

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday 9<sup>th</sup> May 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, Janet Carr, Daniel Fishlock, Jennie Fishlock, Jane Fountain, Sue Hebborn, Keith Gilbert, Patricia Warwick.

Officers Present: Jane Scarrott Town Clerk

District Councillor Michael Wassell present for part of the meeting.

**1. ELECTION OF CHAIRMAN**

Stan Hebborn was nominated and seconded as Chairman and with no further nominations duly elected.

**2. CHAIRMAN SIGNED DECLARATION OF ACCEPTANCE OF OFFICE**

**3. OUTGOING CHAIRMAN PRESENTED WITH PAST CHAIRMAN BADGE**

**4. APOLOGIES**

Apologies received from Margaret Holmes, Keith Gilbert and Maureen Roy.  
Apologies also received from County Councillor Claire Bowes.

**5. NO DECLARATIONS OF INTERESTS MADE**

**6. ELECTION OF VICE-CHAIRMAN**

Both Tina Kiddell and Pat Warwick were nominated and seconded as Vice-Chairman. An extremely close vote resulted in Tina Kiddell elected as Vice-Chairman.

**7. CONFIRMATION OF MINUTES 25.04.17**

The minutes of the meeting held on April 25<sup>th</sup> 2017 were agreed as a true record of the meeting and were signed by the Chairman.

It was noted that the issues of parking on the grass at the Bridle Road Play Area was not an agenda item for this meeting as had been planned. The matter needs discussion and will be an agenda item for the next Full Council meeting.

An addition was made to the report relating to the Clerk's salary to confirm that a salary increase would be backdated to April 1<sup>st</sup> 2017.

**8. MAYOR'S UPDATE/INTRODUCTION**

A copy of the new Mayor's introductory report is attached/filed.

**9. CLERK'S REPORTS**

A copy of the written Clerk's Report as submitted to Councillors prior to the meeting is filed.

Verbal update given:

- An expression of interest has been made to the Council for the possible purchase of any of the old Christmas lights the Council may no longer want. **It was agreed by all** that the lights should be disposed of for the best price.
- A copy of the draft lease for the Museum4Watton group to use part of Wayland Hall has been copied to Councillors. Comments regarding clauses in the lease made by the Museum4Watton will also be passed to Councillors and the lease will be an agenda item for the next Full Council meeting.
- Reports have been received regarding various maintenance issues that the Council should look to address: repairs may be needed to the water pump at the Cemetery and the Millennium Garden gazebo. Notice boards are very difficult to use and the play equipment at both Bridle Road and Lovell Gardens is in need of cleaning.

## 10. PUBLIC PARTICIPATION

*No members of the public present but District Councillor Michael Wassell reported on the following:*

- *The polling station in Watton for the General Election on June 6<sup>th</sup> 2017 will be at Watton Sports Centre, due to previous booking of the Queen's Hall for the Watton Festival.*
- *Michael Wassell, Claire Bowes and officers from Breckland Council have recently taken a look around the town at various environmental issues which need addressing. It was suggested new bins could be provided in the High Street with other bins being painted, if possible, to improve the visual aspect of the High Street. The High Street and Lovell Gardens are areas which are felt to be most in need of some care.*
- *A suggestion has been made to possibly remove or re-locate some of the seats around the town. Seats in Harvey Street are therefore to be considered for removal. Discussion regarding this is to take place with the Police.*
- *Complaints posted on social media recently about anti-social behaviour within Watton will be forwarded to Lorne Green, The Police and Crime Commissioner for Norfolk.*

## 11. RISK MANAGEMENT PLAN ACCEPTED AS PRESENTED

## 12. BANK AUTHORISATION CARDS

It was confirmed that the following Councillors will remain as holders of bank authorisation cards:

Stan Hebborn, Beryl Bunning, Margaret Holmes, Keith Gilbert and Daniel Fishlock.

## 13. WATTON COMMUNITY CAR SCHEME

Following consideration of the report compiled relating to the Watton Community Car Scheme, which has been supported by the Town Council for many years, **it was agreed by all that support would be withdrawn with immediate effect.**

Letters will be sent to users of the scheme informing them of this and providing information regarding alternative transport options.

#### **14. SCRIBE TRAINING**

**It was agreed by all that updated training for the Office staff on the use of the Scribe financial software used would be arranged.**

#### **15. WAYLAND HALL LEASE**

A draft lease for part of Wayland Hall by the Museum4Watton Group as supplied by the solicitor acting for the Town Council was presented to Councillors. Comments on the lease from the Museum4Watton will be passed to Councillors and this matter will be an agenda item again for the next Full Council Meeting.

*Declaration of Interest declared by Stan Hebborn.*

#### **16. NOTES FROM THE EVENTS WORKING PARTY MEETING HELD ON 11.04.17 WERE ACCEPTED.**

#### **17. NEIGHBOURHOOD PLAN UPDATE**

Councillors were presented with notes (copy filed) relating to how the Neighbourhood Plan is to be implemented. It was requested that the consultant engaged to undertake the project be asked to meet with Councillors to clarify next steps.

#### **18. PLANNING APPLICATIONS FOR COMMENT:**

18.1 3PL/2017/0518 Erection of single storey detached dwelling with garage.  
Amended design of 3PL/2015/0458/F at land rear of 12 Saham Road, Watton.

No objections to be submitted

18.2 3PL/2017/0516 and 0515 Alterations and part demolition of elements of a listed building together with internal changes to layout 3/3A Dereham Road, Watton.

No objections to be submitted

19. Resolution passed to exclude the Press and Public In the view of the confidential staffing matters to be transacted:

19.1 The draft Lone Working Policy was accepted by all as presented and with agreement that the policy will be tailored as needed to fit the Town Council staffing structure.

19.2 An update was given regarding the recruitment of the new Town Handyman and it was noted that four applicants have been shortlisted for interview on May 17<sup>th</sup> 2017.