

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday 26th January 2016 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, Richard Crabtree, Jennie Fishlock, Keith Gilbert, Stan Hebborn, Sue Hebborn, Margaret Holmes, John Rogers, Maureen Roy.

Officers Present: Jane Scarrott Town Clerk, Michelle Craigie Administration Assistant.

1. APOLOGIES

With 3 abstentions it was voted not to accept apologies from Janet Brown and Emma Parker.

Apologies from Daniel Fishlock were accepted.

2. INTERESTS

Margaret Holmes declared an interest in item 6.6 as a member of Watton Society

3. CONFIRMATION OF MINUTES 12.01.16

The minutes of the Council Meeting held on Tuesday 12th January 2016 were approved as a correct record and signed by the Chairman.

4. REPORTS

4.1 Chairman's Report

The Chairman attended a 'Twinning' get together on January 23rd.

4.2 Vice-Chairman's Report

The Vice-Chairman attended a meeting of the Festive Market Working Group to begin plans for November 27th 2016 and the Dance Unleashed show held at the Queen's Hall on January 24th.

4.3 Police Report

Apologies had been received from the Safer Neighbourhood Team and it was noted any Police matters can be passed to the Team at the meeting to be held on January 27th.

4.4 District Councillor Report

Apologies received from Cllr. Michael Wassell – report submitted and copy filed.

Cllr. Gilbert raised the following:

- A Tree Preservation Order (TPO) placed on three trees in Forman Close has been amended following an appeal. The Town Council was not made aware of the appeal and two of the trees are no longer protected as they have been

removed from the TPO. Enquiries will be made to Breckland regarding the procedure relating to making TPO's.

- Breckland Planning Committee has deferred the decision regarding the outline planning application 3PL/2015/0254/O for land south of Mallard Road (residential development of up to 177 dwellings).
- Plans are in place for public services to be delivered from one location in Dereham and therefore Elizabeth House is to be a 'one stop shop' for many services.
- It has been confirmed that a ditch at Portal Avenue has been filled temporarily while building work is undertaken at 2 Portal Avenue. The ditch should be re-instated once work has been completed.

4.5 County Councillor Report

Apologies received from Cllr Claire Bowes.

4.6 Clerk's Report

A copy of the written report presented is filed.

Points raised:

- New Councillor Daniel Fishlock has volunteered to attend meetings of the Citizens Advice Bureau on behalf of the Council which will relieve the current non-councillor volunteer. All agreed to accept Daniel Fishlock's offer and to thank Alan Osborn for undertaking the role previously.
- Correspondence received from a member of the public was felt to be very derogatory. An initial acknowledgement has been sent answering the queries raised but a further response will be compiled.

5. PUBLIC PARTICIPATION

No members of the public present

6. ACCOUNTS

6.1 January payments for approval were unanimously accepted as presented

6.2 Training request

It was agreed, with 3 abstentions, that, should she wish, **Michelle Craigie could attend Cemetery Management Training** to be held on March 18th.

Enquiries will be made regarding the cost of bespoke whole Councillor Training.

6.3 Play Area Inspection Reports

It was agreed with one abstention **that the maintenance work identified on the Play Area Inspection Reports should be commissioned.**

6.4 Society of Local Council Clerks Subs

It was agreed by all to pay the Society of Local Council Clerk subs.

6.5 It was agreed by all that the Council does not wish to opt out of the Sector Led Audit Body

6.6 Grant Application

It was agreed, with three abstentions (Ken Birch requested his abstention be recorded) **to grant £500 to Watton Society as applied for.**

7. TOWN MINIBUS

Much debate took place regarding the future of the minibus and a further report will be compiled, prior to the Town Council meeting on February 9th, to allow a well informed decision to be made.

It was noted that one regular user of the bus has informed the Council they are no longer to make use of the service.

8. MARKET FEES

Stall fees for the market at Watton are very much in line with the charge made by other Councils in the area and **it was agreed by all that the current fees would not be altered** at this time. However, a more in depth report will be compiled relating to the fees and how charges are calculated.

9. CEMETERY FEES

It was agreed, with two abstentions (Ken Birch requested that his abstention be recorded), that from April 1st 2106 the fees for the Cemetery will be:

Adult Burial	£300.00
Ashes Interment	£100.00
Exclusive Rights – ashes	£75.00
Exclusive Rights – burial	£150.00
Headstone placement	£100.00
Ashes tablet placement	£80.00
Additional inscription to memorial	£50.00

10. 2016 FESTIVE MARKET

Plans are that the 2016 Festive Market will be held on November 27th and the format for the event will be very much as in past years.

Daniel Fishlock has volunteered to manage the stall bookings and regular attractions, including Father Christmas, Scratby Donkeys and the Fair, will be booked.

It was agreed (with 1 abstention) to also book the City of Norwich Pipe Band at a cost of £480 and children's entertainers (2 abstentions) at a cost of £225.

All wished a vote of thanks be recorded for Beryl Bunning who has led the Festive Market for the past years.

Kevin Abbott volunteered to join the working party which co-ordinates Council event management.

Consideration of future events, including a possible firework display, will be an agenda item for a future meeting.

11. USE OF WAYLAND HALL FOR EIGHTH ARMY DISPLAY

It was agreed in principal that Wayland Hall would be offered as a possible venue for hosting a temporary Eighth Army display as organised through Museum4Watton.

Insurance and opening times would need to be clarified however.

12. USE OF WATTON TOWN LOGO

It was agreed by all that the Museum4Watton could use the Watton Town logo on their headed paper but the logo should include 'supported by'.

13. PROVISION OF DOG WASTE BINS

It was agreed that if necessary a further dog waste would be purchased to continue to maintain a spare and that if permission is granted from Breckland Council a dog waste bin will be located at Shire Horse Way.

Breckland Council is in favour of dual use bins for litter and dog waste and this should be borne in mind when considering future additional or replacement bins.

14. CEMETERY DOCUMENTS

It was agreed by all that relevant records, which would still be considered as working documents, should be retrieved from Norfolk Records Office where they were deposited some time ago.

However, investigation will be made regarding how best to copy and store the documents in future and what cost might be involved for the Council to purchase software to enable Cemetery records to be kept electronically.

15. BRECKLAND LOCAL PLAN

It was agreed a meeting will be held on February 2nd to consider the Town Councils response to the Local Plan consultation.

16. PLANNING APPLICATIONS FOR CONSIDERATION:

16.1 3PL/2015/1367/A Install ATM through glazed shop front, replace glazing with laminate security panel including fascia sign and install acrylic sign - Co-op, Watton

No objections raised

16.2 3PL/2016/0011/F Garage conversion and side extension (2 storey) at 19 William Close, Watton

No objections raised

16.3 3PL/2015/1497/F – Single storey extension 3 Portal Avenue, Watton

No objections raised

16.4 3PL/2015/1467 -Proposed detached house, Plot 2, Southview Close, Dereham Road, Watton

No objections raised

Decision notices received:

- 3PL/2015/0769/O – erection of 9 dwellings (outline) at rear of Audley House, 121A Brandon Road, Watton – outline planning permission granted.
- 3PL/2015/1386/F – conversion of detached garage and extension to link garage - permission granted.

No public present therefore item 17. **Exclusion of the Press and Public** not necessary.

17.1 CLOCK TOWER RATE DEMAND

Breckland Council has advised that if a charity is deemed occupier of the Clock Tower then the rate demand to the charity as occupier could be reduced if the charity were to claim charitable relief.

It was agreed that to allow the arranged building survey to be undertaken the clock tower should remain empty for the duration of the survey and that future use of the tower will be considered once the building survey report has been considered.