

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday 28<sup>th</sup> November 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, Peter Bishop, Margaret Holmes, Daniel Fishlock, Keith Gilbert, Jane Fountain, Sue Hebborn, Alysha Houlder-Moat, Kathryn Stallard, Jake Tinsley, Pat Warwick.

Officers Present: Jane Scarrott Town Clerk      Also present: 3 members of the public

*Silence observed in remembrance of past Town Councillor Richard Crabtree.*

**1. APOLOGIES**

Apologies received from Beryl Bunning and Maureen Roy.

**2. DECLARATIONS OF INTERESTS MADE**

Margaret Holmes declared an interest in items 9 and 10.

**3. CONFIRMATION OF MINUTES 14.11.17**

The minutes of the meeting held on November 14<sup>th</sup> 2017 were unanimously agreed as a true record of the meeting and were signed by the Chairman.

**4. REPORTS**

4.1 Chairman's Report

- Norfolk County Council and Breckland Council are involved in discussion to clarify the position regarding use of the parking bays adjacent to Second Chances in Middle Street.
- A Firework Event feedback meeting has taken place and recommendations made will be presented at the Full Town Council meeting in January.
- Vote of thanks given to Andrea Moat for her contribution to the Mayor's Charity raffle to be held at the Festive Market.
- Vote of thanks given to those who provided the refreshments following the Remembrance Service on November 12<sup>th</sup>.

4.2 Vice-Chairman's Report

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

4.3 Clerk's Report

A copy of the written report presented is filed.

Verbal update given:

- The arrangements for the Remembrance Day Parade 2018 will be an agenda item for the January meeting of the Town Council. Investigation will be undertaken regarding lighting of a beacon in the town to participate in the Beacons of Light 2018 tribute.
- The extension lease for the allotment land at Thetford Road is ready to be signed.

- It was agreed by all that the Deputy Clerk and the Town Operative should attend a Zurich Insurance Seminar on 25.01.17 at a cost of £30.00 plus travel expenses.

#### 4.4 Police Report

No Police report but noted that a Safer Neighbourhood Action Panel meeting will be taking place on November 29<sup>th</sup> which will be attended by members of the Town Council.

#### 4.5 County Councillor's Report

No report from the County Councillor received.

Letter to be sent to the County Councillor requesting that a written report be submitted if she cannot attend meetings.

#### 4.6 District Councillor's Report

District Councillor Keith Gilbert informed the meeting that there may be changes made relating to licencing in the future but at present there was nothing else to report.

### **5. PUBLIC PARTICIPATION**

Members of the Watton Neighbourhood Plan Drainage Group were present to present the report the group has compiled relating to flooding in Watton.

**Item 11.** was moved up the agenda to enable discussion of the report at this point in the meeting.

The report was unanimously endorsed as were the following recommendations:

- Mr Graham Brown, Flood Manager at Norfolk County Council will be asked when and where the proposed guidance mentioned in his report of 27.01.17 will be published.
- Copies of the report will be sent to Graham Brown, Alex Chrusciak Director of Planning at Breckland Council and Jonathan Glerum Flood Risk Manager at Anglian Water and a request will be made that the three meet with the Drainage Group.
- A copy of the report will be presented to George Freeman MP.

It was agreed by all that printing for the mail shot planned by the Drainage Group will be undertaken by the Town Council.

Thanks were expressed to the Group for undertaking the compilation of the report.

**All were in favour of allocating additional funding of £400 towards training relating to the Watton Neighbourhood Plan.**

### **6. ACCOUNTS**

Payments for November were accepted as presented.

Bank Rec. as of the 6<sup>th</sup> November 2017:

Current Account   £259313.49

Premium Account   £177422.93

## **7. PURCHASE OF METAL PLAQUES FOR FLOWER TUBS**

It was agreed with one against to purchase 35 replacement metal Watton logo plaques (at £14.00 plus VAT each) for the flower tubs in the town.

## **8. GRANT APPLICATION FROM WILD CHERRY CLOSE NEIGHBOURHOOD WATCH**

It was agreed by all to grant £20.00 as requested to Wild Cherry Neighbourhood Watch to purchase signage.

## **9. GRANT APPLICATION FROM STEVENS ALMSHOUSES CHARITY**

It was agreed by all those voting (Margaret Holmes declared an interest in this and the following item) to grant £500 to Steven Almshouses Charity as requested to assist with upgrading of the heaters in the properties.

## **10. USE OF CHAMBER**

It was agreed by all voting that the Council Chamber at Wayland Hall could be used free of charge by Community Groups but that priority regarding use would remain with the Council.

## **11. NEIGHBOURHOOD PLAN UPDATE** - given earlier in the meeting.

## **12. PLANNING: To consider planning applications received for consultation**

12.1 3PL/2017/1395/O - Proposed Detached House – Jubilee Road, Watton

*It was felt this application should be rejected as it would result in over development of the site and it is not in keeping with the area.*

## **13. To pass a resolution to exclude the press and public to update on staffing matters:**

### **13.1 Correspondence received relating to Watton Cemetery**

A request has been made to the Town Council by a resident for advance purchase of Exclusive Rights of Burial at Watton Cemetery.

With one in support (Tina Kiddell) the decision was made against permitting advance purchase of Exclusive Rights of Burial. Current policy, which will remain in place, is that Exclusive Rights of Burial can only be purchased at the time an interment is to take place and must be of neighbouring plots only.

### **13.2 Report from HR Committee**

Minutes from the meeting of the HR Committee 22.11.17 were presented to Councillors. The following recommendations including implementation of the suggested staffing restructure from January 1<sup>st</sup> 2018 were agreed:

Future Staffing Structure  
Town Clerk 37hrs per week

Deputy Town Clerk 30hrs/35hrs per week (Council agreed that the Deputy Clerk be offered 35hrs rather than 30 should she wish to accept an increase in hours)

Town Operative 23hrs per week

Market Supervisor 4hrs per week

Cleaners x2 12hrs and 10hrs per week

National Joint Council Pay scale

Town Clerk between pts 48 and 51 (starting at 48)

Deputy Town Clerk pts 30-34 (starting at 30)

Office Support Clerk pt. 16

Town Operative pt. 16

Market Supervisor pt. 16

Cleaning staff as agreed 14.11.17 £8.15 per hour

Time in Lieu (TIL) should be restricted with no member of staff permitted to work more than 12 extra hours in any month and that any TIL should be taken before the end of the next consecutive month in which it was accrued. Any deviation from this should be agreed by the Chairman of the HR Com.