

Minutes of the meeting of WATTON TOWN COUNCIL held on Tuesday 8th March 2016 at 7.00 pm at Wayland Hall, Middle Street, Watton, Norfolk IP25 6AG in the Council Chamber

Councillors Present: Ken Birch Chairman, B Bunning Vice Chairman, Richard Crabtree, Daniel Fishlock, Keith Gilbert, Stan Hebborn, Sue Hebborn, Maureen Roy, John Rogers

Officers Present: Michelle Craigie – Administration Assistant

Members of the public present: 0

1. **APOLOGIES**

Apologies from Peter Bishop, Margaret Holmes, Kevin Abbott and Jennie Fishlock were received and accepted.

The Council agreed not to accept Janet Brown and Emma Parkers 6 month apologies.

2. **INTERESTS**

Stan and Sue Hebborn declared an interest in item 11.1 as they live adjacent to Lancaster House.

3. **CONFIRMATION OF MINUTES TUESDAY 23rd FEBRUARY 2016**

The minutes of the Council Meeting held on Tuesday 23rd February 2016 were approved as a correct record and signed by the Chairman with the following queries

- John Rogers brought up that the minutes do not state his query in regards to the public toilet ring-fenced money, there is £36,000 short from the ring-fenced money so where was it spent? He would like to know by the next Full Council meeting.
- Stan Hebborn stated that some of the Council members are missing on Councillors present – Stan Hebborn, Sue Hebborn, Daniel Fishlock and Jennie Fishlock were present at the last meeting.
- John Rogers queried the date on the last minutes as it states 22nd February and not 23rd but this has been amended to 23rd February on the minutes to be signed.

4. **REPORTS**

4.1 **Chairman's Report**

The Chairman wanted to make the Council aware that as the Clerk was away an item for staffing matters could not be added to the agenda as an underline item.

The Chairman has attended the following

27th February 2016 – Twinning Annual Anniversary Dinner

5th March 2016 – Mayor of Dereham Charity Fundraiser

7th March – Opening of Kyber lettings in Watton

8th March – Gladman's Thetford Road appeal at The Queens Hall

The Chairman went to Bussey's on 3rd March in regards to a quote for the Town Ambulance, he is still awaiting a response.

4.2 Vice-Chairman's Report

The Vice-Chairman has attended the following

7th March 2016- Watton Relief in Need meeting

8th March 2016 – Gladman's Thetford Road appeal at The Queens Hall

The Vice-Chairman's Report included an update regarding the Queen's Birthday Celebration

Maureen Roy verbally added to her written report regarding the condition of the field and fencing at the Youth and Community Centre.

A few Councillors suggested that if the grass was cut and rolled it would improve the field.

Stan Hebborn acknowledged that Maureen Roy took the time to look at the area and conduct the report identifying areas of concern and as there are hazards that have been identified he felt that the hazards should be resolved.

With the hazards in mind Beryl Bunning had put together a scaled down version of the event but would still like to see a bouncy castle present. This could hopefully be achievable if information was sourced from the supplier of the Bouncy Castle in regards to the siting of it.

It was resolved

That the original plan of the Queens 90th Birthday Community Celebration goes ahead with a drill from the Army Cadets, and music from the Silver Band and Phoenix Pipes and Drums.

Voting 7 for with 1 against and 1 abstention

4.3 Clerk's Update

A copy of the written report presented has been filed

Points clarified:

- A query was raised as to the owner of the surveyors land situated at Richmond Golf Club. It was queried whether Watton Town Council own any land, if not who does.

The Chairman has asked that Breckland Council is contacted in regards to this.

Beryl stated that the Watton Relief in Need owns a piece of land at the golf club which they have been approached to sell and they are retaining the land.

5 PUBLIC PARTICIPATION

No members of the Public present

6 UPDATE REGARDING PLANS FOR JUBILEE GARDEN

Councillors had been previously presented with a report on the Jubilee Garden.

Councillor Keith Gilbert reported as follows:

Keith Gilbert went to the Jubilee Garden with Beryl Bunning to have a good look around. He stated that the ground needed some work i.e. weeding. On checking the perimeter of the gardens a few rose bushes were found with some in better condition than others. Too much lavender is smothering the roses.

It was agreed that a meeting be arranged with the Contactor and a few Councillors to discuss the current situation of the Jubilee Gardens and the current contract before any further action is to be taken. The intention is to open the gardens to the public and make it a communal garden.

Beryl Bunning would like to see the Jubilee Garden open for the Queen's 90th Birthday on 21st April 2016.

It was proposed by Stan Hebborn and seconded by Ken Birch and agreed that Keith Gilbert and Beryl Bunning be given free reign on a cost neutral basis to improve the Jubilee Gardens.

It was agreed that Wooden Seats be purchased for the Jubilee Gardens

Voting 7 for with 2 against

It was proposed by Ken Birch and seconded by Richard Crabtree and resolved that 3 wooden benches are purchased at a maximum of £450.00 per bench.

Voting 8 for with 1 abstention

7 TO ACCEPT FINANCIAL REGULATIONS

It was proposed by Keith Gilbert and seconded by Stan Hebborn and resolved that Financial Regulations be accepted as presented.

Voting 7 for and 2 abstentions (Ken Birch asked to be named as 1 abstention)

8 WHOLE COUNCIL TRAINING EVENING- JUNE 7TH 2016

It was proposed by Beryl Bunning and seconded by Ken Birch and agreed that the whole Council training evening takes place on 7th June 2016 7pm-9pm.

Voting unanimous.

9 RAISING THE FLAG ON COMMONWEALTH DAY- MARCH 14TH 2016

Councillor Keith Gilbert gave a brief report on the current situation of the Clock Tower as he was present when the surveyor gave a verbal report.

Maureen Roy suggested that this be agreed subject to the written consent by email, that in the report it states it is safe to access the tower.

It was agreed that the surveyor of the Clock Tower be contacted before Monday, to request written consent that the Clock Tower is safe for the flag to be raised.

10 APPRASAL POLICY

Policy presented as recommended by the HR Working Group

It was proposed by Keith Gilbert and seconded by Beryl Bunning and agreed that the Appraisal Policy be accepted as presented.

Voting 7 for with 1 against and 1 abstention (Ken Birch asked to be named as the 1 abstention)

11 PLANNING APPLICATIONS FOR CONSIDERATION

Beryl Bunning gave an update on the notification received in regards to Dereham Road/ Norwich Road cross road junction carriageway resurfacing. This begins Friday 11th March to be completed by 24th March. Work to be controlled by a four way traffic light system.

11.1 3PL/2015/1468/F - Extend & alter care home 3PL/2015/0040/F – revised design and materials – Lancaster House, 2 Portal Avenue WATTON

The same objection as previously raised with this planning application will be submitted again.

11.2 3PL/2016/0162/F – Proposed internal alterations to create an additional apartment within the building – Victoria House, Victoria Court WATTON

The Council had no objections

12 **EXCLUSION OF THE PRESS AND PUBLIC:** in the view of the confidential nature of the business to be transacted, concerning staffing matters the Press and Public will be excluded from the meeting at this point.

12.1 Staff Overtime

Staff who currently work overtime are taking the time back in Lieu. The Chairman felt that all staff who work overtime should be paid for their time. It was agreed that this matter goes to the HR working group for their input then to come back to the council with some feedback, also to be put on the next Full Council meeting agenda.

It was stated that the choice should be given to the employee whether that time should either be paid for or taken off in lieu.

Proposed by Ken Birch seconded by Stan Hebborn and agreed that the staff be paid for their overtime hours and not take the time off in lieu.

Voting unanimous.

Ken Birch requested that the overtime payments started from Tuesday 8th March 2016.

Meeting finished at 8:23pm