

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday 8th September 2015 at 7.00 pm

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

Councillors Present: Ken Birch Chairman, Beryl Bunning, Kevin Abbott, Peter Bishop, Richard Crabtree, Keith Gilbert, Sue Hebborn, Margaret Holmes, John Rogers.

Officers Present: Jane Scarrott Town Clerk and Michelle Craigie Administration Assistant

9 members of the public were in attendance.

1. APOLOGIES

Apologies received and accepted from Jennie Fishlock, Stan Hebborn.

2. INTERESTS

Beryl Bunning declared a personal interest in item 5.

3. CONFIRMATION OF MINUTES 28.07.15

The minutes of the Council Meeting held on Tuesday 28th July 2015 were approved as a correct record and signed by the Chairman.

4. REPORTS

4.1 Chairman's Report

The Chairman has attended the following:

- 31.07.15 Summer Exhibition Wayland House
- 09.08.15 Civic Service
- 18.08.15 Watton in Bloom
- 20.08.15 Met Manager from Wayland prison re. Clock Tower weather vane

Consideration was given to a letter received from a resident whose fence adjacent to the Sports Centre Play Area has been damaged. The owner of the fence claims the damage has been caused by users of the play area but the Council voted not to accept liability for any current damage to the fence.

The Chairman has been investigating the cost of running the Town Council minibus and he wished to propose a three year continued sponsorship of the bus. The bus is heavily subsidised by the precept and a report regarding fuel and maintenance costs will be compiled. With one abstention **all agreed that the running of the bus will be an agenda item for the next Council meeting.**

Michelle Craigie has enrolled to undertake the Certificate in Local Council Administration Training (CiLCA). The Council was asked to accept the associated Learning Agreement as presented. **All voted in favour of this and agreed the**

course cost of £250 and the registration fee of £250 would be paid by the Council.

4.1 Clock Tower

The report of the Clock Tower submitted by the Chairman was considered. **It was agreed Breckland Council Historic Buildings Officer should be approached for further guidance.** Money is held in reserve for maintenance of the Tower but it is likely further funding will need to be sourced once a further structural survey of the building has been undertaken. **Until a survey has been conducted the Council agreed the Tower should be out of bounds and that no further work to repair the clock will be commissioned until any necessary building work has been undertaken.**

The Editor of the Wayland News will be asked to publish an update regarding the clock so members of the public are made aware that the clock is not to be repaired in the near future.

5. FESTIVE MARKET UPDATE

The Vice-Chairman gave an update regarding plans for the Festive Market to be held on November 29th. Entertainers have been booked, road closure is going ahead, a donation towards presents is promised and so far 8 stalls have requested space. Councillors were asked to provide prizes for the Mayor's Charity tombola stall and to volunteer to man the stall.

The contract for the provision of the Christmas lights will be considered as an addition to item 16 after a motion to exclude the public has been passed.

6. CLERK'S REPORT

Clerk's written report was noted, with a verbal update also given by the Clerk. Copies are filed.

6.1 IT provision

Reports on the current Town Council Office IT provision and the possible provision of new equipment were also presented to be discussed as item 16.3.

7. FREQUENCY AND FORMAT OF MEETINGS

It was **agreed the number of Council meetings held will be considered at the Council meeting on September 22nd.**

It was **agreed** by 5 votes for and 4 against **to allow public participation at meetings as stated in Standing Orders but to remove the stipulation that matters raised must be in relation to items on the agenda.**

8. STANDING ORDERS

It was **agreed**, by 5 votes for, 2 against and 2 abstentions, **to adopt the Model Standing Orders as tailored and previously presented with the decision made in item 7 to be refiled.**

9. HUMAN RESOURCE COMMITTEE TERMS OF REFERENCE

It was **agreed**, by 7 votes for and 2 against, **to adopt the Terms of Reference for the Human Resources Committee as presented.**

10. GROUNDS MAINTENANCE CONTRACT

The grounds maintenance contract is due for renewal in October and quotes have been sought from contractors. This will be an agenda item for the next meeting of the Council.

10.1 Purchase of a strimmer

It was **agreed**, by 7 votes in favour, **to purchase a strimmer for use by the Town Handyman up to a cost of £550 including safety equipment.** It was also **agreed to pay the costs of the Town Handyman to undertake a training course for safe use of the strimmer.**

11. ACCOUNTS

11.1 Payments for August were agreed as presented.

11.2 It was agreed by all to undertake all maintenance work to the play equipment at the Sports Centre Play Area as recommended at a cost of £1427.49 plus repair to the Quad rider at a further cost of £488.00.

11.3 It was agreed by all to accept the offer from Watton Sports Centre to lock and unlock the Sports Centre Play Area.

11.4 Consideration of purchase of seats for Jubilee garden to be considered as item 16.4.

11.5 Christmas lighting to be considered as item 16.2

11.6 Polishing of Mayor's chain to be considered as item 16.5

11.7 All agreed to allow a neighbouring resident to have vehicular access onto the Thetford Road allotment site to carry out work to fencing with the proviso that no inconvenience would be caused to allotment users.

12. GRANT APPLICATION FOR MUSEUM FOR WATTON

The Town Council was not unsympathetic to the request for support from the Museum for Watton group but wished to request a more in depth report giving the status of the group and how any grant money would be used.

13. GRANT APPLICATION FOR WATTON TWINNING ASSOCIATION

It was **agreed** by six for and three not voting due to personal interests (Margaret Holmes, Keith Gilbert and Richard Crabtree) to award a **grant of £300 as requested to the Watton Twinning Association.**

14. TRUSTEE FOR WATTON RELIEF IN NEED CHARITY

Agreed by all that Derek Smith would become a Council nominated Trustee on the Watton Relief in Need Charity.

15. PLANNING

15.1 3PL/2015/0859/F – Revisions to plots 11-13 to form holiday lets at Richmond Park Golf Club

No objections

15.2 3PL/2015/0664/F – Convert existing to 3 self contained flats at ground floor (retrospective) at 1 Norwich Road, Watton

Refusal Recommended

15.3 3PL/2015/0850/F – Erect porch, garage & roof alterations, convert & extend garage to new room & internal alterations at 35 Priory Road, Watton

No objections

15.4 3PL/2015/0921/F – Change of use of land for siting of two shepherds huts in lieu of holiday lodge at land off Ovington Road, Watton

No comments

15.5 3PL/2015/0891/F - Re-design of dwelling at 4 Southview Close, Watton

No objections

15.6 3PL/2015/0988/F – Change of use (Units 3-6) from B1(business) to residential at Ventura House, Norwich Road, Watton.

Refusal Recommended

16. It was **resolved** that in view of the confidential nature of the business about to be transacted that the press and public be excluded from the meeting.

16.1 Consideration should be given to review of charges and rules relating to Watton Cemetery. Moving forward staff will compile a report for the Council outlining current procedure and suggested amendment.

16.2 All those voting agreed to accept the quote from R Halsey Electrical to erect the Christmas lights in the town for 2015.

16.3 All were in favour of accepting the quote from Anglia IT Solutions to upgrade the IT equipment and system at Wayland Hall.

16.4 All agreed not to locate seats at Jubilee Garden as the summer is nearly over but to reconsider provision in March 2016.

16.4 All agreed the Mayor's Chain of Office is not in need of polishing at this time and overhaul will be considered again in four years time when additional engraving will also be due.