

Minutes of the Meeting of WATTON TOWN COUNCIL held on

Tuesday April 24th 2018 at 7.00pm

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

Councillors Present: Stan Hebborn Chairman, Beryl Bunning, Jane Fountain, Keith Gilbert, Sue Hebborn, Margaret Holmes, Alysha Houlder-Moat, Tina Kiddell, Gavin Maby, Jake Tinsley, Pat Warwick.

Officers Present: Jane Scarrott Town Clerk

Also present: 5 members of the public.

1. APOLOGIES FOR ABSENCE RECEIVED

Peter Bishop, Daniel Fishlock and Kathryn Stallard.

2. NO DECLARATIONS OF INTERESTS MADE

3. CONFIRMATION OF MINUTES 10.04.18

The minutes of the meeting held on April 10th 2018 were agreed as a true record of the meeting and were signed by the Chairman.

4. REPORTS

4.1 Chairman's Report

The Chairman gave a brief verbal update.

4.2 Vice-Councillors Report

The Vice-Chairman had nothing to report.

4.3 County Councillors Report

County Councillor not present and no report received.

4.4 District Councillors Report

Only District Councillor present Keith Gilbert (KG). Keith spoke of the positive meeting held on 23.04.18 with Breckland Locality Officer Steve Hitchman at the Town Council Office. PC Austin Clarke was also at this meeting and reported that past anti-social issues in Harvey Street appear to be much improved.

KG also reported that Breckland District Council is attempting to get some action regarding maintenance of open space land around Field Maple Road which no-one is taking responsibility for at present.

4.6 Clerk's Report

Copy of written report filed.

4.7 Neighbourhood Plan (NP) Update

A site assessment around Watton is to be undertaken by AECOM financed by a Neighbourhood Plan grant and investigation is being undertaken with a view to obtaining a Health & Safety Report relating to the Wednesday Market, as the market

report produced for the Neighbourhood Plan has raised concerns with aspects of the location of the market in the High Street.

The Chairman took the opportunity to inform members of the public of the suggestions made at the Cemetery Working Group (CWG) meeting held prior to the start of the Full Council meeting.

It was agreed by all to accept the recommendation from the CWG to undertake a complete review of management of all aspects of the Cemetery including the Council's moral, ethical and lawful obligations whilst undertaking daily business.

It was also agreed to:

- i) arrange a site visit from an Executive of the Environment Agency to consider the suitability of the ground at the Cemetery for future burials
- ii) consider current and future maintenance of the Cemetery
- iii) clarify Cemetery and Churchyard boundaries
- iv) review all aspects of the administration of the Cemetery

5. PUBLIC PARTICIPATION

On request the Chairman gave a breakdown of the gratuities given to voluntary groups that assisted at the 2017 firework event. It was also noted that all large businesses in the local area were approached for possible sponsorship of the event. A resident (resident has been invited to meet with the Chairman) voiced concerns that the Council does not appear to hold as much money to provide future Cemetery land as he would expect. It was noted that a Police Report was produced in 2016 following previous questions raised about the Town Council accounts. The report concluded that no further action was required and accounts to date have been signed off by both the Internal and External Auditors with no cause for concern.

6. FINANCES

6.1 Payments for April were approved as presented. Bank Rec. dated 29.03.18 presented.

6.2 Finance Committee Report

- i) **It was agreed by all to accept the specification presented for works to the Cemetery.** This will now be used to seek quotes for the work.
- ii) **It was agreed** by all to accept the minutes from the Finance Committee meeting of 20.03.18.

7. HR COMMITTEE REPORT

7.1 The recommendation from the HR Committee **“to proceed with recruitment of Watton & Swaffham Joint Proposal Project, Events & Promotions Support Officer as presented and agree to sign off the service level agreement once detail has been finalised”** was accepted with one abstention.

8. CIVIC POLICY

The Civic Policy was agreed by all as presented.

9. PUBLIC OPEN SPACE RAF RADAR SITE

It was agreed by all that the Town Council would want to accept the open space at the former RAF Radar Site, Norwich Road, Watton when offered by Breckland Council.

10. HIGH STREET - CLOSURE OF LLOYDS BANK and TREES

It was agreed a letter will be sent to Lloyds Bank stating the disappointment that the Watton branch is to close October 1st 2018. Other banks will be approached to see if there is any interest from any to have a presence in the town.

Information will be posted on the Town Council website and Facebook page to guide people to alternative ways to access their accounts e.g. use of Post Office.

A proposal was made and accepted by all to investigate replacement of the trees which have been removed from planters in the High Street with either fruit or nut trees.

11. PLANNING: No planning applications received for consultation

12. Resolution passed to exclude the public to consider confidential legal matters

12.1 Discussion took place regarding use of the Cemetery following a recent complaint. It was agreed by all to commission a second solicitor's letter to be issued to a user of the Cemetery re-iterating expected procedures and behaviour.