

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday May 22nd 2018 at 7.00pm

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

Councillors Present: Tina Kiddell Chairman, Beryl Bunning, Peter Bishop, Jane Fountain, Stan Hebborn, Sue Hebborn, Alysha Houlder-Moat, Margaret Holmes, Kathryn Stallard, Jake Tinsley, Pat Warwick.

Officers Present: Jane Scarrott Town Clerk

Also present: 5 members of the public.

1. APOLOGIES FOR ABSENCE RECEIVED

Keith Gilbert, Gavin Maby and Daniel Fishlock.

2. DECLARATIONS OF INTERESTS MADE

Jane Fountain, Beryl Bunning and Tina Kiddell declared an interest in item 6.1 as they are due to receive payment as on the payments for approval list.

3. CONFIRMATION OF MINUTES 08.05.18

The minutes of the meeting held on May 8th 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 to support her written report previously distributed to Councillors. Copy of report filed.

4.2 Vice-Councillors Report – no report given.

4.3 County Councillor's Report - no report. County Councillor not present.

4.4 District Councillor's Report – no report. No District Councillors present.

4.5 Police Report – No Report received but PC Austin Clarke has spoken to the Chairman at her surgery at the Wednesday market and has visited the Town Council Office to discuss parking issues outside Westfield School.

It was agreed the Council will write to the Police Inspector to express concern that Officers do not attend Town Council meetings and no specific report is forwarded to the Council.

4.6 Clerk's Report

Copy of written report previously distributed to Councillors is filed.

The Town Clock is due for an annual service as it is now over a year ago that works were undertaken on the clock mechanism. Quotes are being sought, both for service and to possibly fit an electric motor to the mechanism, but it was suggested the repairer who undertook the work should be approached regarding any guarantee for the work.

The Chairman of the Cemetery Working Group (CWG) gave a brief update of discussion which had taken place at the meeting of the CWG prior to the Town Council meeting. The Council is in agreement that the Environment Agency will be engaged to investigate further use of the

Cemetery. Other aspects of Cemetery maintenance and administration are systematically being reviewed.

5. PUBLIC PARTICIPATION

It was noted that the Town Clock is not working at present. Concern was voiced that no annual service contract is in place.

The Chairman of Watton Sports Association was present to give a verbal presentation regarding the planned renovations to the existing kitchen at the Sports Centre and the provision of a new kitchen. Councillors were presented with a written report and a copy of recent accounts from the Sports Association.

6. FINANCES

6.1 **It was agreed** by all voting that the payments for approval list for May be accepted.

6.2 The Chairman of the Finance Committee gave a verbal update of the Finance Committee meeting held on May 15th which outlined the need to take £3000 from the Community Improvement Fund to boost the legal cost centre budget for the 2018/19.

It was also noted that before making any decision to financially contribute to the possible purchase of pop up market stalls to be used in Middle Street that there is a need to commission a Health & Safety Report relating to the weekly Wednesday Market and the possible extension of the site to what was the former market place in Middle Street.

6.2 (i) **It was agreed** by all that £3000 will be taken from the Community Improvement Fund to boost the legal cost centre budget for the 2018/19.

6.3 Some debate took place regarding membership of the Sports Association and where the Association may be able to look for financial assistance.

It was agreed with 6 votes for, 1 against and 4 abstentions that £7000 would be donated to the Sports Association towards the kitchen project as outlined by the Chairman of Watton Sports Association during public participation.

7. POLICIES AND PROCEDURES

7.1 New Model Standing Orders for 2018 have been published. These will be considered for adoption at the next meeting of the Town Council once tailored to Watton Town Council.

7.2 The Risk Management Plan was accepted as presented, however it was felt the grant procedures need to be reviewed.

7.3 The Equality Policy was reviewed and ratified with no changes.

8. TOWN COUNCIL MEETING DATES 2018/19

It was agreed, with 1 against and 1 abstention, that three additional meetings will be added to the calendar of Town Council meetings. Two meetings to follow the current schedule will be held in August each year and one meeting will be held in December on the second Tuesday evening of the month.

9. PLANNING: To consider planning applications received for consultation

9.1 3PL/2018/0490 – New dwelling alongside No. 8 Saham Road

Refusal Recommended

Objection raised regarding inappropriate size of site.

9.2 3PL/2018/0458 - Conversion of first floor office space to form 3 no. 1 bed dwelling flats including minor extension works and external fabric alterations, ground floor to remain as retail, internal alterations – Dawson House, Thetford Road, Watton
Objection raised regarding limited parking space which could cause congestion.

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

10.1 Legal Matters

- It was agreed by all to start the process of registration of Wayland Hall again and to include the adjacent alleyway.
- With 3 abstentions it was agreed to commission a follow-up letter from Nick Hancox solicitors to the same local undertaker stating that they will no longer be able to use Watton Cemetery with immediate effect.

10.2 Clerk's Interim Appraisal Report

The Clerk's Interim Appraisal was undertaken by the HR Committee on May 16th. A copy of the report is available for Councillors to view on request. Other staff Interim Appraisals will now follow and moving forward appraisals will be scheduled for October to bring them in line with budget preparation.