

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday January 9th 2018 at 7.00pm

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, Jane Fountain, Sue Hebborn, Alysha Houlder-Moat, Kathryn Stallard, Jake Tinsley, Pat Warwick.

Officers Present: Jane Scarrott Town Clerk Also present: 1 member of the public

1. APOLOGIES

Apologies received from Margaret Holmes, Keith Gilbert, and Daniel Fishlock.

2. NO DECLARATIONS OF INTERESTS MADE

3. CONFIRMATION OF MINUTES 28.11.17

The minutes of the meeting held on November 28th 2017 were unanimously agreed as a true record of the meeting and were signed by the Chairman.

4. CO-OPTION

With one abstention all were in favour of co-opting Gavin Maby to fill the one vacancy on the Town Council.

5. REPORTS

5.1 Chairman's Report

A copy of the verbal report given is filed.

5.2 Vice-Chairman's Report

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

5.3 County Councillor's Report

County Councillor Claire Bowes was expected to give an update regarding possible Highway improvements that might be possible through the Norfolk County Council Parish Partnership Scheme but as she was unable to attend the meeting this matter will be an agenda item for the next meeting of the Town Council.

It was noted that the Council was not impressed that the County Councillor was not present nor had she submitted a written report in her absence.

5.4 Clerk's Report

A copy of the written report presented is filed.

Following a request it was agreed Breckland Council could hold a promotional stall on Watton Market on March 14th 2018.

Verbal update given:

- Notification received of Wayland Partnership Farmhouse Breakfast
- Notification of *Silver Social* Project tour of Breckland

- Meeting scheduled for 2.00pm on Monday 15th January with officers from Breckland Council Housing Enabling Team relating to possible land development.
- Date to be set for next catch-up with Police Inspector Papworth.

6. PUBLIC PARTICIPATION

A member of the public was present to request that action be taken to cull the pigeons which some residents consider to be a problem within the town. This matter will be an agenda item for the meeting on January 23rd.

7. ACCOUNTS

It was agreed to consider payments for approval as part of agenda item 14 to allow gratuities to be considered.

8. FINANCE

8.1 To agree 2018 precept request

It was agreed, with one abstention, to accept the suggested 2018 budget need and the 2018 precept request was set at £320647.

8.2 To agree amendments to Financial Regulations

No amendment to Financial Regulations was deemed to be necessary but the following motion was agreed by all:

That the Town Council should endorse the existing financial regulation 4.1 and create a formally constituted Budget Committee to assist in the administration and planning of the Council's finances. The Committee should meet on a regular basis to discharge this duty.

The Council further agreed that a remit and constitution for this Committee should be presented at the next meeting. Peter Bishop and Kathryn Stallard agreed to draft this document.

9. CLARIFICATION OF CEMETERY FEES RELATING TO NON-RESIDENTS

It was agreed the Chairman will compose a letter to the local undertakers to inform them of the decision made regarding who would be classed as a resident of Watton with regard to Cemetery Fees.

The following decision was ratified:

Standard fees would apply to the following, with other non-residents charged at double fees:

- Those whose residential address was within the Watton Town boundary at the time of death.
- Those who had a residential address within Watton but have moved away from Watton solely for the purposes of care.
- Those members (or former) of HM Forces who had their last civilian address in Watton.

It was agreed a working group would be established to consider matters relating to the Cemetery with the intention of clarifying a number of long standing issues.

10. STREET LIGHTING REQUIREMENTS FOR THE TOWN GREEN ROAD DEVELOPMENT

The Town Council is not a Lighting Authority and it was agreed by all that the Town Council would not accept responsibility for any street lighting.

11. PURCHASE OF THE FOLLOWING AGREED:

11.1 Fixing kits for the litter bins - 6 kits at £65.00 each.

11.2 20 Disabled Radar keys at £2.10 each plus carriage - to be held at the Town Council Office and given out free of charge to eligible residents of Watton.

11.3 Replacement spare keys to the hand washer unit at the public toilets estimated at £30.

11.4 Fold down ladder for use by the Town Operative.

12. REQUEST FROM WAYLAND MEN'S SHED TO ERECT SIGNAGE AT CHURCH WALK

All were in favour that the Men's Shed be permitted to erect information board and signage to the entrance side railings leading into Church Walk from Dereham Road.

13. PAYMENT OF HIRE OF QUEEN'S HALL FOR THE TOWN COUNCIL CAROL SERVICE

All were in favour that the Town Council would pay the £75.00 hire fee for the 2017 Town Carol Service but that clarification is needed regarding which body manages this event.

14. RECOMMENDATIONS FROM THE FIREWORK EVENT FEEDBACK MEETING

14.1 Payment of gratuities

It was agreed by all that the gratuities presented on the payments for approval list should be paid together with all other payments listed.

15. NEIGHBOURHOOD PLAN UPDATE

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

15.1 Membership of the National Association of British Market Authorities (NABMA)

It was agreed not to join NABMA as at this stage there appears little benefit for the Town Council but as the health and the safety of the market is under consideration further investigation will be undertaken to establish whether another body might produce a Health & Safety Report if this is deemed appropriate.

16. PLANNING: To consider planning applications received for consultation

16.1 3PL/2017/1556/HOU proposed modifications to internal layout to include insertion of additional window to each flat. Flats 6-9 Gable Court, High Street, Watton

Approval recommended

16.2 3PL/2017/1358 Reserved matters Application for approval of appearance, landscaping, layout and scale of development of 98 dwellings, open space and play areas at land off Town Green Road, Watton

Reserved Matters Application so no further comment made

16.3 3PL/2017/1408/F Change of use from A1 retail to A5 Hot Food Takeaway and new extractor fan at 10 High Street, Watton

Refusal recommended

16.4 3PL/2017/1395/O Decision notice received of approval of detached house adjacent 65 Jubilee Road, Watton

16.5 3PL/2017/1517/F Erection of single storey 3 bedroom property at land near Akrotiri Square, Watton.

Refusal recommended as previously

17. A resolution was passed to exclude the press and public to consider the following:

17.1 Outstanding refund owed to the Town Council

It was brought to the attention of the Council that an amount of £582 is owing to the Council and efforts are being made to recoup this.

17.2 Job Description for Office Support Clerk

The job description was accepted by all as presented.

17.3 Legal advice relating to charities

It was agreed by all that legal advice should be sought to provide a definitive answer to what responsibilities the Town Council has for charities within the town.

17.4 Grave digging procedures

All matters relating to the Cemetery will be considered by the group to be established to meet with the purpose of clarifying all aspects of management of the Cemetery.