

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday February 27th 2018 at 7.00pm

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

Councillors Present: Stan Hebborn Chairman, Beryl Bunning (arrived 19.32), Peter Bishop, Daniel Fishlock, Jane Fountain, Keith Gilbert, Sue Hebborn, Margaret Holmes, Tina Kiddell, Gavin Maby, Maureen Roy, Kathryn Stallard, Pat Warwick.

Officers Present: Jane Scarrott Town Clerk Also present: 4 members of the public

1. APOLOGIES FOR ABSENCE RECEIVED

Alysha Houlder-Moat and Jake Tinsley
County Councillor Claire Bowes

2. DECLARATIONS OF INTERESTS MADE

Margaret Holmes declared interest in item 8.5

3. CONFIRMATION OF MINUTES 13.02.18

The minutes of the meeting held on February 13th 2018 were agreed as a true record of the meeting and were signed by the Chairman.

4. REPORTS

4.1 Chairman's Report

A copy of the written report presented is filed.

4.2 Vice-Councillors Report

Vice-Councillor had nothing to report.

4.3 County Councillors Report

Written report submitted and a copy filed.

4.4 District Councillors Report

Written reports submitted by District Councillors Keith Gilbert and Claire Bowes.

Keith Gilbert had also supplied a list of 2018 parish precepts for the Breckland area.

4.5 Police Report

No report submitted but Chairman repeated the scheduled meeting with the Norfolk Police & Crime Commissioner Lorne Green which is to take place at the Queen's Hall on Wednesday 7th March 7.00pm.

4.6 Clerk's Report

A copy of the written report presented is filed.

It was noted that the Town Council has no flag pole at present since maintenance of the clock tower building took place. This is something to be addressed if possible.

4.7 Neighbourhood Plan (NP) Update

Jane Fountain reported that a second grant has been received through Locality to support the Neighbourhood Plan work. Part of the funding will provide training for members of the NP Steering Group which will enable them to undertake a Conservation Area Appraisal within the town. If

places are available on the training they will be offered to others including neighbouring parishes who are undertaking a NP.

The NP is an onerous task as few volunteers are coming forward to assist and thus much work is being undertaken by a few. In particular support is needed from someone with organisational and marketing skills which would allow both the lead person on the Steering Group and the contractor engaged to assist with the NP time to focus on other aspects. There is a need to keep the consultant fees down and it could be that others could take on specific tasks. The Chairman offered to help in this way and he will meet with Jane Fountain to discuss possible ways forward.

All were in favour of the request made by the Drainage Group to hold a meeting with Alex Chrusciak, Planning Director at Breckland Council with the following agenda:

- To present the results of those questionnaires about flooding delivered to residents and businesses which have been returned and analysed to show the extent of the problem.
- To consult with him about the watercourse maps obtained from Breckland and the Group's preliminary findings about their state of usefulness to carry surface water.
- To clarify the status of the flood risk map for Watton contained in the Local Plan currently with the Inspector.

5. PUBLIC PARTICIPATION

Members of the public present spoke of matters relating to the Cemetery and stressed the strong concern against the Council decision to not actively look to provide future burial space.

The Chairman will respond to acknowledge receipt of the petition and other related correspondence and it was noted that further response will be sent once issues raised have been considered by the Cemetery Working Group.

It was reported that the Cemetery does not appear well maintained at present with litter, overgrowth of trees and bushes and pot holes in the gravel driveway.

6. FINANCES

6.1 The payments for February 2018 were approved for payment as presented.

6.2 Following request from the Museum 4 Watton to share the cost of replacing the stair carpet at Wayland Hall **it was agreed by all that the Council would contribute 50% towards replacement of the carpet which would be undertaken by the Museum 4 Watton.** The Finance Committee had considered this request at the meeting on 20.02.18 and recommended that the money for the carpet could be taken from the Wayland Hall maintenance budget which at present is showing an expected underspend for the year.

6.3 Bank Reconciliation dated 14.02.18 and updated budget position presented to Councillors was accepted. The Finance Committee had recommended virement from codes 22/23 to 8 and that money could be vired from the Councillors Expenses budget to fund booked staff and councillor training.

It was noted that minutes from the HR Committee and Finance Committee were not on the agenda for the Full Council meeting to be accepted but this will be the practise moving forward.

7. CIVIC POLICY

It was agreed that civic procedure needs to be confirmed and a policy written.

Much discussion took place regarding a Civic Reception for 2018 as it has been the practise for over 30 years to hold a reception before the end of each mayoral year as this gives an opportunity to thank those who contribute to Watton community.

It was agreed that a date should be set for a Civic Reception to take place before the end of the mayoral year once a venue is found.

8. RELEASE OF DOCUMENTS FROM SOLICITORS

It was agreed by all that documents held at Ward Gethin Archer should be requested for release so what is held can be documented.

9. PROJECT SUPPORT OFFICER POSITION

The HR Committee had considered the suggested job description for a Projects, Events & Promotions Support Officer to possibly be shared with Swaffham Town Council at the meeting held on 20.02.18. The Committee made the following recommendation:

'that the Town Council should not at present employ another member of staff and to share employment with another body would raise too many employment issues. However consideration could be given to a Service Level Agreement with either another local authority body or possibly a private events management company.'

Further investigation regarding the possibilities will be undertaken and more consideration will be given to what would be expected from any such position with the view that an officer could provide the capacity to research grant funding for projects that may arise from the NP and that the job could become self-financing. Investment in this way could bring in much more funding to the area than might otherwise be sourced. Councillors were in favour of this approach.

10. 2018 REMEMBRANCE PARADE

Item 10. moved to after a resolution to exclude the public.

11. HIGHWAY ENTRANCE GATES

The proposal to erect entrance gates along the Thetford Road is awaiting costs to be confirmed now specifications for the gates has been received. Once this is known a final decision can be made.

12. CEMETERY WORKING GROUP (CWG) TERMS OF REFERENCE

All were in favour of accepting the Terms of Reference for the Cemetery Working Group as presented.

13. PLANNING: To consider planning applications received for consultation

Plans received will be considered at the next meeting.

Planning: Agreed consultation responses to planning applications received since the last Full Council meeting

13.1 3PL/2018/0085/F – 68 High Street, Watton – Change of use from Florist to Osteopath
Support

13.2 3PL/2018/0115/HOU – Queensway, Watton – Erection of two storey extension to existing house

No objections raised

13.3 3PL/2018/0011/VAR – Land West of Saham Road, Watton – Removal of Condition 13 on pp 3PL/2015/0219/F & APP/F2605/W/15/3140922 - Residential development comprising the erection of 73 dwellings together with associated open space.

No objections raised as felt condition to be unenforceable

14. A resolution was passed to exclude the press and public to update on confidential commercial and legal matters:

14.1 REGISTRATION OF WAYLAND HALL

Registration of ownership of Wayland Hall with Land Registry is not to be as straightforward as hoped due to clarification needed of boundaries. Consequently an extension of time needs to be requested from Land Registry to try to complete the registration. **With one abstention all were in favour of an extension being requested by the solicitor acting for the Town Council.**

Item 10. 2018 REMEMBRANCE PARADE

Following some discussion it was agreed, with one abstention, that management of the 2018 Remembrance Parade should be brought back 'in house' and that the Royal British Legion would be invited to be part of the event to be run by the Town Council.

The agreement signed with the British Legion Watton & District Branch in 2017 will not therefore be continued.