

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday 24th October 2017 at 7.00 pm

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

Councillors Present: Tina Kiddell – Vice-Chairman, Beryl Bunning, Peter Bishop, Margaret Holmes, Daniel Fishlock, Jane Fountain, Kathryn Stallard, Jake Tinsley

Officers Present: Michelle Craigie – Deputy Town Clerk

1. APOLOGIES

Apologies received from Stan Hebborn – Chairman, Sue Hebborn, Keith Gilbert, Pat Warwick, Maureen Roy and apologies were received from the Police.

2. DECLARATIONS OF INTERESTS

Jane Fountain and Tina Kiddell declared a pecuniary interest in item 6 – Payments for approval.

3. CONFIRMATION OF MINUTES 10.10.17

No minutes have been prepared due to absent staff but notes are available as a reference.

It was proposed by Margaret Holmes and seconded by Kathryn Stallard that the Minutes for the previous meeting be compiled on staffs return and approved at the next full council meeting on November 14th 2017.

4. REPORTS

4.1 Chairman's Report

No report received from the Chairman.

4.2 Vice-Chairman's Report

A copy of the written report presented to Councillors is filed.

4.3 Police Report

Apologies have been given from the police and Council have been informed of the next SNAP meeting being held on November 29th, 2pm at Watton Fire Station.

Councillors had previously been presented with a written report, compiled by Jane Fountain in regards to a meeting she attended on Friday 20th October on policing matters in Breckland.

It was proposed by Jane Fountain and seconded by Jake Tinsley that it be added to the next agenda to discuss the report and current policing matters further with the intention of sending an open letter to George Freeman MP if needs be once the facts have been gathered.

4.4 County Councillor Report

No report received from the County Councillor.

4.5 District Councillor Report

No report received from District Councillors.

5. PUBLIC PARTICIPATION

No members of the public present.

6. OCTOBER 2017 PAYMENTS FOR APPROVAL

It was proposed by Peter Bishop and seconded by Margaret Holmes, voting all in favour that Payments for October were approved as presented.

It was proposed by Kathryn Stallard and seconded by Daniel Fishlock with 1 abstention and all in favour that a finance working group be created with the following volunteers being Kathryn Stallard, Daniel Fishlock, Peter Bishop, Beryl Bunning and Margaret Holmes, to oversee in detail the budget for the coming year with the intention of reporting back to the council on their findings.

First finance working group meeting to be held on November 21st, 9:30am at the Council offices.

7. UPDATE ON FIREWORK EVENT MEETING AND FESTIVE MARKET

A verbal update was given by Beryl Bunning and Peter bishop on the organisation of the fireworks event.

- The following Councillors Daniel Fishlock, Alysha holder – moat, Margaret Holmes and Tina Kiddell have volunteered to help with the setup of the fireworks event on the Friday before.

Comments were made regarding absent firework event paperwork and that preparation for a fireworks set piece plan for next year should be considered to ensure all is communicated effectively.

- Beryl Bunning reported that she had spoken to Steve Hitchman at Breckland and had agreed for Watton Town Council to borrow their litter picking kits for the clean up of the firework event on the Sunday.

A verbal update was given by Beryl Bunning on the Festive Market.

- **It was proposed by Beryl Bunning and seconded by Jake Tinsley, voting all in favour that another ride for older children is situated in Middle Street with the proviso that the ride will not encroach into the high street and stop emergency vehicular access.**
- The crown pub – back bar is to be used as the First Aid point, a letter of thanks and confirmation to be sent to the owner of the Crown Pub and a First Aid sign made for the event.
- It was agreed that Beryl Bunning buys the Christmas Presents now and that Margaret Holmes and Jane Fountain volunteered to help wrap the presents.
- **It was proposed by Beryl Bunning, voting all in favour that Lings be contacted regarding a cavalcade be organised in the high street.**
- There was a concern raised in regards to DJ Tim needing to be situated inside on the day as the marquee is now being used for stalls. It was suggested that another of Watton Town Council marquees be used.

- It was proposed by Peter Bishop, voting all in favour that the Watton Town Council festive stall be a raffle this year and that hampers are made up with donations received and help with the Councillors input.
- It was suggested that next year's Festive Market be on the last Sunday in November 2018.

The next Festive Market Event meeting is to take place before the next full council meeting on November 14th at 6pm.

8. UPDATE ON MEETING OF REPRESENTATIVES HELD ON 12TH OCTOBER

A copy of a written report compiled by Councillor Jane Fountain has been presented to Councillors at the meeting and filed along with draft Terms of Reference from the Watton and Swaffham Working Group.

It was agreed to add an item on the next meeting's agenda to discuss the Councils involvement in the working group.

9. PAINTING OF THE FLOWER TUBS

It was proposed by Beryl Bunning and seconded by Peter Bishop, voting all in favour that all 12 flower tubs in the high street be painted as presented quote of £750.00 plus VAT.

It was also suggested and proposed by Beryl Bunning and seconded by Margaret Holmes that painting of the town benches be added to the new Town Operatives work schedule.

10. PLANNING NOTIFICATIONS RECEIVED

10.1 3PL/2017/1227/F – Retention of snack bar

It was proposed by Peter Bishop and seconded by Daniel Fishlock, voting was unanimous – No objection

11. It was agreed to pass a resolution to exclude the public and press to update on staffing matters:

It was proposed by Margaret Holmes and seconded by Peter Bishop, voting all in favour that a resolution be passed to exclude the press and public.

(Acting Town Clerk – Michelle Craigie left the meeting)

It was proposed by Peter Bishop and seconded by Beryl Bunning, voting all in favour that the draft Deputy Clerk Job Description and salary be approved and that the current Admin assistant Michelle Craigie be transferred to the new post of Deputy Clerk and that the post and salary be back dated to Wednesday 11th October 2017 to cover staff absence.

It was proposed by Peter Bishop and seconded by Beryl Bunning, voting all in favour that Jane Lambert the Wayland Hall cleaner be paid the same wage as the new Town Operative of £9.054 an hour only on the extra hours she has accumulated by helping out in the office.

Meeting ended – 8:25pm