

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday 27th June 2017 at 7.00 pm

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

Councillors Present: Stan Hebborn Chairman, Tina Kiddell – Vice-Chairman, Beryl Bunning, Peter Bishop, Daniel Fishlock, Keith Gilbert, Sue Hebborn, Margaret Holmes, Jane Fountain, Pat Warwick.

Officers Present: Jane Scarrott Town Clerk

3 members of the public

1. APOLOGIES

Apologies received from Janet Carr, Jennie Fishlock, and Maureen Roy.

2. DECLARATIONS OF INTERESTS

Peter Bishop declared an interest in item 4.

Stan Hebborn and Daniel Fishlock declared an interest in item 7.

3. CONFIRMATION OF MINUTES 13.06.17 and 19.06.17

The minutes of the meeting held on June 13th 2017 and June 19th 2017 were unanimously agreed as true records of the meetings and were signed by the Chairman.

4. CO-OPTION

Kathryn Stallard was nominated and seconded to fill the first of the two vacancies open for co-option on the Town Council. All voting were in favour of her nomination (3 abstentions). No further nominations.

Jake Tinsley and KC Jones were nominated to fill the second of the two vacancies open for co-option on the Town Council. Voting was in favour of Jake Tinsley.

5. REPORTS

5.1 Chairman's Report

The Chairman's report is attached.

5.2 Vice-Chairman's Report

The Vice-Chairman's report is attached.

5.3 Police Report – No Police present.

5.4 County Councillor Report – County Councillor not present (apologies received).

5.5 District Councillor Report

Keith Gilbert spent three days at the planning appeal relating to the proposed development site off Mallard Road, Watton. A decision from the Planning Inspector is awaited by the end of July.

Breckland Council has recently reviewed its street naming and numbering policy. A copy will be requested and distributed to Councillors and it will be an agenda item for a

future meeting to look at the current list of preferred street names supplied by the Town Council.

5.6 Clerk's Report

A copy of the written report presented is filed.

Verbal update given:

- A copy of the final draft for the lease for the Museum4Watton to occupy part of Wayland Hall is available. It was accepted that the lease will be checked by the Clerk and signed. The Community Pay Back Team has begun work to decorate the upstairs room at Wayland Hall and Chris Hutchings is in the process of creating an inventory of all items removed from the room. His observations will be an agenda item for a future meeting as there may be issues to consider such as should flags be flown from Wayland Hall and what items can be disposed of.
- A conference call has taken place with the Locality Neighbourhood Planning Co-ordinator to establish the appropriate package of funding the Town Council could be eligible for. Cllrs Fountain and Gilbert were present with Neil Featherstone and the Clerk. Help may be offered to fund a feasibility of options for possible development of the Charlotte Harvey Trust land at Harvey Street.
- The Town Operative continues to be busy and has replaced bin posts to hopefully deter future vandalism and has erected the signs at Bridle Road asking that vehicles do not park on the grass. He has compiled a list of tools he needs and feels the items wanted at present would cost less than £500.

6. NO MEMBERS OF THE PUBLIC PRESENT FOR PUBLIC PARTICIPATION

7. ACCOUNTS

All accepted payments as presented for June.

7.1 **All were in favour of purchase of a branded Town Council gazebo** which it is anticipated can be funded by money from Breckland Council allocated as part of the Market Towns Initiative.

7.2 A verbal request has been received from the Wayland Partnership for £3000 in match funding over the next two financial years. A written request will be asked for and this matter will then be considered at the next full meeting of the Town Council.

7.3 It was agreed by all that up to £500 would be spent to provide the Town Operative with tools needed to undertake his work.

8. EXPENSES POLICY

The Expenses Policy was accepted by all as presented.

9. WATTON REMEMBRANCE SURVEY

It was agreed a letter of agreement would be compiled to formally acknowledge that the town Remembrance Service and Parade is a Town Council event which the British Legion organise on behalf of the Town Council.

It was suggested the Town Council should investigate mounting poppies on the lamp posts in the town for Remembrance Sunday and that thought should be given to where

flags might be flown if this is not to be the clock tower as has been the location in recent times.

10. HOSTING BRITISH LEGION EVENT

It was agreed the British Legion could use the Council Chamber on July 19th for a medal ceremony and that refreshments for those attending would be provided. Clerks to liaise with the British Legion over arrangements and use discretion with regard to the hosting as appropriate.

11. INTERNAL AUDIT ACTION PLAN

All accepted the Internal Audit Report and agreed that the points in the Action Plan should be implemented.

12. WAYLAND SHOW 2017

Investigation will be made regarding the verbal invitation made for the Town Council to have a stall at the Wayland Show in 2017 and attendance at the show will be an agenda item at the next full meeting of the Town Council.

13. NEIGHBOURHOOD PLAN UPDATE

As part of the Neighbourhood Plan initial promotion lots of suggestions have been made for a strap line to promote the project and the Council. It was agreed by all to use “Watton Town Council - Looking for a brighter future”.

It was also suggested that the Town Council should adopt a mission statement for the Neighbourhood Plan and this will be a matter for the next Town Council meeting. Councillors were asked to suggest suitable ideas.

It was also agreed by all that the Terms of Reference for the Neighbourhood Plan Steering Group would be adopted as presented.

14. CEMETERY FEES

Consideration of the cemetery fees will be made at the next meeting of the Town Council.

15. TRUSTEE NOMINATION

It was agreed by all that Pat Warwick should be nominated as a Trustee for the Watton in Relief Charity and that Margaret Holmes would be re-nominated to remain as a Trustee for a further term.

16. PLANNING NOTIFICATIONS

16.1 PL/2017/0745/F Proposed mono pitch general purpose storage building for agricultural use, with drying floor and biomass boiler to provide heating to adjacent warehouses at Neaton Business Park, Norwich Road, Watton.

No comments

17. EXCLUSION OF THE PRESS AND PUBLIC – In view of the confidential nature of the business to be transacted, concerning personal information, a resolution was passed to exclude the Public and Press at this point.

17.1 It was agreed by a majority with one against that the request for a memorial in Watton Cemetery as presented should be refused as the application is not within the adopted Cemetery Rules.