

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday 23rd June 2015 at 7.00 pm

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

Councillors Present: Ken Birch Chairman, Beryl Bunning – Vice-Chairman, Kevin Abbott, Peter Bishop, Janet Brown, Richard Crabtree, Jennie Fishlock, Keith Gilbert, Stan Hebborn, Sue Hebborn, Margaret Holmes, John Rogers.

Officers Present: Jane Scarrott Town Clerk and Michelle Craigie Administration Assistant

4 members of the public were in attendance.

**1. APOLOGIES**

Apologies received from Giselle Nind and Emma Parker.

**2. INTERESTS**

No Declarations of Interest declared.

**3. CONFIRMATION OF MINUTES 09.06.15**

The minutes of the Council Meeting held on Tuesday 6<sup>th</sup> June 2015 were approved as a correct record and signed by the Chairman.

**4. REPORTS**

**4.1 Chairman's Report**

The chairman has attended the following events:

- 11.06.15 Breckland Chairmanship Training
- 12.06.15 Thetford Civic Reception
- 13.06.15 Tesco's, Watton – bucket collecting for Mayor's Charity
- 14.06.15 Watton Carnival
- 19.06.15 Norfolk Community Transport Association Forum
- 21.6.15 Watton Classic Car Show

The Mayor and the Town Council have received complaints about the number of feral pigeons in the High Street and this matter will be considered at a future meeting as at present no pest control contractor is engaged.

**4.2 Vice-Chairman's Report**

The Vice-Chairman has also attended Chairmanship Training and helped with the Mayor's tombola stall at Watton Carnival.

An initial meeting has been held of the Christmas Market Working Group. Terms of Reference for the group have been presented to Councillors. Plans are to follow a format similar to past years. It was agreed entertainers "Smoke House Blues" should

be booked for the event at a cost of £500 (expenditure to be ratified at the budget meeting scheduled for July 7<sup>th</sup>).

#### **4.3 Police Report** – Graham Eglen and a PC from Wayland Prison were in attendance

Issues raised at the last Safer Neighbourhoods Action Panel (SNAP) meeting included speeding along Brandon Road, Watton and anti-social behaviour of drinking in open spaces.

The Safety Camera Team has been approached regarding speeding and notices have been issued to people forcing them to move on from the area behind the Youth Centre in Harvey Street where they had been gathering. Regular patrols are being conducted to stop those moved on gathering elsewhere. (It had been reported to the Town Council that drinking had been taking place at the “Pony Field” near Wayland Wood).

A quad bike has been seized by the Police along Church Walk and patrols in the area are also monitoring the Old Airfield Site following instances of fire raising. The Officer from Wayland Prison who was present at the meeting informed the Council that there is concern regarding “throw overs” at the prison and to minimise the occurrence a suggestion has been made to stop up an access to the area from Manor Road. There will be public consultation regarding this proposal.

The next SNAP meeting will be held on July 29<sup>th</sup> at 2pm at Watton Fire Station.

#### **4.4 County Councillor Report**

Stan Hebborn has recently met with Highways Engineer Paul Sellick to take a look around the Town to consider various Highways matters:

- Overgrown vegetation around speed limit signs and the “Think Bike” sign is scheduled for removal.
- Highways have been approached regarding lowering the speed limit to 30mph all the way through Watton. It is felt there would be difficulty enforcing this and Highways wish to maintain the current 40mph phase in.
- The effect of the mini roundabout at the entrance to the Signals development is being monitored. This is seen as a traffic calming measure but the site needs to be occupied to really test the roundabout.
- The 30mph speed limit along the Thetford Road is to be extended past Barn Ruche. (The Chairman noted that there may be a possibility that further speeding restrictions could be implemented if more development takes place along Thetford Road).
- Issues reported with gullies and surface water drains will be resolved and where resurfacing appears to have resulted in a puddle problem this will be monitored and addressed as necessary.
- Curbs at the Swaffham Road roundabout have become dislodged and need resetting but this is considered to be a long standing defect and the money is not available to rectify this at present.

- There is works order underway to reduce the speed limit between Shipdham and Watton to 50mph.

In his capacity as County Councillor, Stan also attended the meeting held at Gilman's Drift regarding the boundary between highway land and the Signals development.

It was reported that paving slabs along the Old Thetford Road are lifting.

#### **4.5 District Councillors Report – copy attached**

#### **4.6 Clerk's Report - copy attached**

Councillors were presented with a draft risk assessment document. Policies are to be reviewed and procedures identified need to be implemented.

### **5. PUBLIC PARTICIPATION**

Reference was made to a request for the Chairman to give an apology to a member of the public.

A suggestion was made that public participation should be permitted to cover any matters that members of the public might raise rather than there be a restriction to items on the agenda only. The Council will consider this at the next meeting.

### **6. GRANT APPLICATION**

Accepted procedure is for grant funding to be allocated quarterly. One application has been received for consideration in June.

It was **resolved** to grant £500 to the Wayland Festival 2015 as applied for.

The grant application process will be reviewed by the Council at the meeting to be held on July 7<sup>th</sup>.

### **7. ACCOUNTS**

**7.1** Requests have been received for litter bins to be provided along the pathway between Norwich Road and Priory Road and along the walkway from Wick Farm Close to Merton Road. Enquiries will be made with Highways and Breckland regarding the suitability of the suggested locations.

**7.2** A request has been made for a dog waste bin to be located at the end of the alleyway running from Nelson Court to the Sports Centre. Again enquiries will be made with Highways and Breckland regarding the suitability of the suggested location.

**7.3** Consideration of the purchase of hi-viz jackets and cones were considered as part of item 8.

**7.4** It was **resolved** to purchase a mobile phone for use by staff up to a cost of £50 with an initial monthly allocation of up to £10 to cover the cost of calls. This is considered a necessity when evaluating lone working risks.

**7.5** It was **resolved** to book a service for the stair lift at Wayland Hall at a cost of £75 plus VAT.

**7.6** It was **resolved** to purchase carpet tiles to replace threadbare tiles at Wayland Hall at a cost of £108 plus VAT.

**7.7** Payments for June were agreed as presented.

**7.8 Councillors were presented with copies of the Annual Return Form which was duly completed to be signed by the Chairman and RFO.**

## **8. COUNCILLORS WALK ABOUT**

Consideration was given to compiling a roster of Councillors willing to undertake a walkabout surgery in the town on Wednesdays. To promote a professional image it was suggested named hiz-viz jackets could be provided. These could be obtained at a cost of £4.99 each with a branded back or £5.49 each with breast branding.

It was also suggested extra traffic cones could be purchased at a cost of £3.60 each. Purchase of jackets and 100 cones will be considered at the meeting on July 7<sup>th</sup>.

## **9. USE OF FORMER COUNCIL CHAMBER**

Bonnie Robertson and Chris Hutchings from Museum for Watton had visited Wayland Hall to view the former Council Chamber to look at the suitability of using the room for a museum.

The Council would need to consider whether this would be feasible and if so what hire charge should be made. It was felt a separate meeting would be needed to consider the use of the room and possible hire terms.

## **10. NEIGHBOURHOOD PLANNING**

It was suggested a meeting should be arranged by the Town Council at which Neighbourhood Planning could be considered. The Officer at Breckland Council dedicated to Neighbourhood Planning would be invited to the meeting together with representatives of "What Watton Wants".

## **11. HUMAN RESOURCES COMMITTEE**

It was **resolved** (with one abstention) that a Human Resources (HR) Committee should be formed.

Councillors Stan Hebborn, Margaret Holmes, Peter Bishop, and Richard Crabtree volunteered and were elected to be members of the Committee. Terms of Reference for the Committee and for working groups were presented to the Council and accepted.

## **12. PLANNING**

**12.1** 3PL/2015/0642/F - Extension to Air Training Corps Cadet Centre to provide additional lecture rooms, office, store and WC

*No objections*

**12.2** 3PL/2015/0606/F – Rebuilding of fire damaged dwelling 59 Thetford Road, Watton

*No objections*

**12.3** 3PL/2015/0581/F – Erection of rear & side single storey extension 85 High Street, Watton

*No objections*

**12.4** 3PL/2015/0469/F - Minor material amendment to pp 3PL/2015/0056/F – addition of sun room

*No objections*

**12.5** 3PL/2015/0555/F – Extend/convert extg house to 2 4 bed-dwellings & erect 6 3 bed-dwellings Beechwood House 43 High Street, Watton

*No objections*

**12.6** 3PL/2015/0697/F – C/U retail premises (A1) to drinking establishment (A4) and function room (D2), first floor extension above premises 44, 44A, 46,48 High Street, Watton

*Councillors were divided with 3 for this development, 7 against and 2 abstentions. Concerns were that another drinking establishment in the High Street could encourage anti-social behaviour.*

**12.7** 3PL/2015/0635/LB – as 12.6 listed building consent

*No objections*

Notice of decisions:

- 3PL/2015/0477/F – planning permission granted for erection of 2 dwellings and vehicular access at Swaffham Road, Watton
- 3PL/2015/0375/LB – planning permission granted for alterations to 74-76 High Street, Watton

Councillors informed of upcoming site inspection for planning appeal APP/F2605/W/15/3006158 at Red Hill Park.

**13.** It was **resolved** that in view of the confidential nature of the business about to be transacted that the press and public be excluded from the meeting.

13.1 Following a request it was **resolved** that on this occasion a former named resident of Watton would not be charged additional Cemetery Fees for not being a resident at the time of death. Any similar approach in future will be considered on merit.

13.2 Clarification regarding the motif to be stitched to the modesty cloths for the tables in the Council Chamber was sought and it was agreed an additional £40 should be allowed for redigitilisation of the image.