

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday 22nd November 2016 at 7.00 pm

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

Councillors Present: Beryl Bunning –Chairman, Patrick Alzetto, Peter Bishop, Gavin Bulmer, Janet Carr, Daniel Fishlock, Jennie Fishlock, Jane Fountain, Stan Hebborn, Sue Hebborn, Margaret Holmes, Maureen Roy, Patricia Warwick.

Officers Present: Jane Scarrott Town Clerk

EDP reporter Bethany Wymark

1. APOLOGIES

Apologies received from Tina Kiddell and Keith Gilbert.

Apologies also received from County Councillor Claire Bowes.

2. DECLARATIONS OF INTERESTS MADE

Patrick Alzetto declared an interest in item 7.3 as a neighbour of the proposed development. Beryl Bunning and Stan Hebborn noted that they are on the list to receive payment.

3. CONFIRMATION OF MINUTES 08.11.16

The minutes of the meeting held on November 8th 2016 were unanimously agreed as a true record of the meeting and were signed by the Chairman.

4. REPORTS

4.1 Chairman's Report

The Chairman has attended the following:

November 11th Chaston Place Remembrance Service

November 12th War Graves Remembrance Service

November 13th War Memorial Remembrance Service

It was noted that the Town Council has in past years paid for refreshments after the Memorial Service and it was suggested this should be considered again before the 2017 service.

November 14th Loch Neaton Committee AGM – a brief update from the Committee has been received with more to follow. All were in favour of the proposal made that if the Loch Neaton Committee makes a decision regarding what is wanted for the Loch area then the Town Council will look to facilitate a meeting with District Councillors to see what can be achieved.

November 15th Firework Event Debriefing

November 16th Charlotte Harvey Trust Meeting

November 20th Blenheim Centre Christmas Party

Festive Market

Chairman gave an update regarding the plans for the Festive Market including listing "jobs to be done".

4.2 Vice-Chairman's Report
Nothing further to report.

4.3 Police Report
Apologies received with reminder of Safer Neighbourhood Action Panel (SNAP) meeting to be held on November 30th 2pm at Watton Fire Station.

4.4 County Councillor Report
No County Councillor present.

4.5 District Councillor Report
No District Councillor present.

4.6 Clerk's Report
Written report previously distributed is filed, verbal update given:

- A meeting with representatives from the Sports Centre is scheduled for December 5th at 7pm at Watton Sports Centre.

5. PUBLIC PARTICIPATION

No members of the public were present.

6. ACCOUNTS

6.1 Payments for November and December 2016 were approved as presented.

6.2 Appointment of Internal Auditor
Confirmation made and agreed by all that the same Internal Auditor engaged for 2015 is to be engaged for 2016.

6.3 2017/18 precept request
The Budgeted expenditure for 2017/18 was set at £273560 on 08.11.16.
With the deduction of predicted income of £10,000, chiefly from market and cemetery fees, there remains a need for £263560 to be raised.
Options are for the Council Tax Grant funding of £9078 to be used to supplement the precept or for the grant money to be taken as extra income.
Depending on final tax base figures the former option should give a 17/18 Band D charge of £103.47 with the latter resulting in £107.17.
It was agreed by a majority of 11 to 2 to request a precept of £254482 with the Council Tax Support Grant of £9078 making up the figure of £263560 needed.

6.4 Suggested work as on tree report
The Tree Report compiled earlier in the year identified one possible high risk tree in St. Mary's Churchyard and three medium risk trees. To investigate the possible high risk and undertake work on the medium risk trees a figure of £616 has been quoted.
No further quotes have been sought as it is felt appropriate to allow the company who undertook the survey to follow through with the further investigation. If extra work is

then suggested other quotes will be obtained. All were in favour of accepting the proposal to engage the original contractors to undertake the work as quoted.

6.5 Clock Tower

Three tenders for the clock tower work have been returned along with recommendation from the Project Manager as to which tender gives the best value. It was agreed by all to proceed with the work as recommended.

A JCT minor works contract will be prepared for signing by Attowe's and Watton Town Council with a view to the maintenance work on the clock tower starting as soon as possible in 2017.

6.6 Cemetery Report

A verbal quote has been obtained from a specialist firm of cemetery developers to undertake an initial survey looking at the capacity of Watton Cemetery. A written quote will be requested to be considered at the next meeting of the Town Council.

6.7 Salary Payments

To ensure salaries and pension contribution payments are made on time it is suggested the Town Council payroll providers are given the ability to instruct Barclays Bank regarding transfer of payments. This would follow payments being approved by the Council and acknowledged by two cheque signatories.

Set up and administration of this would incur additional cost both to pay Barclays (estimated at £200 p.a.) and the payroll provider.

It was agreed by all to proceed with such arrangement if possible and to amend Financial Regulations as necessary.

Financial Regulations will need to be reviewed and accepted by the Council.

7. Planning Applications for comment:

7.1 3PL/2016/1328/F Erect 20M telecommunications mast, 6 antennas, 2 600mm dishes, radio equipment cabinets and ancillary works within a secure fenced compound at Threxton Road Industrial Estate.

No comment

7.2 3PL/2016/1304/F Convert garage to single storey extension at 47 Priory Road, Watton

Refusal Recommended

Proposed development felt not to be in keeping with neighbouring properties and concern raised regarding appropriateness as in close proximity to trees worthy of a TPO.

7.3 3PL/2016/1259/F Change of use from residential to mixed use - change of use of part garage to beauticians (retrospective) at 20 Shire Horse Way, Watton

Refusal Recommended

Town Council against proposal as development would set a precedent for acceptance of a business in what is by covenant a residential area and the increased traffic/parking at the property is a concern. Town Council notes this is also a retrospective application and therefore a possible enforcement issue.

8. Meeting with George Freeman regarding Neighbourhood Planning
George Freeman MP has offered to attend a meeting with members of the Town Council to discuss Neighbourhood Planning. All were in favour of a meeting date being established.

9. Resolution passed to exclude the Press and Public in view of the confidential nature of the business to be transacted concerning staff:

- Report received from HR Committee. HR Committee tasked with looking at the future staffing structure for the Town Council. All agreed staffing structure to be considered as part of the budget discussions for 2018.

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