/2015/0439/F – re-design of dwelling 4 Southview Close, Watton IP25 6NW

No objection from Town Council

17.3 3PL/2015/0477/F – erection of 2 dwellings and vehicular access Swaffham Road, Watton IP25 6AL

If Highways have no safety concerns regarding the access/egress then -
No objection from Town Council

17.4 3PL/2015/0458/F – erection of new bungalow on land to the rear of No. 12 & 10 Saham road, Watton

No objection from Town Council