

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday 11th April 2017 at 7.00 pm

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

Councillors Present: Beryl Bunning –Chairman, Peter Bishop, Janet Carr, Daniel Fishlock, Jane Fountain, Stan Hebborn, Sue Hebborn, Margaret Holmes, Tina Kiddell, Keith Gilbert, Maureen Roy, Patricia Warwick.

Officers Present: Jane Scarrott Town Clerk

Norfolk County Councillor Claire Bowes present for part of the meeting.

4 members of the public.

1. APOLOGIES

Apologies received from Jennie Fishlock.

2. NO DECLARATIONS OF INTERESTS MADE

3. CONFIRMATION OF MINUTES 28.03.17

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

4. REPORTS

4.1 Chairman's Report

The Chairman has attended the following:

29th March –Safer Neighbourhood Team Meeting

31st March – Swaffham Civic Service

7th April – met with Clerk and Neil Featherstone regarding Neighbourhood Planning

10th April – met with Clerk and Cllr. Bishop regarding staffing recruitment

- It was noted that Councillors have all received an invitation to attend Russell's Circus when it is in the town.
- A letter has been received regarding issues within the High Street. Agencies which may be able to take action have been sent a copy of the letter. One issue raised was the concern that shops in the High Street display wares on the pavement. This has been an historic problem but if action is to be taken it would be against all shops using the pavement which would result in a somewhat sanitized High Street.

4.2 Vice-Chairman's Report

- The Vice-Chairman reported that he gave a successful presentation to community partnership groups regarding future plans for the town. It was noted that the Queen's Hall representatives appear keen to be part of future discussions along with other organisations already involved.



- The Chairman and Vice-Chairman have accepted new play equipment and outdoor gym equipment which has been installed at Lovell Gardens Play Area and Bridle Road Play Area.
- It was noted the Annual Town Meeting has been advertised via various social media sites as well as by other usual means.

4.3 Clerk's Report

A copy of the Clerk's Report submitted to Councillors prior to the meeting is filed. A letter received regarding parking in Watton High Street was previously forwarded to Councillors. The concerns raised have been passed to the Parking Operations Team. A verbal update was given to supplement points on the report.

5. **PUBLIC PARTICIPATION**

Members of the public were present to voice concern regarding use of open space land at Garden Close. It is believed Breckland Council own the the land in question but investigation is ongoing. The members of the public were advised to keep in touch with the District Councillors who are aware of the matter.

It was agreed to move item.11 to this point on the agenda and to confirm that the land is not owned by the Town Council and this matter is not something the Town Council can get involved with.

6. **Events for 2017**

The notes from the Events Working Group Meeting held on 28.03.17 were accepted.

6.1 It was agreed by all to accept the quote of £333 plus VAT to erect the marquee in Chaston Place for the 2017 Festive Market on December 3rd.

7. **Town Litter Pick**

It was agreed that Breckland Council would be approached to ascertain which areas of green space SERCO maintain for Breckland Council and what responsibilities SERCO has.

Once this has been ascertained further consideration will be given to whether the Town Council should organise a voluntary litter pick.

8. **Refreshments for Annual Town Meeting 2017**

It was decided by a large majority **against** providing any refreshments at the Annual Town Meeting.

9. **Grounds Maintenance of the allotments**

It was decided against paying a contractor to clear or maintain vacant allotments. It may be that this is something that can be brought more into the role of the Town Handyman.

10. **Donation to Watton Sports Association**

It was agreed by all that £5000 will be donated to Watton Sports Association as requested.

11. **Open Space at Garden Close** – dealt with earlier in the meeting.

12. **Gift for Weeze**

An allocation of £150 to provide a gift for the twinning town of Weeze to celebrate the 30th anniversary of the establishment of the Twinning Charter **was confirmed as previously provisionally agreed.**

13. **SAM2 Brackets**

It was agreed to purchase a further set of brackets for the SAM2 mobile sign at a cost of £50. This will enable the sign to be sited at Watton Green.

14. **Planning Applications for comment:**

14.1 3PL/2017/0264/HOU – converting and extending existing out-building to an annexe 67 High Street, Watton

No objections raised

14.2 3PL/2017/0335/F – replacement of the existing petrol filling station forecourt, canopy over and below ground fuel storage and refurbishment of existing sales building at 47 Thetford Road, Watton

No objections raised

14.3 3PL/2017/0381/O erection of dwelling house and revised vehicular/pedestrian access 30 Thetford Road, Watton

No objections raised

14.4 3PL/2017/0370/D residential development of 31 units comprising of 18 flats, 13 houses, estate road, parking areas and open space Plaswood Products Ltd, Griston Road, Watton

No objections raised

14.5 3PL/2017/0411/HOU installation of air conditioning system 43 Dereham Road, Watton

No objections raised

15. A resolution to exclude the public and press to consider staff recruitment was passed.

The Town Handyman is to retire and his last working day with the Council will be 03.05.17.

Councillors were presented with draft job description, person specification and advert for the position.

It was agreed by all to accept the recommendations made by the HR Group relating to recruitment for the position and adverts will be placed locally with 02.05.17 set for receipt of application forms and interviews to be undertaken w/b 15.05.17.



Handwritten signature and date: 25/4/17

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday 25th April 2017 at 7.00 pm

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

Councillors Present: Beryl Bunning –Chairman, Peter Bishop, Janet Carr, Daniel Fishlock, Jane Fountain, Stan Hebborn, Sue Hebborn, Margaret Holmes, Tina Kiddell, Keith Gilbert, Maureen Roy, Patricia Warwick.

Officers Present: Jane Scarrott Town Clerk

Norfolk County Councillor Claire Bowes present for part of the meeting.

1. APOLOGIES

Apologies received from Jennie Fishlock.

2. NO DECLARATIONS OF INTERESTS MADE

3. CONFIRMATION OF MINUTES 11.04.17

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

It was noted that Breckland Locality Officer Steve Hitchman will be visiting the Town Council Office to discuss street cleaning issues as raised at the meeting on April 11th.

4. REPORTS

4.1 Chairman's Report

The Chairman has attended the following:

18th April – Monthly meeting of Women's Fellowship

18th April – Annual Town Meeting

19th April – HR Committee Meeting

19th April – Circus – Town Councillors all invited

22nd April – Organ re-dedication at St. Mary's Church

Town Clock noted as working again as from April 20th!

It was agreed the Town Council will make a nomination as suggested by a member of the public for the Wayland Volunteer Awards 2017.

4.2 Vice-Chairman's Report

It was noted that the turn out for the Annual Town Meeting 2017 was encouraging. The meeting highlighted the need for a PA system for such events and the Council has been offered a system by Watton U3A.

Russell's Circus supports the town through its visits and Councillors were made welcome when they attended a recent performance in the town.

A review of the Watton Community Car Scheme is being undertaken and this matter will be an agenda item for the next Full Council meeting.



4.3 Police Report

No Police attendance at the meeting but a reminder given regarding the forthcoming meeting on April 28th with Inspector Papworth. Beryl Bunning, Pat Warwick, Peter Bishop and Keith Gilbert to attend.

Noted that Paul Claussen (Breckland Council Executive Member for Place), Paul Wheatley (Chief Inspector of Police) and Steve James (Breckland Council Communities and Environmental services Manager) have asked to attend before the Town Council Meeting on 23rd May at 6pm to discuss the Public Space Protection Orders (PSPO) which are to replace the existing DPPOs later in the year.

4.4 County Councillor Report

Claire Bowes gave an update regarding allocation of funding to improve drainage within Norfolk market towns.

Jubilee Road, Langmere Road, Ringmere Road and Wayland Ave in Watton are locations identified for funding as part of a successful DfT funding bid, therefore Norfolk County Council will be looking at what improvements to the drainage system can be made that may help alleviate some of the drainage concerns in these areas.

4.5 District Councillor Report

Breckland Councillor Keith Gilbert submitted a written report regarding street lighting within Watton.

A report relating to street lighting within the District is being compiled by Breckland Council and recommendations are to be considered by Breckland Council Cabinet. Street lights have been removed from locations within the town and it was felt Breckland Council should be asked what contingency funding for emergency repair of street lights exists and a request will be made for lights to be replaced.

4.6 Clerk's Update

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

Verbal update given:

- Concern regarding vehicles being driven and parked on the Play Area at Bridle Road was discussed and this matter will be an agenda item for the next Full Council Meeting.
- It was agreed co-option to fill the two current vacancies on the Council will take place as soon as possible with interviews, of those who have volunteered and are eligible, to take place on June 13th.

Councillors were also presented with copies of the following:

- Updated Outstanding Matters List
- Financial Report as presented at the Annual Town Meeting
- Notes from the Events Meeting held on 28.02.17

5. PUBLIC PARTICIPATION

No members of the public present.



6. ACCOUNTS

Listed payments presented for approval were accepted with the inclusion of £50 plus VAT for another set of brackets for the SAM2 sign.

6.1 Quote received for provision of Fireworks

The quote of £3500 for provision of a similar or better firework display on October 28th 2017 than that provided in 2016 was accepted. The same contractor will be used in 2017 as was engaged in 2016.

It was also agreed to accept the price of £2500 for use of the Wayland Showground fields for the Firework evening.

6.2 No further quote has yet been received for maintenance work on the roof of Wayland Hall so this matter will need to be re-visited at a future meeting. Further investigation is needed regarding access to the roof **and it was agreed legal advice should be sought.**

7. WAYLAND HALL LEASE

It was agreed by all that solicitors should be engaged to register ownership of Wayland Hall with Land Registry. Copies of the draft lease for the Museum4Watton to use part of Wayland Hall were presented to Councillors for consideration.

8. PLANNING APPLICATIONS FOR COMMENT:

8.1 3PL/2017/0283/HOU Proposed extension to side and front of bungalow and removal of car port replacing with flat roof garage, 102 Brandon Road, Watton

Application already permitted


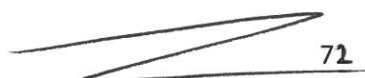
8.2 3PL/2017/0410/HOU First floor extension 2D Norwich Road, Watton

No objection from the Council

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

9.1 The report and recommendations from the HR Committee following the Clerk's Appraisal were accepted (confidential report filed).

It was noted that the HR Committee is revising the job description for the Town Handyman position and a Lone Worker Policy needs to be agreed (draft policy presented to Councillors).

 9/5/17
Cllr. Stan Hebborn


Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday 9th 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 25th 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 1st 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 6th 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 17th 2017.



23/5/17.

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday 23rd May 2017 at 7.00 pm

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

Councillors Present: Stan Hebborn – Chairman, Beryl Bunning, Janet Carr, Daniel Fishlock, Jane Fountain, Keith Gilbert, Sue Hebborn, Margaret Holmes, Maureen Roy, Patricia Warwick.

Officers Present: Jane Scarrott Town Clerk

1 member of the public

1. APOLOGIES

Apologies received from Jennie Fishlock, Tina Kiddell and Peter Bishop.

2. DECLARATIONS OF INTERESTS MADE

No Declarations of Interest made.

3. CONFIRMATION OF MINUTES 09.05.17

The minutes of the meeting held on May 9th 2017 were unanimously agreed as a true record of the meeting and were signed by the Chairman.

Margaret Holmes requested that her concern that the Council has withdrawn support for the Community Car Scheme be recorded. She stressed that the scheme should be looked at further with a view to sorting out matters which had brought the support of the Council to an abrupt halt.

4. REPORTS

4.1 Chairman's Report

The Mayor has attended the following:

12th May - Outgoing Chairman of Norfolk County Council's civic reception

13th May - Ordination Service for Pastor Nick Nundy at the Pentecostal Church, Watton

19th May – Funeral of former Mayor Lorraine McCarthy

19th May – Breckland Artists Open Studio at the Dragonfly Gallery, Wayland House

20th May – Wayland Communities Open Event at the Queen's Hall. Attended by at least 61 members of the public. Cllrs Susan Hebborn, Tina Kiddell, Jane Fountain, Keith Gilbert and Margaret Holmes helped man the Council stand.

22nd May – Wayland Partnership meeting at Broom Hall. Also attended by Cllrs Daniel Fishlock and Jane Fountain together with the Clerk and Neil Featherstone who outlined the Neighbourhood Planning process for the benefit of the representatives of neighbouring parishes who were present.

- Claire Bowes in her Wayland Show guise invited the Council to consider having a stand at the 2017 Wayland Show. Enquiries will be made regarding this and a decision will be made at a future Town Council meeting.
- Councillors were asked to suggest a suitable name for the project which is looking at future leisure and other facilities in Watton which is hoping will be undertaken in conjunction with Watton Sports Association and other partners.



4.2 Vice-Chairman's Report – no verbal report as Vice-Chairman absent.

Tina Kiddell attended the Civic Service for the new Mayor of Wisbech and assisted at the Engaging Communities Day on May 20th held at the Queen's Hall where the Town Council had a promotional stand.

4.3 Police Report – no Police present. Meeting had taken place prior to the start of the Council meeting to inform the Council of the Public Space Protection Orders (PSPO) which are to replace the existing Designated Public Place Orders (DPPO) later in the year. Present at the meeting: Paul Claussen (Breckland Council Executive Member of Place), Paul Wheatley (Chief Inspector of Police) and Steve James (Breckland Council Communities & Environmental Services Manager).

4.4 County Councillor Report – no County Councillor present

4.5 District Councillor Report

District Councillor Keith Gilbert notified the Council that the new Chairman of Breckland Council is Kate Millbank and that he is remaining on the Breckland Licensing Committee for the forthcoming year.

It was noted that the awaited report of street lights in the District has been compiled and once results are known the Town Council will have this matter as an agenda item again.

4.6 Clerk's Report

Verbal update given:

- The defunct Christmas lighting has been sold for £10.00.
- Replacement Bank Authorisation Cards have been ordered for cheque signatories. Those initially provided became obsolete when the Town Council closed the account the cards had been issued to.
- An extremely useful walk around Harvey Street and the High Street to consider anti-social behaviour matters was undertaken on May 19th with members of the local Safer Neighbourhood Team and Breckland Council Officers. The Police Architectural Liaison Officer is to compile a report outlining suggestions that could assist to deter anti-social behaviour in certain locations (e.g. removal of seats).
- A leak in the public disabled toilet outside office hours was brought to the attention of the Council by four youths. The quick notification led to action taken quite quickly and thus was of great assistance and the boys concerned have been thanked appropriately.
- Necton Parish Council has offered the Town Council places at a training session, relating to sole trustees, which is to take place on 20th June at 6.30pm at a cost of £40.00 per delegate. It was agreed, with one abstention, that Beryl Bunning, Margaret Holmes, Pat Warwick and the Clerk would attend. Those not present at the meeting will also be notified of the event.
- Further information has been received regarding the GoGoHares trail which will be taking place in Norfolk in 2018. Sculptures are to be placed around Norfolk and towns are being given an opportunity to take part. Sponsorship of £5000 is needed if a hare sculpture is to come to Watton. It was suggested crowd funding might be used to fund this project and this will be investigated.



- Communication has been received from Watton Carnival Committee asking if the Town Council will be manning a stall at the 2017 carnival. The Committee has also submitted a grant application form which will be an agenda item for the next meeting of the Town Council.
- A letter has been received from a member of the public voicing concerns regarding covenants on new properties within the town.
- A 6 day planning appeal is to take place commencing on 13th June 2017 to 16th June and recommencing on 20th and 21st June at Watton Sports Centre relating to an outline planning application for 177 dwellings at land south of Mallard Road, Watton. It was suggested Peter Bishop should be asked to speak on behalf of the Council at the appeal.
- The Clerk is to meet with the secretary of Watton Royal British Legion regarding Remembrance Sunday 2017. All Councillors were in favour of the Council providing refreshments for the event.
- The Council's IT providers have added additional virus protection to the office system but a cost of £4.75 plus VAT per device per month will be implemented after 30 days. All agreed to accept this.
- A request has been received from the Happy Project to use the town marquee on June 11th 2017.
- Update received from Anglian Water relating to the flooding which took place on June 23rd 2016 together with other relevant correspondence will be forwarded to Councillors.

5. PUBLIC PARTICIPATION

One of the Watton Community Car Drivers was present to suggest the decision for the Council to withdraw support for the scheme should be re-visited as he felt the report compiled had given wrong facts.

Due to external disruption the meeting was adjourned for 8 minutes.

Councillors voted by 6 in favour (4 abstentions) to revisit this decision on receipt of a report to be presented by Community Car Driver Mr Lawrence in which he would present a case in favour of continued support.

6. ACCOUNTS

Payments for May were accepted as presented.

6.1 It was agreed by 6 in favour (4 abstentions) that budget Revision and clarification of Civic Expenditure should be an agenda item for the next Full Council meeting.

6.2 It was agreed by all that further Scribe training for staff should be arranged if needed.

6.3 It was agreed by all to accept the list of standing orders and direct debit payments for the year as presented.

7. VEHICLES BEING DRIVEN ON BRIDLE ROAD PLAY AREA

All were in favour of engaging a solicitor to write a letter to be sent to residents of Bridle Road reaffirming the rule that vehicles should not be driven on the grass of the play area.



8. WAYLAND HALL LEASE

It was decided that the lease for part of Wayland Hall as requested by the Museum4Watton would be considered at the next meeting of the Town Council to give all Councillors a chance to look at the lease and the comments submitted by the Museum4Watton.

9. ROLL OF HONOUR BOARD

All in favour (three abstentions) of providing a roll of honour board listing Mayors of Watton back to the first Mayor. Photographs of Mayors back to 2000, as already agreed, are to be displayed in the Council Chamber.

10. STREET LIGHTING REPORT

When the street lighting report which has been compiled by Breckland Council is made available it will be considered by the Town Council.

11. SLCC SUMMER CONFERENCE

It was agreed that Margaret Holmes, Keith Gilbert and Pat Warwick will attend the Society of Local Council Clerks (SLCC) conference to be held at Carrow Road, Norwich on July 7th 2017. Councillors not present at the meeting will be passed the flyer for the event and be given the opportunity to attend also.

12. NEIGHBOURHOOD PLANNING

All were in favour of forming a Working Group to take the Neighbourhood Plan for Watton forward. Members to be Margaret Holmes, Keith Gilbert, Pat Warwick and Jane Fountain who will lead.

It was also agreed (two abstentions) that the boundary for the Neighbourhood Plan would be the Watton parish boundary.

13. PLANNING NOTIFICATIONS

13.1 3PL/2017/0580/O New dwelling at 8 Saham Road, Watton

No objections


13.2 3PL/2017/0411/HOU Installation (re-siting) of air conditioning system, 43 Dereham Road, Watton

No objections

14. Resolution passed to exclude the Press and Public in view of the confidential nature of the business to be transacted:

The recommendation from the HR Committee to appoint Mr Steve Long as the new Town Operative/Market Supervisor from June 1st 2017 was agreed by all.

A vote of thanks for the HR Committee was voiced for the recruitment work undertaken.

 13/6/17

Watton Town Council
Payments for Approval - May 2017

Supplier	Description	Incl vat	Invoice	Cheque	Date Paid	Pur Ord	Voucher
Breckland Council	Rates Wayland Hall	£944.00		Direct Debt	15.05.17		
Breckland Council	Rates Linmore Court	£217.00		Direct Debt	15.05.17		
Breckland Council	Rates Toilets	£182.00		Direct Debt	25.05.17		
Breckland Council	Rates Market	£109.00		Direct Debt	25.05.17		
Breckland Council	Rates Clock Tower	£22.00		Direct Debt	05.05.17		
E-on	Electricity Wayland Hall	£72.00		Direct Debt	24.05.17		
E-on	Electricity Industrial Unit	£12.00		Direct Debt	02.05.17		
tw gaze	Unit Rent	£500.00		Direct Debt			
British Gas	Gas Wayland Hall	£441.00		Direct Debt	22.05.17		
Anglia IT Solutions	IT	£93.94		Direct Debt	02.05.17		
EBS	Photocopy service charges	£30.30	455	203204	22.05.17		
Staff Costs	Salaries	£4,012.70		SO	20.05.17		
HMRC	PAYE	£929.07		106329	16.05.17		
Norfolk Pension Fund	Staff Pension	£1,264.08		106328	16.05.17		
Barclays	Bank Charges	£1.99			10.05.17		
GCM Cleaning Services	Cleaning Toilets	£414.00	799	203205	22.05.17		
Wayland Garage Ltd	Fuel/van repairs	£80.00	602	Direct Debt	08.05.17		
Community Car	Community Transport April 17	£100.90		06/08/09/10	22.05.17		
Community Car	Community Transport May 17	£36.10		211 212	22.05.17		
TTSR	Grounds Maintenance	£2,058.14	1875	203213	22.05.17		
J.R.Evans	Cemetery Skip	£121.20	9422	203214	22.05.17		
Brian Window Cleaning	Window Cleaning June 17	£25.00		203215	08.06.17		
Staff	Table Flowers for Civic Rec	£18.50		203216	22.05.17		
Councillor	Table cover	£4.00		203217	22.05.17		
Queens Hall	Hire of Venue	£88.00		203218	22.05.17		
Queens Hall	Refreshments Beryl Civic Recep	£387.00	1	203219	22.05.17		
SFC Ltd	Consumables	£37.13	26/49	203220/221	22.05.17		
nps group	Clock Tower Quinquennial Surve	£3,541.20	8107	203222	22.05.17		
Weatherfield	Hire of Marquee - Xmas Fair 201	£333.33		203223	22.05.17		
Scribe	Annual Software Licence	£584.40	226	203224	22.05.17		
Westend Waiters	Donation	£100.00		203195	22.05.17		
Young Stars School	Donation	£100.00		203196	22.05.17		
Cesaltina Cruz	Grant for Sardine Festival	£200.00		203197	22.05.17		
Teapot Catering	Beryl Bunning Civic Rec Buffet	£892.50	502	203225	22.05.17		
Councillor	Expenses	£34.20		203226	22.05.17		
Charlotte Harvey Trust	Beryl Bunning Civic Charity	£990.17		203198	22.05.17		
The Queens Hall	Beryl Bunning Civic Charity	£990.17		203199	22.05.17		
Watton Sports Centre	Hire of Gallery Bar for meeting	£76.00	1	203227	22.05.17		
M.C.L	Re-pressurize Heating System	£96.00	14306	203228	22.05.17		
Mark Bunning Photography	Art work for roll up banners	£119.99	2	203229	22.05.17		
Mark Bunning Photography	Roll up Banners	£85.19	1	203231	22.05.17		
Scribe	Training Day	£360.00	250	203230	22.05.17		
	Total	£20,704.20					
Watton Town Council Income April 2017							
	Memorials	£50.00					
	Interment	£200.00					
	Interment	£100.00					
	Memorials	80.00					
	Exclusive Rights	75.00					
	Mayors Charity Donation	100.00					
	Rent	530.40					
	Allotment Rent	540.00					
	Total	£1,675.40					

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday 13th 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, Sue Hebborn, Margaret Holmes, Jane Fountain, Pat Warwick.

Officers Present: Jane Scarrott Town Clerk and Town Operative Steve Long

3 members of the public

1. APOLOGIES

Apologies received from Janet Carr, Jennie Fishlock, Keith Gilbert and Maureen Roy. Apologies also received from County Councillor/District Councillor Claire Bowes.

2. NO DECLARATIONS OF INTERESTS MADE

3. CONFIRMATION OF MINUTES 23.05.16

The minutes of the meeting held on May 23rd May 2017 were unanimously agreed as a true record of the meeting and were signed by the Chairman.

4. REPORTS

4.1 Chairman's Report

The Chairman's report is attached.

4.2 Vice-Chairman's Report

The Vice-Chairman's report is attached.

4.3 Clerk's Report


A copy of the written report presented is filed.

Verbal update given:

- The Council still has an allocation of £2174 from Breckland Council Market Towns Initiative pot to spend. The plan submitted to Breckland indicated that this money would be spent on promotional material to raise the profile of the town and to replace/refurbish the litter bins and/or flower tubs. It is suggested some money could be used to purchase a branded gazebo with that left over to be put towards refurbishment of the bins in the High Street.
- A proposal has been made to extend the existing 30mph speed limit on the B1108 as the road leaves Watton going towards Little Cressingham. All were in support of this proposal from Norfolk County Council.

5. PUBLIC PARTICIPATION

- Members of the Museum4Watton group gave an update regarding the progress for the establishment of a museum at Wayland Hall including plans to engage

 27/6 80

the Community Payback Team to decorate the currently unused upstairs room of the building.

- A driver from Watton Community Car Scheme presented his case as to why he feels the Council should continue to support the car scheme.

6. WATTON COMMUNITY CAR SCHEME

Much debate took place regarding the previous decision to withdraw support for the Watton Community Car Scheme. A request to revisit the decision had been made and a further report submitted by one of the drivers in favour of continued Council support was considered.

A proposal was made to arrange a further meeting with the facilitator of the scheme but it was agreed by 3 votes for, 5 against and 1 abstention that this would not happen.

7. EVENTS WORKING PARTY MEETING NOTES OF 23.05.17 ACCEPTED

8. ACCOUNTS

8.1 The Annual Governance Statement for 2016/17 was completed.

8.2 The Accounts Statement for 2016/17 was accepted.

9. LEASE FOR PART OF WAYLAND HALL

All were in favour of progressing with the lease for the Museum4Watton group to use part of Wayland Hall with amendment to the draft lease as suggested by the tenant.

10. NEIGHBOURHOOD PLAN UPDATE

Initial draft questionnaires have been published and Councillors have promoted the Neighbourhood Plan by having a presence at the town weekly market and at Tescos recently. A date will be arranged to begin to collate the questionnaires.

Neighbouring parishes have been or will be consulted and Councillors were asked to suggest a suitable strap line for use to promote the Town Council and the Neighbourhood Plan.

All agreed the boundary for the Watton Neighbourhood Plan should be the parish boundary for Watton.

11. PSPOS

The Town Council has been consulted on the change of the current Designated Public Place Orders (commonly known as alcohol exclusion zones) which are automatically to become Public Space Protection Orders (PSPOs) in October 2017. Councillors noted this change with nothing to add other than a request to be made for appropriate signage to be erected to inform of the areas covered by the designation.

12. GRANT REQUEST FROM WATTON CARNIVAL COMMITTEE

The grant request of £500 from Watton Carnival Committee was approved by all.

13. NO PLANNING NOTIFICATIONS RECEIVED



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

14.1 Civic allowance and possible budget revision

It was noted that there is no written procedure for what is covered by the Mayor's allowance or the civic allowance and guidance is needed.

Peter Bishop offered to compile a draft protocol for consideration at the Town Council meeting on June 27th.

An emergency meeting was called for Monday June 19th to consider action to protect Council managed areas from possible unauthorised incursion.

A handwritten signature in black ink, consisting of several loops and a final downward stroke.

Minutes of the meeting of WATTON TOWN COUNCIL held on

Monday 19th June 2017 at 6.00 pm

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

Councillors Present: Stan Hebborn Chairman, Beryl Bunning, Peter Bishop, Sue Hebborn, Margaret Holmes, Jane Fountain.

Officer Present: Jane Scarrott Town Clerk

2 members of the public

1. APOLOGIES

Apologies received from Janet Carr, Tina Kiddell and Maureen Roy.

2. DECLARATIONS OF INTERESTS MADE

Beryl Bunning, Sue Hebborn and Stan Hebborn all declared possible personal interests due to links with the areas to be discussed.

Meeting was adjourned due to disruptive behaviour. Members of the public were asked to leave the meeting which then resumed without any members of the public present.

3. ACTION TO BE TAKEN TO PROTECT OPEN SPACES

Information obtained being that no imminent threat exists it was agreed by all that no action would be taken at present to extend protection of Council managed areas from possible unauthorised incursion.

A handwritten signature in black ink, consisting of several loops and a vertical stroke, positioned in the lower right quadrant of the page.

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

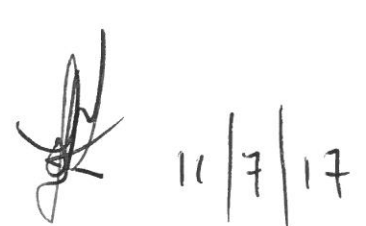
5.1 Chairman's Report

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.

11/7/17

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.

11/7/17


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.

11/7/17


Watton Town Council
Payments for Approval - June 2017

Supplier	Description	Incl vat	Invoice	Cheque	Date Paid	Pur Ord
Breckland Council	Rates Wayland Hall	£944.00		Direct Debt	15.6.17	
Breckland Council	Rates Linmore Court	£217.00		Direct Debt	15.6.17	
Breckland Council	Rates Toilets	£182.00		Direct Debt		
Breckland Council	Rates Market	£109.00		Direct Debt		
Breckland Council	Rates Clock Tower	£22.00		Direct Debt	5.6.17	
E-on	Electricity Wayland Hall	£72.00		Direct Debt		
E-on	Electricity Industrial Unit	£12.00		Direct Debt	1.6.17	
tw gaze	Unit Rent	£500.00		Direct Debt		
British Gas	Gas Wayland Hall	£441.00		Direct Debt		
British Gas	Electricity Toilets	£137.24		Direct Debt		
BT	Office Phone	£375.43		Direct Debt	26.06.17	
Anglian Water	Wayland Hall	£71.79		Direct Debt	22.06.17	
Anglian Water	Public Toilets	£327.36		Direct Debt	22.06.17	
Chapman Surveyors	Unit Rent			SO		
Chapman Surveyors	Unit Insurance	£238.80		203234	28.06.17	
Anglia IT Solutions	IT	£93.94	67646	Direct Debt	1.6.17	
EBS	Photocopy service charges	£16.04		203235	28.6.17	
EBS	Photocopy service charges	£37.15		203259	28.6.17	
Staff Costs	Salaries	£3,945.04		SO	20.6.17	
Staff	Salaries	£584.82		106332	20.6.17	
Staff	Extra salary	£140.68		106333		
HMRC	PAYE	£1,238.28		106331		
Norfolk Pension Fund	Staff Pension	£1,492.52		106330		
Barclays	Bank Charges	£1.66			6.6.17	
GCM Cleaning Services	Cleaning Toilets	£444.00	25100	203236	28.6.17	
TTSR	Grounds Maintenance	£2,058.14	1889	203237	28.6.17	
Brian Window Cleaning	Window Cleaning	£25.00		203238	28.6.17	
Viking	Stationary	£67.90		203239	28.6.17	082/017
ESPO	Consumables/Cleaning Product	£94.86		203260	28.6.17	083/017
Paul Burdick	Mileage for Scribe Training	£159.30		203240	28.6.17	
Councillor	Hand Van Wash	£25.00		203241	28.6.17	
Mark Bunning Photography	Town Mayor Images	£20.00		203242	28.6.17	
Weatherfield	Marquee VAT	£66.67		203243	28.6.17	
St George's Distillery	Civic Gift	£100.58		203232	31.05.17	
Future Environomics	Project Managing April & May	£3,431.25	84	203244	28.6.17	
Towergate Insurance	Extra premium (Change of Driver	£161.38		203233	31.05.17	
Alpha Drains	Unblock Drains at Public Toilets	£75.00	2497	203245	28.6.17	
Norfolk Local Councils	2017 Conference	£148.50		203246	28.6.17	
Tufts	Uniform & Tools for Handyman	£203.53	3763	203247	28.6.17	
Royal British Legion	2x Poppy Wreth for Weeze Trip	£34.00		203248	28.6.17	
Watton Carnival Comm	Grant	£500.00		203250	16.06.17	
S.W.Smith	Cemetery Water Pump Repair	£50.00	5	203251	28.6.17	
Staff	Multi purpose Fixing Bands	£7.08		203252	28.6.17	
Auditing Solutions Ltd	Internal Audit Service	£504.00		203253	28.6.17	
M.C.L	Call out for Heating	£91.20		203254	28.6.17	
Smokehouse Blue Band	Festive Market Deposit	£100.00		203256	28.6.17	
Necton Parish Council	Councillor Training	£120.00		203255	28.6.17	
Councillor	Domain Emails Renewal	£9.59		203257	28.6.17	
Jewson	Wedge Grip 7 postcrete	£38.74		203258	28.6.17	
Staff	Sundries	£35.98		203261	28.6.17	
	Total	£19,771.45				
Watton Town Council Income May 2017						
	Interment	£200.00				
	Interment	£200.00				
	Memorials	180.00				
	Interment	175.00				
	Exclusive Rights	650.00				

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday 11th July 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, Jane Fountain, Maureen Roy, Kathryn Stallard, Jake Tinsley, Pat Warwick.

Officers Present: Jane Scarrott Town Clerk

Also present 2 members of the public and Norfolk County Councillor Claire Bowes

1. APOLOGIES

Apologies received from Margaret Holmes, Jennie Fishlock, and Sue Hebborn.

2. DECLARATIONS OF INTERESTS MADE

Daniel Fishlock declared an interest as a Carbrooke Parish Councillor should any discussion of the Neighbourhood Plan include Carbrooke.

3. CONFIRMATION OF MINUTES 27.06.17

The minutes of the meeting held on June 27th 2017 were unanimously agreed as a true record of the meeting and were signed by the Chairman.

4. REPORTS

4.1 Chairman's Report

A copy of the Chairman's verbal report is filed.

The Chairman asked for volunteers to form a Working Group to work with Watton Sports Association to ascertain how any partnership between the two organisations could move forward. Together with the Chairman, Councillors Tina Kiddell, Beryl Bunning, Pat Warwick, Keith Gilbert, Jake Tinsley, Jane Fountain and Daniel Fishlock will form the Working Group to be formalised at the Town Council meeting on July 25th.

The Chairman also noted that with increased electronic engagement a draft Social Media Policy for the Council will be considered at the next meeting to supplement the existing Communications Policy.

4.2 Vice-Chairman's Report

A copy of the Vice-Chairman's verbal report is filed.

PCSOs Tonya Winsley and Graham Eglan were present at the meeting and gave an update of the Safer Neighbourhood Teams current priorities around the Harvey Street and High Street areas of the town. An Impact Day was held in May working with Immigration Officers followed by a walk around with the Police Architectural Liaison Officer who made recommendations which will be passed to Councillors. Other Impact Days have also taken place since, including a focus on speeding vehicles travelling through the town.

The next Safer Neighbourhood Action Panel meeting is scheduled for July 26th 2pm at Watton Fire Station.


25/7/17

Norfolk County Councillor Claire Bowes was also present to give a verbal update, a copy of which will be sent to Councillors.

 25/7/17

4.3 Clerk's Report

A copy of the written report presented is filed.

Verbal update given:

- Museum4Watton lease has been signed.

The Mayor has written a letter of support for the Museum4Watton to accompany the Heritage Lottery funding bid which is in its final stages.


- It is a legal requirement for public buildings frequently visited by members of the public to display a current Display Energy Certificate (DEC) and have in their possession a valid Recommendation Report if the size of the building is over 250m². This is likely to be needed for the Town Hall and possibly the Youth & Community building and thus further investigation will be undertaken.
- The Town Handyman has begun to paint the flower tubs in the High Street and is compiling a list of tools he needs. It is suggested a bowser, generator and steam cleaner if purchased would allow cleaning to be easily undertaken e.g. Church Walk gates, bus shelters. At present the litter bin at the end of Church Walk, which was set on fire, has not been replaced due to the current level of vandalism in the town.
- The annual inspection of the stair lift has taken place and although the lift is working the toggle control switch is not and needs to be repaired.
- The Town Council has been approached regarding flying the Red Ensign for Merchant Navy Day which has raised the question again regarding the possible need for a suitable flag pole.
- Notice received of Watton Society Annual Quiz 2017 - Wednesday Oct. 4th 7.30pm Queen's Hall.
- Notice of vacancy following resignation of Janet Carr posted on 04.07.17.
- The lease for the allotment land at Thetford Road has become somewhat protracted and the solicitor's acting on behalf of the TC has revised the estimated legal costs from £2000 to £2500.
- Useful website for contacts for local organisations: www.asklily.org.uk
- The Town Council is one of the three possible beneficiaries for the current round of the Tesco Bags of Help Grant Scheme at the Watton store. Money awarded to go towards the 2017 firework evening.
- A provisional date of the 8th September 2017 has been arranged for a meeting with George Freeman MP.

5. PUBLIC PARTICIPATION

Cheryl Clayton and Georgina Agent representing Watton Carnival Committee presented a report from the Committee to the Council. The Town Council was invited to have a stall at the 2017 Carnival on 3rd September and it was noted the Carnival Committee would be pleased to work more closely with the Town Council in future years.

6. CONTRACT FOR CLEANING PUBLIC TOILETS

All were in agreement for the contract for cleaning of the public toilets to be reviewed and quotes for the work will be sought.



7. STREET NAMING POLICY

Councillors have been passed copies of the Breckland Street Naming and Numbering Policy adopted by Breckland District Council (BDC) in April 2017. BDC holds a list of names historically suggested by the Town Council which will be reviewed once clarification of the current names on the list has been received. The Town Council has been asked to suggest two new street names for a new development in the town and a majority vote favoured the names Pingo and Marriot, with the reserve name of Aircraft.

8. CEMETERY FEES – item to be deferred to meeting on 25.07.17.

9. WAYLAND PARTNERSHIP GRANT

All agreed in principal that £1500 would be added to the 2018 and 2019 budget to be granted to the Wayland Partnership as match funding should the Wayland Community of Culture Project bid receive the LEADER funding requested. This figure is about 3% of the total project.

10. NEIGHBOURHOOD PLAN UPDATE

Councillors were presented with two options for a possible Council mission statement. The Following was agreed by the majority:

Watton Town Council aims to improve the quality of life for the residents of Watton.


To this end, we pledge to:

- Provide high standard and cost-effective services to help meet the needs and wishes of local residents.
- Engage in open dialogue with residents to understand their needs and together, work out how we can address those needs within the resources and powers available to the Town Council.
- Actively pursue a representational role.
- Assist, encourage and empower groups and individuals to address local needs.
- Promote the best interest of the town for the betterment of the local and greater community
- Work together with all sections of the community.
- Engage in the protection of the environment within the means of the Council.

Watton Town Council will endeavour to encourage and promote the best social and environmental practices for Watton by managing services, assets and the resources of the Town Council for the benefit of the local community.

News is awaited regarding any grant for funding of the Neighbourhood Plan from Locality. Initial feedback sounds positive but there is ongoing discussion what technical

support for the project to investigate the options for the Charlotte Harvey site might be offered.

25/7/17


11. PLAY EQUIPMENT REPAIR

It was agreed by all to accept the quote of £192.18 to repair the broken spinner play equipment at Watton Sports Centre Play Area.

12. STORED ITEMS

The Museum4Watton has cleared the upstairs spare room at Wayland Hall in preparation for re-decoration and a list of items removed has been compiled.

It was agreed by all that the items on the list should be allocated as suggested and that the Museum4Watton will become custodian of items of use to the Museum for the life of the Museum. An agreement regarding accession will be compiled.

13. REGISTRATION OF WAYLAND HALL

It was agreed by all to proceed with the Registration of Wayland Hall.

The Land Registry fee payable to be £140.

Solicitor fees will be additional to this.

14. TRAINING FOR COUNCILLORS

It was agreed training for Councillors on setting the budget would be booked, if possible, for Wednesday September 27th 2017 at a cost of £150.

15. S106 UPDATE

A status list of s106 agreements current in Watton has been supplied by BDC.

The Town Council is concerned that planning obligations relating to development of the RAF Radar Site may not be met and **it was agreed by all a letter should be sent to the Chairman of Breckland Planning Committee outlining concerns and that the Town Council should consider taking legal action if necessary.** The Chairman and Keith Gilbert will look at this in conjunction with the Clerk.

16. PLANNING NOTIFICATIONS RECEIVED

16.1 3PL/2017/0818/VAR

Variation of condition 2 on 3PL/2015/1322/F- Amended house type and layout
21 Swaffham Road Watton

Town Council favoured mixed location as original design.

16.2 3PL/2017/0819/VAR

Variation of condition 14 on pp 3PL/2014/1314/O - Erection of 31 residential units - amended wording of condition
Plaswood Products Ltd Griston Road, Watton

No objections to the variation

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday 25th July 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, Keith Gilbert, Jane Fountain, Maureen Roy, Kathryn Stallard, Jake Tinsley, Pat Warwick.

Officers Present: Jane Scarrott Town Clerk

Also present 1 member of the public and Michael McCarthy (cleaning contractor)

1. APOLOGIES

Apologies received from Daniel Fishlock and Jennie Fishlock.

2. NO DECLARATIONS OF INTERESTS MADE

3. CONFIRMATION OF MINUTES 11.07.17

The minutes of the meeting held on July 11th 2017 were unanimously agreed as a true record of the meeting and were signed by the Chairman. Notes from the Events Working Party Meeting held on 11.07.17 were accepted.

4. REPORTS

4.1 Chairman's Report

July 12th - attended Watton U3A book launch. Snapshot of the High Street pamphlet book has been launched with assistance of a £300 donation from the Town Council.

July 15th – judged Redhill Park Gardens competition.

July 16th – attended PACT Open Day (PACT is one the Mayor's Charities)

July 19th – Medal presentation to Mrs Hilda Smith organised by Watton Royal British Legion and held in the Council Chamber.

July 25th – visit to STANTA with the invitation of a tour of the Ranges extended to all Councillors.

4.2 Vice-Chairman's Report

July 20th – Met with Jan Godfrey (Wayland Partnership) and Debbie Harris (Chamber of Commerce) to discuss the possibility of a Go-Go Hare for Watton. The Town Council has been asked if it would be willing to support the donation needed to finance a hare for the town. The Chamber has pledged £500 towards the project and it was hoped the Town Council might do likewise.

Councillors were not supportive of this idea.

July 25th – attended medal presentation.



A suggestion was made that the sign on the fence at Jubilee Garden stating 'no signs or posters' should be removed.

Councillors were against removal of the sign.

The Youth have recently been represented in the local papers which is lovely to see but Councillors should be aware that political promotion via the Town Council is not to be encouraged. The Town Council is not politically controlled and it is hoped engagement and support from young people within the town can be enhanced through connections introduced via the new and youngest member of the Town Council.

Two new Councillors, Jake Tinsley and Kathryn Stallard have recently joined the Council.

4.3 Police Report – no Police present but reminder given of forthcoming meeting with the Police Inspector.

4.4 County Councillor Report – No County Councillor present.

4.5 District Councillor – Keith Gilbert reported that he will be asking Breckland Council about the much awaited report relating to street lighting within the district.

Clerk's Report

A copy of the written report presented is filed.

Verbal update given:

- An Open Gardens Event was suggested at a previous meeting and Keith Gilbert has offered to make some initial enquiries regarding putting on such an event in June or July 2018.
- Breckland Council has accepted the suggested names of Pingo and Aircraft as names for two roads for a new development in Watton. Names of people must be accompanied by agreement from their next of kin before they will be used.
- One quote has been received for replacement of the roof at Wayland Hall.
- Training for the Scribe accounting package used by the Council is to take place on August 3rd. It was agreed the Clerk and Admin Assistant should attend. Rather than shut, Councillor Jane Fountain offered to man the Office for the morning.
- Wayland Business Showcase - Sept. 13th 2017 5.00-8.00pm.
- The due date for Breckland Council to receive requests to hold an election for the one current casual vacancy on the Town Council was 24.07.17 but nothing has been heard as to whether or not an election is to be called.

5. **PUBLIC PARTICIPATION**

Michael McCarthy was present to inform the Council of what the company he works for could offer with regard to cleaning the public toilets in the town and possibly other maintenance work.

6. **ACCOUNTS**

Payments for July were accepted as presented and Councillors were made aware of expected payments for August.


6.1 Maintenance of Play Equipment

Maintenance work has been identified following the Annual Play Equipment Inspection recently undertaken at the Sports Centre Play Area. Quotes will be considered at the Town Council meeting on September 12th with a view implementing this work.

6.2 Cleaning of Public Toilets

The current contract for cleaning the public toilets will come to an end on September 30th and quotes will need to be considered and a decision made at the meeting on September 12th regarding the future contract.

6.3 Equipment for Town Handyman

 12/9/17
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A detailed report regarding replacement of the Town Council van and provision of pressure washing equipment for use by the Town Operative will be provided prior to the Town Council Meeting of September 12th.

7. PURCHASE OF REMEMBRANCE POPPIES

It was agreed by all that plastic poppies up to the value of £300 would be purchased to be placed on lampposts around the town to commemorate Remembrance Sunday.

Beryl Bunning offered to approach Watton Fire Brigade to ask if they might be able to help erect the poppies.

8. HIGHWAY PROJECTS

Councillors agreed the following suggestions should be passed to County Councillor Claire Bowes in response to information from her that she has a small budget to allocate to Highway projects of her choice in her ward.

1. Speed limit roundels could be painted on the Thetford Road carriageway as suggested by Traffic Management Officer David Law.
2. Repair to the pavement by Spoilt for Choice in the High Street.

Other suggestions for Highway improvements were:

- Repainting of the zebra crossing in the High Street.
- Painting a white arrow on the carriageway at the junction of Norwich Road and Dereham Road to indicate vehicles need to move into the right hand lane if turning right.
- Arisings need to be cut from the base of a tree at the Merton Road and Thetford Road junction to improve visibility for pedestrians.
- A crossing is needed for school children along Merton Road.

It was also noted the 'Welcome to Watton' that was positioned on the Thetford Road entering Watton was removed some time ago and has not been replaced. The Chairman offered to contact developers who may have removed it to request its return.

9. PSPO's

The majority were in favour (1 against and 1 abstention) of requesting that additions be made to the Public Space Protection Order (PSPO) which is to be introduced later in the year for the agreed restricted area in Watton prohibiting the following activities:

- a) **Consumption of alcohol in a public place**
- b) **Urination and defecation in a public place**
- c) **Use of a bicycle, skateboard or scooter in a pedestrianised zone**

10. SOCIAL MEDIA POLICY

It was decided the Social Media Policy presented needed to be expanded to include dealing with vexatious communications and it was suggested comments should be passed to Councillor Dan Fishlock who had compiled the draft policy for amendments to be made before the policy is again presented to the Council at the September meeting.

11. WAYLAND SHOW 2017

It was agreed Councillors attending the Wayland Show who offered to help man the Council stand at the stall would have their entrance fee to the show reimbursed by the Council.

Those offering to assist the Mayor and Mayoress: Pat Warwick, Jane Fountain, Keith Gilbert and possibly Daniel and Jennie Fishlock.

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12. NEIGHBOURHOOD PLAN (NP) UPDATE

A meeting was held on July 20th at the Youth & Community Centre, to which around 30 attended, to start the process of establishing thematic groups for the NP. A Group to look at flooding issues is already scheduled to meet on August 3rd and other groups will be set up following a further introductory meeting to be held on September 7th. **It was agreed the September meeting will be held at the Queen's Hall** if possible.

13. CEMETERY FEES

It was agreed to accept the revised Cemetery Fees as presented.

14. REPS TO OUTSIDE BODIES

The list of Reps to Outside Bodies was updated and agreed by all. Copy filed.

15. HIGH STREET TREES

The Town Operative has removed some branches from the trees in pots outside Lings as requested but it is thought the trees may need removal as they are becoming quite large. Consideration will be given to possible work in the autumn.

16. IT PROVISION FOR THE COUNCIL CHAMBER

It was felt there was not enough time left in the meeting (Standing Orders dictate that a meeting should not last more than two hours) to consider the options presented and thus this matter will be an agenda item for the Town Council meeting of September 12th.

17. PLANNING NOTIFICATIONS RECEIVED

17.1 3PL/2017/0591/F Installation of car wash, Drome Garage Norwich Road, Watton

No objections

17.2 3PL/2017/0883/A 2 Fascia signs & 2 others (illuminated) (Retrospective) 9 Middle Street, Watton


Comment was that the signs are not in keeping with the location

17.3 3PL/2017/0735/CU Change of use from field/unassigned to garden 30 Swaffham Road, Watton

Councillors were uncertain as to why this application was needed but concern was raised regarding drainage as there is a ditch located on the land.

17.4 3PL/2017/0897/O Proposed residential development for 9 bungalows – re-submission of 3PL/2016/1291/O Griston Road, Watton

Councillors agreed to recommend refusal of this application as it is outside the settlement boundary and contrary to several planning policies. Objections suggested will be forwarded to Breckland Council.

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Watton Town Council
Payments for Approval - July 2017

Supplier	Description	Incl vat	Invoice	Cheque	Date Paid	Pur Ord	Voucher
Breckland Council	Rates Wayland Hall	£944.00		Direct Debt	17.07.17		
Breckland Council	Rates Linmore Court	£217.00		Direct Debt	17.07.17		
Breckland Council	Rates Toilets	£182.00		Direct Debt	25.07.17		
Breckland Council	Rates Market	£109.00		Direct Debt	25.07.17		
Breckland Council	Rates Clock Tower	£22.00		Direct Debt	05.07.17		
E-on	Electricity Wayland Hall	£72.00		Direct Debt	24.07.17		
E-on	Electricity Industrial Unit	£12.00		Direct Debt	03.07.17		
tw gaze	Unit Rent	£500.00		Direct Debt			
British Gas	Gas Wayland Hall	£441.00		Direct Debt	20.07.17		
BT	Internet Services	£132.60		Direct Debt	31.07.17		
Anglian Water	Unit	£31.28		Direct Debt	22.08.17		
Chapman Surveyors	Unit Rent	£1,500.00		SO	03.07.17		
Anglia IT Solutions	IT	£93.94	931	Direct Debt	03.07.17		
EBS	Photocopy service charges	£25.16	6340	6340	26.07.17		
Staff Costs	Salaries	£3,852.00		SO	20.07.17		
Extra Staff Costs	Salaries	£584.82		106334	20.07.17		
HMRC	PAYE	£1,174.88		106335			
Norfolk Pension Fund	Staff Pension	£1,451.21		106336			
Barclays	Bank Charges	£1.66			5.7.17		
GCM Cleaning Services	Cleaning Toilets	£414.00	5422	203266	26.07.17		
Wayland Garage Ltd	Fuel/van repairs	£98.95	917	Direct Debt	07.07.17		
F W Myhills & son ltd	Consumables	£257.95		203267	26.07.17		
TTSR	Grounds Maintenance	£2,058.14	1918	203268	26.07.17		
TTSR	Gardening Contract	£4,642.50	1916	203269	26.07.17		
Brian Window Cleaning	Window Cleaning	£25.00		203270			
Viking	Stationary	£97.74	47431	203271	26.07.17	085/017	
SFC Ltd	Consumables	£15.96		203272	26.07.17		
Jewson	Open Space Maintenance	£86.50	568	203273	26.07.17		
Jewson	Open Space Maintenance	£11.40	756	203274	26.07.17		
Jewson	Open Space Maintenance	£3.89	250	203275	26.07.17		
ESPO	Cleaning Supplys	£26.04	135	206276	26.07.17	084/017	
LCPAS	Finance & Budget Training	£150.00	1010	203277	26.07.17		
Wicksteed	Playground Inspection	£54.00	5188	203278	26.07.17		
Temerity Media Ltd	Gazebo	£1,335.68	3873	203262	07.07.17		
Kings & Barnhams	Annual Maint & Monitoring	£195.50	1726	203279	26.07.17		
Wayland Show	x2 Lunches	£36.00		203263	16.07.17		
Mark Bunning Photography	Medal Ceremony Images	£40.00		203280	26.07.17		
Wayland Show	Promotional Stall	£48.00		203264	20.07.17		
	Total	£20,943.80					
Watton Town Council Income June 2017							
	Interment	£275.00					
	Inteerment	£600.00					
	Memorials	100.00					
	Market Rent	54.00	1706M				
	Market Rent	93.00	1707M				
	Market Rent June & July	80.00	1715M				
	Allotment Rent	40.00					
	A/c settlement Credit	14.29					
	Market Rent	36.00	1703M				
	Market Rent	93.60	1704M				
	Market Rent	36.00	1712M				
	Market Rent	36.00	1708M				
	Market Rent	50.40	1709M				
	Market Rent	36.00	1710M				
	Market Rent	50.40	1711M				
	Total	£1,594.69					
Balance from statement 25/7/2017		193,909.98					

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday 8th August 2017 at 7.00 pm

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

Councillors Present: Stan Hebborn Chairman, Beryl Bunning, Peter Bishop, Jane Fountain, Sue Hebborn, Maureen Roy, Kathryn Stallard, Pat Warwick.

Officers Present: Jane Scarrott Town Clerk

1. APOLOGIES

Apologies received from Tina Kiddell, Keith Gilbert, Jake Tinsley.

Daniel Fishlock and Jennie Fishlock unaware of the meeting due to holiday.

2. NO DECLARATIONS OF INTERESTS MADE

3. RESOLUTION PASSED TO EXCLUDE THE PUBLIC AND PRESS AS STAFFING MATTERS WERE UNDER DISCUSSION.

4. SHORT TERM MEASURES TO COVER TOWN OPERATIVE VACANCY

The HR Committee met on August 2nd following the resignation of the Town Handyman to consider how to cover the vacancy both short term and long term.

Position has been for a total of 23 hours per week. Temporary cover could be for less.

Options were considered for the short term to ensure that the play areas are managed and that the weekly market is supervised so that the Council's Duty of Care is met.


Consideration was given to whether the position could be split with playground checks and litter picking being undertaken by one person or company and the market supervision by another.

Former employee Keith Bell is willing to undertake the market supervision on a self-employed basis but he would need to provide evidence of insurance cover as he would not be covered under the Town Council insurance. The TC insurers cannot provide public liability cover for the self-employed but would cover a volunteer and thus Keith has offered to manage the market on 09.08.17 on a voluntary basis.

Neighbouring Town Councils have been approached to see if they might have anyone they would be willing to contract to Watton TC. Dereham TC has its own staffing shortages at present, Thetford TC employees are fully engaged, Attleborough has just gone through recruitment of a new 'caretaker' so not too keen to share him out and nothing has been heard from Swaffham TC.

Dereham TC use Hays Recruitment for covering holiday periods. Cost for an agency worker £11.75 per hour but HAYS have so far been unable to offer any suitable candidates. TTSR has quoted to undertake some basic cover - quote previously distributed to Councillors.

It was proposed and agreed by all to accept the offer from Keith Bell to manage the Wednesday Market on a self-employed basis. Keith will be expected to produce proof of

 12/9/17

adequate insurance cover and will be asked to work each Wednesday from 7am to 9am and 1pm to 3pm, with any change to the stated hours to be agreed with the Town Clerk. A contract/letter of agreement will be compiled with review of the contract to take place on October 31st.

It was proposed and agreed by all TTSR will be engaged to undertake litter picking, bin emptying and twice weekly visual recorded checks of the play areas at Bridle Road, Lovell Gardens and Watton Sports Centre. Clarification as to what will be undertaken and when will be at the discretion of the Clerk and Chairman to ensure the Council's Duty of care is met.

At a meeting with the Police Inspector held on July 28th a request was made by the Police for the overgrowth of the gazebo at Memorial Garden to be cut back to allow CCTV coverage of the area. The handyman was to be asked to do this but TTSR has now been asked to quote to remove the gazebo. **Quote received and presented to Councillors for removal of the gazebo was accepted by all.**

It was also accepted that with no driver for the Town van the vehicle will be taken off the road once the mot and tax expires at the end of August.

Some discussion took place regarding the Town Operative vacancy and how the position should be advertised. A meeting of the HR Committee will be arranged to get the wheels in motion to enable recruitment of a Town Operative as soon as feasible.

 12/9/17

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday 12th September 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, Daniel Fishlock, Keith Gilbert, Jane Fountain, Sue Hebborn, Jake Tinsley, Pat Warwick.

Officers Present: Jane Scarrott Town Clerk

Also present 3 members of the public

1. APOLOGIES

Apologies received from Peter Bishop, Margaret Holmes, Maureen Roy and Kathryn Stallard.

2. NO DECLARATIONS OF INTERESTS MADE

3. CONFIRMATION OF MINUTES 25.07.17

The minutes of the meetings held on July 25th 2017 and August 8th 2017 were unanimously agreed as a true record of the meeting and were signed by the Chairman. Notes from the Events Working Party Meetings held on 25.07.17, 29.08.17 and minutes from the HR Committee meetings held on 02.08.17 and 16.08.17 were accepted.

4. REPORTS

4.1 Chairman's Report

A copy of the written report presented to Councillors is filed.
It was noted that Jennie Fishlock has resigned as a Councillor.

4.2 Vice-Chairman's Report

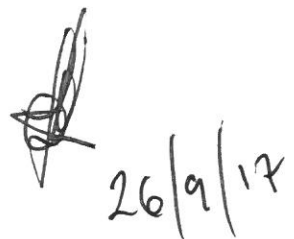
A copy of the written report presented to Councillors is filed.
It was noted that Councillors are invited to meet with Trustees of the Loch Neaton Charity on Saturday September 16th at 8.00am.

Clerk's Report

A copy of the written report presented is filed.

Councillors presented with:

- Letter received from Museum4Watton
- Letter received relating to Cemetery charges
- Report received relating to the removal of seats in Harvey Street.



Handwritten signature and date: 26/9/17

5. PUBLIC PARTICIPATION

Concern raised by a resident that Gilman's Drift, Stan's Walk and Footpath No.9 are overgrown and that in places the paths are blocked.
Norfolk County Council will be approached regarding addressing these concerns with the footpaths.

It was also noted that footpath signs need replacing.

6. CONTRACT FOR CLEANING THE PUBLIC TOILETS

Clarification will be sought regarding whether those who have quoted for the contract to clean the public toilets would be willing to alter the locking/unlocking times. A decision regarding the cleaning contract will be made at the Town Council meeting on September 26th.

7. REPLACEMENT OF TOWN VAN

The van used by the Town Handyman has been taken off the road with the suggestion being that a replacement newer van is needed. Councillors had previously been presented with a report (copy filed) outlining various options including either lease hire of a new van or purchase of a used vehicle.

It was agreed by 4 votes for and 5 against not to lease hire a vehicle

It was agreed by 5 votes for and 3 against (1 abstention) to look at purchase of a used vehicle up to the value of £10495 plus VAT.

Available vehicles will be researched with options to be presented at the next Town Council meeting.

8. CEMETERY

A complaint has been received regarding the fact that the Cemetery rules are being flaunted by some. **It was agreed owners of Exclusive Rights should be contacted to request the removal of adornments from graves** as the rules state that "Two vases are allowed on any one grave. No other adornments such as trees, artificial flowers,, items made of pottery/tin/plastic/glass/brick or any other similar items as determined by the Council are allowed."

Following concern raised with the agreed increases to fees relating to use of the Cemetery the Council again debated the issues that have been brought forward including a request to reduce fees for non-residents. A proposal was put forward to defer the increase in fees for 3 months but was rejected by 3 in favour and 5 against (1 abstention).

A second proposal was agreed with 6 in favour and 2 against (1 abstention) to maintain the fees as previously set but to clarify who might be classed as a parishioner.

Tina Kiddell requested that it be noted that she voted against this proposal.

The Chairman offered to draft a letter in response to that received relating to the increased fees.

JK 26/9/17.

9. REPLACEMENT OF CEMETERY GATES

It was agreed by all to accept the quote to supply and fit pressure treated posts and gates for both entrances to Watton Cemetery.

Quote accepted as best value from preferred contactor.

10. THETFORD ROAD ALLOTMENTS

It was agreed by all to arrange for the overgrown areas at the Thetford Road allotment site to be strimmed/weed killed and for a specific risk assessment to be undertaken on one tree at the site which has recently shed branches.

11. WATTON REMEMBRANCE PARADE

It was agreed by all to accept the letter of agreement with the Watton branch of the Royal British Legion as presented with the proviso that the agreement is renewed annually.

12. IT PROVISION

It was agreed with 7 for and 1 against (1 abstention) to purchase the Prowise computer screen which has been on loan to the Council.

Further consideration will be given at a future meeting regarding the provision of further IT equipment including the facility to amplify and record Council meetings.

13. NEIGHBOURHOOD PLAN (NP) UPDATE

Written update presented to Councillors is filed. The NP Steering Group requested £1000 to assist with promotion and administration costs to help continue with the Plan. This was agreed in principal but will be ratified at the next Town Council meeting when it will be a specific agenda item.

14. PLAY EQUIPMENT REPAIR

It was agreed by all to undertake maintenance to the play equipment at the Sports Centre Play Area as identified on the annual inspection report.

15. GRANT TO WATTON THURSDAY CLUB

It was agreed by 6 for and 3 against to grant £500 to Watton Thursday Club as requested.

16. WATTON SPORTS CENTRE

A request has been received from Watton Sports Association for a donation of £10000. **It was agreed by all that a decision regarding this would not be made until after the Sports Associations AGM on September 25th.**

17. UK PARLIAMENT WEEK

It was agreed by all to register to be involved with UK Parliament Week which is to take place between the 13-19 November 2017.

18. PLANNING NOTIFICATIONS RECEIVED

18.1 Breckland Local Plan Pre-submission Publication will be considered with a view to comments being agreed at the Town Council meeting on September 26th.

18.2 3PL/2017/0988/HOU – Single storey extension with room in loft. Flat roof dormer to side – 40 Churchill Close, Watton

No objections

18.3 3PL/2017/1017/HOU – Proposed front, rear and side extension to single storey dwelling – 17 Green Oak Road, Watton


No objections

26/9/17.


Application 3PL/2017/0872/F is for amended plans for development of a pair of semi-detached dwellings at Akrotiri Square, Watton. It was agreed the Council would register the same concerns with this application as with the previous application made for the site.

19. It was agreed to pass a resolution to exclude the public and press to update on staffing matters: report given relating to recruitment of Town Operative/Market Supervisor. Six candidates have been shortlisted and interviews are to take place on September 18th.

The Council was made aware of correspondence relating to removal of seats in Harvey Street. It was noted that the Town Council was supportive of the report made by the Police Architectural Liaison Officer relating to measures to address anti-social behaviour in the area.

 26/9/17

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday 26th September 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, Beryl Bunning, Daniel Fishlock, Jane Fountain, Sue Hebborn, Margaret Holmes, Jake Tinsley, Kathryn Stallard, Pat Warwick.

Officers Present: Jane Scarrott Town Clerk

Also present 1 member of the public

1. APOLOGIES

Apologies received from Keith Gilbert, Jake Tinsley and Maureen Roy. District Councillor Michael Wassell also gave his apologies.

2. DECLARATION OF INTERESTS MADE

Daniel Fishlock declared a personal interest in item 14.3

3. CONFIRMATION OF MINUTES 12.09.17

The minutes of the meeting held on September 12th 2017 were unanimously agreed as a true record of the meeting and were signed by the Chairman. Notes from the Events Working Party Meetings held on 12.09.17 and 18.08.17 were accepted.

4. Co-option

Interviews to fill the one casual vacancy on the Town Council had taken place prior to the Town Council meeting. One proposal was made and agreed by a majority (2 abstentions) that Alysha Houlder-Moat would be invited to join the Council.

5. REPORTS

5.1 Chairman's Report

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

5.2 Vice-Chairman's Report

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

5.3 No Police Report received. It was noted a Safer Neighbourhood Action Panel (SNAP) meeting is to take place 27.09.17. Pat Warwick and Margaret Holmes to attend.

5.4 No report received from the County Councillor.

5.5 No report received from District Councillors.

5.6 Clerk's Report

A copy of the written report presented is filed.

A handwritten signature, possibly of the Chairman, and the date 2/10/17.

It was agreed that the Clerk and Councillors Pat Warwick and Jane Fountain will attend the Society of Local Councils Autumn Conference on November 2nd at a cost of £25 per person.

6. PUBLIC PARTICIPATION

The contractor engaged to provide the Christmas lighting in the town was present to outline the cost of providing additional lighting in the town for 2017.

7. ACCOUNTS

Payments for September were approved as presented with amendment as follows:

Mayor's Allowance £250 (It was agreed that the mayor's allowance should be paid at the end of each quarter).

Hire of the Christian Community Centre £63.00

It was agreed that walkie-talkies would be hired for use at the 2017 Firework Event at a cost of £336.00 (inc. VAT).

7.1 With 2 abstentions it was agreed to agree the budget revision as presented and £1000 would be allocated to cover administration costs for the Neighbourhood Plan. 3 year budget provision needs to be considered and a budget meeting will be held in the near future.

8. PROVISION OF CHRISTMAS LIGHTS 2017

It was agreed by all that £6600 would be allocated from general reserves to provide additional Christmas lights for the town.

The 2017 budget for Christmas lights will thus stand at £14600 to allow lights to run from Sue Ryder to Lings providing adequate electrical connections can be established.

9. CONTRACT FOR CLEANING THE PUBLIC TOILETS

It was agreed, with one against, to engage a different contractor to clean the public toilets at a cost of £11,732 plus VAT per annum.

10. REPLACEMENT OF TOWN VAN

With 2 abstentions it was agreed to purchase a new Berlingo van as quoted with the additional extras of ply lining and a tow bar. Tracking will also be included at a cost of £12 per month.

Revised budget figures will be produced to show where the funding for the van can be vired from and how much will need to be taken from general reserves.


11. SOCIAL MEDIA POLICY

All were in favour of accepting the Social Media Policy as presented. Copies will be provided for Councillors to sign up to the policy.

12. MUSEUM4WATTON

Letter received from the Museum4Watton dated 05.09.17 was noted with suggestions made accepted.

13. NEIGHBOURHOOD PLAN (NP) UPDATE

 2/10/17

Dates of further meetings for the Neighbourhood Plan have been set: October 19th and 26th 7-9pm at the Christian Community Centre and Dec. 1st at the Queen's Hall. The recommendation from the NP Steering Group to amend the Terms of Reference for the Group to allow non-members of the Council to be members of the Steering Group was accepted.

14. PLANNING NOTIFICATIONS RECEIVED

14.1 Report presented regarding the Breckland Local Plan Pre-submission Publication compiled by Cllr Jane Fountain was noted.

14.2 3PL/2017/1087/F – Erection of 12 dwellings and ancillary works- rear of 121A Brandon road, Watton

No objections

14.3 3PL/2017/1094/VAR – Variation of condition 2 on 3PL/2009/0274/D – reserved matters for 29 dwellings- Site A former RAF Watton Technical Site, Norwich Road

Small variation so felt no comment needed. Site is predominantly in Carbrooke and Griston.

15. It was agreed to pass a resolution to exclude the public and press to update on staffing matters: report and recommendations given by HR Committee relating to recruitment of Town Operative/Market Supervisor.

It was agreed to appoint a Market Supervisor for four hours a week and a Town Operative for twenty-three hours a week.

It was agreed by all to appoint Keith Bell as Market Supervisor once a DBS check has been undertaken with no issues arising.

It was agreed by all to appoint Alex James as Town Operative once references have been received and a DBS check has been undertaken with no issues arising.

2/10/17


Watton Town Council
Payments for Approval - September 2017

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Breckland Council	Rates Wayland Hall	£944.00		Direct Debt	15.09.17		
Breckland Council	Rates Linmore Court	£217.00		Direct Debt	15.09.17		
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E-on	Electricity Industrial Unit	£12.00		Direct Debt	01.09.17		
British Gas	Gas Wayland Hall	£441.00		Direct Debt	20.09.17		
British Gas	Electricity Toilets	£92.53		Direct Debt			
BT	Office Phone	£373.20		Direct Debt	26.09.17		
Anglian Water	Wayland Hall	£42.39		Direct Debt	22.09.17		
Anglian Water	Public Toilets	£53.05		Direct Debt	22.09.17		
Anglia IT Solutions	IT	£93.94		Direct Debt	01.09.17		
EBS	Photocopy service charges	£22.51	171	203290	27.09.17		
Staff Costs	Salaries	£3,851.26			20.09.17		
HMRC	PAYE	£1,011.85					
Norfolk Pension Fund	Staff Pension	£1,239.84					
Barclays	Bank Charges	£1.66			05.09.17		
GCM Cleaning Services	Cleaning Toilets	£444.00	106	203291	27.09.17		
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TTSR	Grounds Maintenance	£2,058.14	1987	203293	27.09.17		
TTSR	Play ground inspections	£630.00	1988	203294	27.09.17		
Viking Direct	Stationary	£130.70	2400	203315	27.09.17		
Brian Window Cleaning	Window Cleaning	£21.00		203319			
Norfolk Stairlift	Service	£90.00	234	203295	27.09.17		
Norfolk Stairlift	Repair Stairlift	£50.40	360	203296	27.09.17		
SFC Ltd	Consumables	£25.71	32	203297	27.09.17		
Staff	Market Supervisor 5x weeks	£250.00		203298	27.09.17		
Councillor	Mayors Allowance	£250.00		203316	27.09.17		
Future Environomics	June Project Management	£1,665.00	86	203299	27.09.17		
Future Environomics	July Project Management	£1,710.00	88	203300	27.09.17		
Mazars	External audit work	£750.00		203301	27.09.17		
Scribe	Half Day training	£264.00	362	203302	27.09.17		
Objenix	Domain Name Gov.uk	£60.00	882	203303	27.09.17		
D electrical	Public Toilet Lamp	£64.80	6314	203304	27.09.17		
D electrical	Replace of Exterior light	£117.12	6324	203305	27.09.17		
Queens Hall	Neighbourhood plan 7th Sept	£88.00		203306	27.09.17		
ICO	Data Protection	£35.00		DD			
phs Group	Annual duty of care	£67.74	4556	203307	27.09.17		
R.Halsey Electrical	Emergency Fan repair Toilets	£140.00	9	203308	27.09.17		
Watton Thursday Club	Grant	£500.00		203309	27.09.17		
Fenland Leisure	Repair of Play Equipment	£192.18	2943	203311	27.09.17		
Christian Com Centre	Neighbourhood plan sessions	£63.00		203314	27.09.17		
The Poppy Appeal	Lamp-post Poppies	£300.00		203313	27.09.17		
SLCC	Autumn Conference 3x Cllrs	£75.00		203317	27.09.17		
Norfolk County Council	DBS Checks x2	£138.00		203318	27.09.17		
Event Communication Serv	Digital Radios & Accessories	£336.00		203320	27.09.17		
	Total	£19,306.27					
Watton Town Council Income August 2017							
	Memorials	£80.00					
	Interment/EROB	£550.00					
	Market Rent	94.20	1727M				
	Festive Market Stall	10.00					
	Festive Market Stall	10.00					
	Market Rent	72.00	1732M				
	Market Rent x2	187.20	1724M				
	Market Rent	93.60	1734M				

Minutes of the meeting of WATTON TOWN COUNCIL held on

Monday October 2nd 2017 at 1.00 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, Daniel Fishlock, Jane Fountain, Sue Hebborn, Margaret Holmes (left meeting at 1.45pm), Kathryn Stallard, Pat Warwick.

Officers Present: Jane Scarrott Town Clerk and Michelle Craigie Admin. Assistant (left at 3.30pm). No members of the public present.

1. APOLOGIES

Apologies received from Jake Tinsley, Maureen Roy and Beryl Bunning.

2. NO DECLARATIONS OF INTERESTS MADE

3. CONFIRMATION OF MINUTES 26.10.17

The minutes of the meeting held on September 12th 2017 were unanimously agreed as a true record of the meeting and were signed by the Chairman.

4. MAINTENANCE OF WAYLAND HALL

4.1 Wayland Hall roof

It was agreed by all that three quotes would be obtained for replacement of the roof at Wayland Hall with a view that work will be undertaken in August 2018.

4.2 Electrical Fuse board and wiring

The fuse board at Wayland Hall is due to be safety checked and a quote will be produced if work is needed.

It was agreed a second quote will be obtained.

4.3 Efficient/greener energy use for Wayland Hall

It was agreed by all to seek advice regarding energy use from past Councillor Gavin Bulmer.

5. GROUNDS MAINTENANCE

Adequate allocation for grounds work, including tree maintenance, needs to be within the budget and consideration should be given to keeping a three year budget and ensuring money is reserved for possible tree works.

5.1 Bridle Road

It was agreed by all that a formal inspection of the metal goal posts at the Bridle Road Play Area should be undertaken and if necessary quotes will be obtained for replacement of the goal posts.

It was also agreed that three quotes will be obtained to clear undergrowth from the wooded area at the rear of Bridle Road.

5.2 Memorial Garden

It was agreed trimming of the bushes and general clearing and cleaning of the area will be the responsibility of the Town Handyman.

5.3 Jubilee Garden fence

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It was agreed to obtain quotes to remove the wooden fence around the Jubilee Garden and replace with bollards to deter vehicle access to the area.

5.4 Lovell Gardens Play Area

It was agreed to seek quotes to replace the fence at Lovell Gardens Play Area with the option of installing kissing gates to also be included.

5.5 Church Road allotments

It was agreed the allotment holder who has left his allotment in an extremely poor condition will be approached to remove all rubbish from the site and if this is not undertaken the costs incurred for the Council to undertake the work will be recovered from the holder. Quotes will be obtained to clear the allotment.

6. IT EQUIPMENT

6.1 It was agreed to purchase a laptop for use by the Town Operative and a mobile phone operating with Windows 10.

It was agreed, with 2 abstentions, to keep an allowance in the budget for further provision of IT equipment at Wayland Hall and that a Working Group of Councillors will look at this and investigate the possibility of microphones for the Council Chamber. Membership of the group will be fluid with the following initially volunteering: Daniel Fishlock, Pat Warwick, Kathryn Stallard and Peter Bishop.

6.2 It was agreed the IT Working Group would also investigate the merits of an upgraded phone service for the Town Council Office.

7. WATTON CEMETERY

7.1 Provision of burial space for the future

Much discussion took place regarding what the Council can do once no more burial space is available at Watton Cemetery. Currently the Council does not have sufficient funds to purchase land for a Cemetery.

A proposal to further investigate and identify possible land for a new cemetery before making any other decision was rejected by 3 in favour and 5 against.

A second proposal not to reserve money for future Cemetery land and to seek not to be a Burial Authority once there is no longer any space at the current Cemetery was agreed with 3 votes against and 5 for.

7.2 Purchase of software to update Cemetery records

It was suggested this matter be passed to the IT Working Group for further investigation.

7.3 Cemetery Fees

It was agreed an historic purchase of an Exclusive Right for ashes plot G21 should be honoured even though no proof of purchase can be evidenced.

8. FINANCE


8.1 Change of Bank

Alternative banking arrangements are to be considered to ease the use of electronic banking.

Banking charges need to be confirmed but **it was agreed**, with 2 abstentions, **that the Clerk will investigate establishing an account with Unity Bank.**

8.2 Three year budget

Daniel Fishlock was thanked for producing a draft three year budget for consideration. Further work will take place on the suggested budget figures with further discussion needed before the budget is set.

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8.3 Expenditure to be authorised by the Clerk

It was suggested clarification is needed regarding designation of authority for certain payments to be made by the Clerk. Financial Regulations may need to be amended accordingly. This matter will be raised again once a decision has been made regarding future banking arrangements.

It was agreed that the redundant Town Van will be entered into auction to obtain the best return.

9. FUTURE OF THE WEDNESDAY MARKET

Market traders have been verbally asked whether they would want the location of the Wednesday Market to be moved, possibly to the Thefford Road car park. All responses were negative. However, further options may be investigated through the Watton Neighbourhood Plan.

10. PURCHASE OF ROAD CONES

It was agreed to purchase 100 No Waiting Cones 500mm round @ £4.00 each plus VAT.

Delivery £35.00 plus VAT.

11. ELECTRONIC SIGNAGE

Further investigation is needed regarding the possibility of electronic signage for the entry roads into the town. An estimated cost for the signs is around £4000 each and availability of an electricity supply for the signs would need to be established.

It was suggested the Town Council could look to work with other bodies on a project to provide signage and seek any grant funding available.

12. MAYORAL NOMINAL ROLE BOARD AND PHOTOS

It was agreed, with 2 abstentions, to proceed to purchase as quoted framed A4 photographs of past mayors of Watton to hang in the Council Chamber. Names will also be entered on a scroll to also be displayed.

13. FRANKING MACHINE

It was agreed not to purchase a franking machine for the Town Council Office as not enough post is sent for this option to be of any saving.

14. CLOCK TOWER LADDER AND FLAG POLE


It was agreed the company who undertook recent work at the clock tower will be approached with a view to installing a safety compliant ladder in the clock tower for access to the first floor.

It was also agreed to undertake a survey to gauge whether a flag pole could be erected at the front of Wayland Hall.

15. EVENTS 2018

15.1 Twinning Reception

It was agreed that allocation should be made in the 2018 civic budget to provide a reception in May 2018 for visitors from Watton's twinning town of Weeze.

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Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday 10th October 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, Margaret Holmes, Daniel Fishlock, Keith Gilbert, Jane Fountain, Sue Hebborn, Alysha Houlder-Moat, Kathryn Stallard, Pat Warwick.

Officers Present: Jane Scarrott Town Clerk

Also present County Councillor Claire Bowes and 2 members of the public

1. APOLOGIES

Apologies received from Jake Tinsley and Maureen Roy.

2. NO DECLARATIONS OF INTERESTS MADE

3. CONFIRMATION OF MINUTES 02.10.17

The minutes of the extraordinary meeting held on October 2nd 2017 were unanimously agreed as a true record of the meeting and were signed by the Chairman. Notes from the Events Working Group meeting of 03.10.17 were accepted.

4. REPORTS

4.1 Chairman's Report

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

4.2 Vice-Chairman's Report

Verbal report given to Councillors.

4.3 Clerk's Report

A copy of the written report presented is filed.

Councillors presented with:

- Copy of information relating to Burial Authorities

5. PUBLIC PARTICIPATION


Liz Whitcher who is a member of the Neighbourhood Plan Steering Group and of the group which is specifically looking at flooding issues within the town reported that Alysha a Preliminary Flood Assessment Report (PRFA) was presented to Norfolk County Council's Environment Development and Transport Committee on 21 June which was sent to the Environment Agency (EA) the next day. The EA will receive the PFRAs from all counties and publish them by December this year.

Watton is listed in the settlements at risk along with 49 other places. There were only 39 listed in 2011.

6. OFFER OF TREES

The Rotary Club has offered a large amount of saplings to the Council. Some discussion took place as to where trees or hedgerows might be planted and Sue Hebborn will liaise with the Rotary Club regarding this offer and this matter will be revisited when it is known what is available.

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Offers of trees have been turned down in the recent past due to a lack of land to plant them on.

7. PURCHASE OF WALKIE TALKIES

It was agreed the Council IT Group would investigate the purchase of walkie talkies.

8. UTILITY COSTS AND PURCHASE OF WATER COOLER

This matter will be an agenda item for a future meeting when further investigation has been undertaken.

9. GRANT APPLICATION FROM WATTON MEN'S SHED

Some discussion took place regarding when grant applications received should be considered as historically this has taken place quarterly. Moving forward requests will be considered at the end of the month Town Council meetings in June, September, November and March and the dates will be noted on the grant application packs. A proposal to acknowledge the grant application made by Watton's Men's Shed but to consider it at the end of November meeting was rejected by 6 votes for and 7 against. A proposal to grant the requested £500 was agreed with one abstention.

10. PEDESTRIAN CROSSING

It was agreed that the Town Council should research the possibility of re-locating the pedestrian crossing in the High Street.

11. PLANNING NOTIFICATIONS RECEIVED

11.1 3PL/2017/1175/F Residential development of 9 bungalows with associated infrastructure and public open space

Site is outside the town planning boundary and would be an intrusion into the open landscape and therefore the Council is not supportive of this application.

12. It was agreed to pass a resolution to exclude the public and press to update on staffing matters:

Copies of the draft minutes of the HR Committee Meeting held on 04.10.17 were presented. A verbal report was given relating to consideration of an increase to staff wages to reflect the suggested real living wage. The HR Committee will look at this matter further.

It was agreed the new Town Operative will be asked to commence employment on 30.10.17 if the new town van has arrived for him to use.

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday 24th October 2017 at 7.00 pm

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

Councillors Present: Tina Kiddell – Vice-Chairman, Beryl Bunning, Peter Bishop, Margaret Holmes, Daniel Fishlock, Jane Fountain, Kathryn Stallard, Jake Tinsley

Officers Present: Michelle Craigie – Deputy Town Clerk

1. APOLOGIES

Apologies received from Stan Hebborn – Chairman, Sue Hebborn, Keith Gilbert, Pat Warwick, Maureen Roy and apologies were received from the Police.

2. DECLARATIONS OF INTERESTS

Jane Fountain and Tina Kiddell declared a pecuniary interest in item 6 – Payments for approval.

3. CONFIRMATION OF MINUTES 10.10.17

No minutes have been prepared due to absent staff but notes are available as a reference.

It was proposed by Margaret Holmes and seconded by Kathryn Stallard that the Minutes for the previous meeting be compiled on staffs return and approved at the next full council meeting on November 14th 2017.

4. REPORTS

4.1 Chairman's Report

No report received from the Chairman.

4.2 Vice-Chairman's Report

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

4.3 Police Report

Apologies have been given from the police and Council have been informed of the next SNAP meeting being held on November 29th, 2pm at Watton Fire Station.

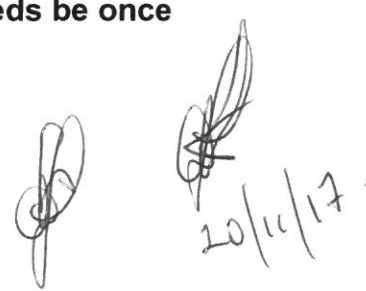
Councillors had previously been presented with a written report, compiled by Jane Fountain in regards to a meeting she attended on Friday 20th October on policing matters in Breckland.

It was proposed by Jane Fountain and seconded by Jake Tinsley that it be added to the next agenda to discuss the report and current policing matters further with the intention of sending an open letter to George Freeman MP if needs be once the facts have been gathered.

4.4 County Councillor Report

No report received from the County Councillor.

4.5 District Councillor Report



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No report received from District Councillors.

5. PUBLIC PARTICIPATION

No members of the public present.

6. OCTOBER 2017 PAYMENTS FOR APPROVAL

It was proposed by Peter Bishop and seconded by Margaret Holmes, voting all in favour that Payments for October were approved as presented.

It was proposed by Kathryn Stallard and seconded by Daniel Fishlock with 1 abstention and all in favour that a finance working group be created with the following volunteers being Kathryn Stallard, Daniel Fishlock, Peter Bishop, Beryl Bunning and Margaret Holmes, to oversee in detail the budget for the coming year with the intention of reporting back to the council on their findings.

First finance working group meeting to be held on November 21st, 9:30am at the Council offices.

7. UPDATE ON FIREWORK EVENT MEETING AND FESTIVE MARKET

A verbal update was given by Beryl Bunning and Peter bishop on the organisation of the fireworks event.

- The following Councillors Daniel Fishlock, Alysha holder – moat, Margaret Holmes and Tina Kiddell have volunteered to help with the setup of the fireworks event on the Friday before.

Comments were made regarding absent firework event paperwork and that preparation for a fireworks set piece plan for next year should be considered to ensure all is communicated effectively.

- Beryl Bunning reported that she had spoken to Steve Hitchman at Breckland and had agreed for Watton Town Council to borrow their litter picking kits for the clean up of the firework event on the Sunday.

A verbal update was given by Beryl Bunning on the Festive Market.

- **It was proposed by Beryl Bunning and seconded by Jake Tinsley, voting all in favour that another ride for older children is situated in Middle Street with the proviso that the ride will not encroach into the high street and stop emergency vehicular access.**
- The crown pub – back bar is to be used as the First Aid point, a letter of thanks and confirmation to be sent to the owner of the Crown Pub and a First Aid sign made for the event.
- It was agreed that Beryl Bunning buys the Christmas Presents now and that Margaret Holmes and Jane Fountain volunteered to help wrap the presents.
- **It was proposed by Beryl Bunning, voting all in favour that Lings be contacted regarding a cavalcade be organised in the high street.**
- There was a concern raised in regards to DJ Tim needing to be situated inside on the day as the marquee is now being used for stalls. It was suggested that another of Watton Town Council marquees be used.



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- It was proposed by Peter Bishop, voting all in favour that the Watton Town Council festive stall be a raffle this year and that hampers are made up with donations received and help with the Councillors input.
- It was suggested that next year's Festive Market be on the last Sunday in November 2018.

The next Festive Market Event meeting is to take place before the next full council meeting on November 14th at 6pm.

8. UPDATE ON MEETING OF REPRESENTATIVES HELD ON 12TH OCTOBER

A copy of a written report compiled by Councillor Jane Fountain has been presented to Councillors at the meeting and filed along with draft Terms of Reference from the Watton and Swaffham Working Group.

It was agreed to add an item on the next meeting's agenda to discuss the Councils involvement in the working group.

9. PAINTING OF THE FLOWER TUBS

It was proposed by Beryl Bunning and seconded by Peter Bishop, voting all in favour that all 12 flower tubs in the high street be painted as presented quote of £750.00 plus VAT.

It was also suggested and proposed by Beryl Bunning and seconded by Margaret Holmes that painting of the town benches be added to the new Town Operatives work schedule.

10. PLANNING NOTIFICATIONS RECEIVED

10.1 3PL/2017/1227/F – Retention of snack bar

It was proposed by Peter Bishop and seconded by Daniel Fishlock, voting was unanimous – No objection

11. It was agreed to pass a resolution to exclude the public and press to update on staffing matters:

It was proposed by Margaret Holmes and seconded by Peter Bishop, voting all in favour that a resolution be passed to exclude the press and public.

(Acting Town Clerk – Michelle Craigie left the meeting)

It was proposed by Peter Bishop and seconded by Beryl Bunning, voting all in favour that the draft Deputy Clerk Job Description and salary be approved and that the current Admin assistant Michelle Craigie be transferred to the new post of Deputy Clerk and that the post and salary be back dated to Wednesday 11th October 2017 to cover staff absence.

It was proposed by Peter Bishop and seconded by Beryl Bunning, voting all in favour that Jane Lambert the Wayland Hall cleaner be paid the same wage as the new Town Operative of £9.054 an hour only on the extra hours she has accumulated by helping out in the office.

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20/10/17

Watton Town Council
Payments for Approval - October 2017

Supplier	Description	Incl vat	Invoice	Cheque	Date Paid	Pur Ord
Breckland Council	Rates Wayland Hall	£944.00		Direct Debt	16.10.17	
Breckland Council	Rates Linmore Court	£217.00		Direct Debt	16.10.17	
Breckland Council	Rates Toilets	£182.00		Direct Debt	25.10.17	
Breckland Council	Rates Market	£109.00		Direct Debt	25.10.17	
Breckland Council	Rates Clock Tower	£22.00		Direct Debt	05.10.17	
E-on	Electricity Wayland Hall	£72.00		Direct Debt	24.10.17	
E-on	Electricity Industrial Unit	£12.00		Direct Debt	2.10.17	
British Gas	Gas Wayland Hall	£281.00		Direct Debt	23.10.17	
BT	Internet Services	£137.40		Direct Debt	29.10.17	
Chapman Surveyors	Unit Rent	£1,500.00		SO	2.10.17	
Anglia IT Solutions	IT	£93.94		Direct Debt	2.10.17	
Anglia IT Solutions	Prowise LED Screen	£2,520.00	8887	203327	25.10.17	
EBS	Photocopy service charges	£27.80		203328	25.10.17	
Staff Costs	Salaries	£3,851.46		SO	20.07.18	
HMRC	PAYE	£1,011.65		106345	13.10.17	
Norfolk Pension Fund	Staff Pension	£1,239.84		106344	13.10.17	
Barclays	Bank Charges	£1.66			05.10.17	
CGM Group	Toilet Cleaning Service - Oct 17	£97.76	9783	203329	25.10.17	
TTSR	Grounds Maintenance	£2,058.14		203330	25.10.17	
TTSR	Play ground inspections	£660.00		203331	25.10.17	
TTSR	Gardening Contract	£4,642.50		203332	25.10.17	
Brian Window Cleaning	Window Cleaning	£21.00		203355	26.10.17	
Suregreen	x10 rolls barrer fencing	£185.40		203321	04.10.17	
Sales Start Traffic	100 No waiting cones	£522.00		203322	04.10.17	088/017
Staff	Market Supervisor 5x weeks	£250.00		203333	25.10.17	
Charlotte Harvey Trust	Use of Centre	£21.00	2810	203334	25.10.17	
Easierprint Giant Imaging	Banner	£49.50	7428	203324	06.10.17	
Titanium	Fireworks Display	£4,200.00	1805	203335	25.10.17	
Wicksteed	Lovell & Bridle Playarea insp	£162.00		203336	25.10.17	
Lynford Hall	Mayors Charity Ball Deposit	TBC				
Community Action Norfolk	Membership	£50.00		203337	25.10.17	
ESPO	Cleaning Products	£67.91	3611	203338	25.10.17	086/017
Seaton	Barricade Tape	£75.30	8161	203339	25.10.17	089/017
Linder Myers Solicitors	Prof Charges re lease Museum	£729.00		203340	25.10.17	
Linder Myers Solicitors	Prof Charges Reg Wayland Hall	£858.00		203341	25.10.17	
Kings & Barnhams	Annual Maintenance Contract	£307.28		203342	25.10.17	
The Glow Company	Glow Sticks	£1,243.93	9785	203343	25.10.17	090/017
Ashill Fire Protection Ltd	Annual Service of Fire Extinguishers	£122.40		203344	25.10.17	
D electrical	Public Toilet Disabled toilet light	£42.00		203345	25.10.17	
R.Halsey Electrical	Additional Xmas Lights	£6,600.00		203323	16.10.17	
Future Environomics	September Project Mamangement	£1,530.00		203346	25.10.17	
Hallmark Event Hire	Porta Loos	£924.00		203325	16.10.17	
Paul Burdick	Scribe Training - Oustanding Invoice	£174.60	94	203347	25.10.17	
Duff Morgan Norwich	Purchase of New Van	£13,225.00	2265	203326	19.10.17	
Councillor	Expenses	£15.78		203348	25.10.17	
Councillor	Tracked Postage for letter	£6.45		203349	25.10.17	
Adcocks	Hoover Bags	£7.99		203350	25.10.17	
Towergate Insurance	Additional Prem- new Van Insurance	£61.11		203351	25.10.17	
H&N Electrical	E.I.C.R 5 year test	£350.00		203352	25.10.17	
H&N Electrical	Pat Testng	£90.00		203353	25.10.17	
Wayland Mens Shed	Grant	£500.00		203354	25.10.17	
	Total	£52,072.80				
Watton Town Council Income Sept 2017						
	Memorials	£540.00				
	Interment & EROB	£175.00				
	Interment	£1,500.00				

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday 14th 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, Beryl Bunning, 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: 2 members of the public

1. APOLOGIES

No apologies received.

2. DECLARATIONS OF INTERESTS MADE

Daniel Fishlock declared an interest in item 20.

3. CONFIRMATION OF MINUTES 10.10.17 and 24.10.17

The minutes of the meetings held on October 10th 2017 and October 24th 2017 were unanimously agreed as a true record of the meeting and were signed by the Chairman.

It was agreed at this point that Police Inspector Wheatley, who had been invited to attend the meeting at very short notice, would give a presentation regarding the new policing model which will be implemented in Breckland. This model does not include employment of any Police Community Support Officers and the presentation given explained how the future structure will work.

It was noted that members of the public can book a visit from a Police Officer by calling 101.

4. REPORTS

4.1 Chairman's Report

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

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:

- It was noted and accepted that due to the Christmas Tree for the town not being in place on the day originally expected an extra cost will be incurred for the contractor erecting the lights to hire the cherry picker for a longer time to allow lights to be put on the tree.
- The HR Committee has suggested a contractor should be engaged to shred all old paperwork in the Town Council Unit and Office. All were in favour of this.
- The Clerk has recently attended a Humans Resources/Health & Safety seminar and as a follow up a rep. from the company that ran the seminar will be visiting the office on November 23rd at 10.00am to advice what services could benefit the Council.

- A feedback meeting following the town Remembrance Parade is scheduled for November 21st at 2.00pm at the Town Council Office.
- Breckland District Council has announced that provision will be made in next year's budget and those that follow to fund a repair/replacement programme for footway lighting.
- The Town Council's insurers Zurich offer one free place annually on their Local Community Advisory Seminar. This will be taking place in Norwich on 25.01.18. Clerk or Deputy Clerk to attend. Further places can be booked at £30.00 plus VAT per delegate.

5. PUBLIC PARTICIPATION

One member of the public present was invited to speak at the end of the meeting.

6. BRECKLAND POLICING MATTERS

In response to the proposed changes to the policing structure in Norfolk and having listened to the Police Inspectors presentation it was agreed by all that an open letter airing the concerns of the Town Council will be addressed to George Freeman, the press and other Councils.

7. ENERGY CONTRACT RENEWALS

Energy contract renewals will be considered at a future Town Council meeting when other quotes have been obtained.

8. DONATION TO WAYLAND ACADEMY ANNUAL ACHIEVEMENT EVENING

It was agreed a donation of £25.00 will be made to the Wayland Academy Achievement evening 2017.

9. PURCHASE OF LITTER BINS

With one abstention it was agreed to purchase 5 litter bins as in the report presented to the Council (Option 1).

10. RECOMMENDATIONS FROM IT WORKING GROUP

It was agreed by all that the Town Council will purchase a further laptop for use in the Town Council Office up to a cost of £500.

It was agreed by all that the Town Council will purchase a mobile phone with camera for use by the Town Operative. As recommended by the IT Working Group a contract with free phone included will be taken out at a cost of £19-21 a month.

It was agreed by all that two-way radios will be purchased at a cost of £240.99.

The IT Working Group was thanked for its work so far and further work will be undertaken by the Group to investigate IT/PA need for the Council Chamber and a phone system upgrade for the Council Office.

11. STAFF TRAINING

It was agreed the Town Operative will undertake strimmer training on November 21st as booked. A replacement brush cutter head needs to be purchased for the strimmer.



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Staff are to attend free basic First Aid training to be provided by the Museum4Watton Group.

It was agreed by all that Tina Kiddell and Pat Warwick would be booked to attend Chairman Training in 2018.

12. PLAY AREA INSPECTION REPORTS

It was agreed by all that the maintenance work identified on the annual Play Inspection Reports for the play areas managed by the Town Council should be undertaken. Estimated costs: Sports Centre Play Area £1260.78 plus VAT, Lovell Gardens Play Area £1411.62 plus VAT and Bridle Road Play Area £419.15 plus VAT. To note that an application has been made to Breckland Outdoor Play and Sport Fund which, if successful, could reduce the cost of repairs at the Sports Centre Play area and would provide a picnic table at Bridle Road Play Area.

13. REPAIRS TO PUBLIC TOILETS

It was agreed by all that the cracked baby changing unit in the public toilets will be replaced at a cost of £225 plus VAT.

14. PURCHASE OF WATER COOLER

With the majority for (two against), **it was agreed that a water cooler would be provided in the Town Council Office** at a cost of Annual cooler rental £25.00 plus VAT (includes sanitization), 19 Litre bottles water £3.95 plus VAT, 7oz cups £20.00 plus VAT (case of 2000) as quoted.

15. ROOF BARS FOR TOWN VAN

It was agreed with one abstention that roof bars should be fitted to the town van at a cost of £180.00 plus VAT.

16. PROVISION OF BUSINESS CARDS

It was agreed with eight in favour and five against that Town Councillors should be offered personal Town Councillor business cards.

Options will be considered and consideration will be given to who wants cards. It was felt Town Council e-mail addresses only should be printed on cards rather than personal e-mails.

17. TOWN COUNCIL MEETING DATES

It was suggested the Council should consider re-instating Town Council meetings in August and December. This will be an agenda item again at a future Town Council meeting for a decision before the Town Council year starts in April.



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It was suggested items 18. and 19. should be postponed for discussion at the next meeting or Standing Orders would need to be suspended to allow the meeting to progress past 9.00pm.

A very brief report only was therefore given and item 21. was also postponed.

18. WATTON AND SWAFFHAM WORKING GROUP

The newly formed group of representatives from the towns of Swaffham and Watton had asked for agreement in principal that support should be given to Norfolk County Council to lead a partnership bid to the Rural Development Programme for England (RDPE) to fund improvement of access to the Peddars Way in the Breckland area. **All in favour.**

The group is also to research the possibility of engaging a project manager to work for both Town Councils.

19. BRECKLAND MARKET TOWN INITIATIVE

Officers from Breckland District Council (BDC) have met with members of the Town Council to outline the Breckland Market Town Initiative. More information will follow and it is expected Officers from BDC will attend a meeting of the Town Council in the New Year to explain the project.

20. POSTING OF BANNERS ON JUBILEE GARDEN FENCE

A proposal to allow an advertising banner to be posted on the fence at Jubilee Gardens failed and it was noted that business advertising would need planning permission and thus should not be permitted.

21. NEIGHBOURHOOD PLAN UPDATE – to be carried over to next meeting

It was noted the Neighbourhood Plan (NP) is in need of more support and the Mayor will plan to attend future NP meetings.

Standing Order suspended to allow meeting to continue beyond 9.00pm.

22. RESOLUTION PASSED TO EXCLUDE THE PRESS AND PUBLIC TO UPDATE ON STAFFING AND OTHER MATTERS.

Watton Cemetery

22.1 Discussion took place regarding matters relating to Watton Cemetery but due to the meeting extending past 9.00pm it was agreed further consideration should be given to communication received at the next meeting and thus this matter will be an agenda item again.


Report from HR Committee

22.2 Minutes from the HR Committee meeting held on 03.11.17 were presented to the Council with the following proposal:

In light of further discussions with staff the HR Committee recommends that the Council undertakes a full review of the future staffing structure, including commensurate remuneration, for Watton Town Council. In the first instance this review will be conducted by the HR Com. with any other appropriate Councillors.

The minutes and proposal were accepted.

22.3 **It was agreed by all the proposed increase in pay for cleaning staff to £8.15 should be implemented from January 1st 2018.**


28/11/17

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday 28th 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 14th 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 12th.

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 taking place on November 29th 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.

[Handwritten signature]
9/1/18

6. ACCOUNTS

Payments for November were accepted as presented.

Bank Rec. as of the 6th 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 1st 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.

9/1/18 .

Watton Town Council
Payments for Approval - November 2017

Supplier	Description	Incl vat	Invoice	Cheque	Date Paid	Pur Ord	Voucher
Breckland Council	Rates Wayland Hall	£944.00		Direct Debt	15.11.17		
Breckland Council	Rates Linmore Court	£217.00		Direct Debt	15.11.17		
Breckland Council	Rates Toilets	£182.00		Direct Debt	27.11.17		
Breckland Council	Rates Market	£109.00		Direct Debt	27.11.17		
Breckland Council	Rates Clock Tower	£22.00		Direct Debt	06.11.17		
E-on	Electricity Wayland Hall	£72.00		Direct Debt	24.11.17		
E-on	Electricity Industrial Unit	£12.00		Direct Debt	01.11.17		
British Gas	Electricity Toilets	£92.53		Direct Debt	02.10.17		
Anglian Water	Linmore Court December	£53.36		Direct Debt	22.12.17		
Anglia IT Solutions	IT	£93.94		Direct Debt	01.11.17		
EBS	Photocopy service charges	£25.43	9460	203360			
Staff Costs	Salaries	£5,110.49		SO	20.11.17		
HMRC	PAYE	£1,150.88		106346	22.11.17		
Norfolk Pension Fund	Staff Pension	£1,297.17		106347	28.11.17		
Barclays	Bank Charges	£1.66			06.11.17		
CGM Group	Toilet Cleaning Service - Oct 17	£97.76		203362	29.11.17		
TTSR	Grounds Maintenance	£2,058.14	2036	203363	29.11.17		
Bartrum Mowers	Cutter Blade for Strimmer	£22.01		203360	21.11.17		
Staff	Trailer Number Plate	£11.99		203364	29.11.17		
Myhills	Consumables	£2.95		203365	29.11.17		
Brian Window Cleaning	Window Cleaning	£21.00		203359	24.11.17		
Breckland Council	NP Maps	£100.80	3413	203366	29.11.17		
Breckland Council	NP Maps	£33.60	3271	203367	29.11.17		
Councillor	Head Torch	£22.50		203368	29.11.17		
Councillor	Festive Market Presents & Puds	£190.00		203369	29.11.17		
Staff	Market Supervisor	£62.00		203370	29.11.17		
Bowes Farms Limited	Showfield Hire	£2,500.00	1551	203371	29.11.17		
Councillor	Flowers	£21.98		203372	29.11.17		
P Curston	Firework P.A. System	£150.00		203373	29.11.17		
Viridor	Waste Bin Hire	£120.00	37AB	203374	29.11.17		
Ashtead Plant Ltd	A-plant Hire	£1,104.00		203375	29.11.17		
Jewson	Alloy Towers Fireworks	£996.00		203376	29.11.17		
Councillor	Firework Expenses	£33.08		203377	29.11.17		
Viking	Stationary/Toilet Rolls	£64.90	4104	203378	29.11.17	091/017	
Giant Imaging	Banner and Posters NP	£138.65	7600	203379	29.11.17		
The RBL	Supply of Poppy Wreath	£18.50		203380	29.11.17		
Councillor	Purchase of WTC Walkie Talkies	£240.87		203356	15.11.17		
Wayland Chamber of Com	Annual Membership	£40.00		203381	29.11.17		
Future Environomics	Project Management Sept 17	£2,778.75		203382	29.11.17		
R.S.Plumming & Heating	Public Toilet Repair	£65.00		203383	29.11.17		
EBS	Photocopy service charges Nov	£39.14		203361	29.11.17		
Viking	Stationary	£26.46		203384	29.11.17	095/017	
TeletracNavman	Subscription Service Fee	£50.40		Direct Debt	20.12.17		
Ben Burgess	Buggies	490.00		203386	29.11.17		
First Aiders - NORLSAR	Donation	£450.00		203385	29.11.17		
Wayland Academy	Donation Achievement Eve	£25.00		203357	20.11.17		
Wild Cherry Neighbourhooc	Grant	£20.00		203388	29.11.17		
Stevens Almshouses	Grant	£500.00		203387	29.11.17		
		£21,878.94					
	Bank Statement shows on 6th Nov	259,313.49					
	Payments not cashed	11485.85					
	Balance remaining	247827.64					

Watton Town Council Income October 2017			
	Memorials	£100.00	
	Interment & EROB	£3,300.00	
	Allotment Rent	£9.00	
	Market Rent	93.00	1746M
	Market Rent	9.00	1751M
	Market Rent	18.00	1750M
	Market Rent	9.00	
	Market Rent	40.00	1744M
	Market Rent	54.00	1746M
	Market Rent	36.00	1747M
	Market Rent	36.00	1757M
	Market Rent	50.40	1748M
	Market Rent	50.40	1749M
	Festive Market Stall	10.00	
	Festive Market Stall	20.00	
	Festive Market Stall	15.00	
	Festive Market Stall	10.00	
	Festive Market Stall	15.00	
	Festive Market Stall	15.00	
	Festive Market Stall	15.00	
	Festive Market Stall	15.00	
	Festive Market Donation	50.00	
	Donation towards fireworks	150.00	
	Van Sale	390.00	
	Firework Donation	200.00	
	Sale of Glow Sticks	795.50	
	Total	£5,490.30	

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

23/1/17


- 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.

 23/1/18

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

 23/1/18
123

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.

 23/1/18

Watton Town Council
Expenditure for December 2017

Supplier	Description	Incl vat	ivoic	Cheque	Date Paid	Pur Ord	Voucher
Breckland Council	Rates Wayland Hall	£944.00		Direct Debt	15.12.17		
Breckland Council	Rates Linmore Court	£217.00		Direct Debt	15.12.17		
Breckland Council	Rates Toilets	£182.00		Direct Debt	27.12.17		
Breckland Council	Rates Market	£109.00		Direct Debt	27.12.17		
Breckland Council	Rates Clock Tower	£22.00		Direct Debt	05.01.18		
E-on	Electricity Wayland Hall	£72.00		Direct Debt	27.12.17		
British Gas	Wayland Hall	£281.00		Direct Debt	20.12.17		
BT	Office Phone	£460.15		Direct Debt	27.12.17		
Anglian Water	Wayland Hall	£69.57		Direct Debt	22.12.17		
Anglian Water	Unit	£53.36		Direct Debt	22.12.17		
Anglian Water	Public Toilets	£375.44		Direct Debt	22.12.17		
Anglia IT Solutions	Annual Billing for 2018	£187.48		203428	09.01.18		
Anglia IT Solutions	IT Dec 17 (£88.80)	£93.94		Direct Debt	01.12.17		
E.on	Unit Electricity	£12.00		Direct Debt	01.12.17		
Cooleraid	Annual Cooler Maintenance	£30.00		203392	9.01.18		
Teletracnavman	Tracking Service	£50.40		Direct Debt	20.12.17		
EBS	Photocopy service charges	£48.88		203393	9.01.18		
Staff Costs	Salaries	£5,004.73		SO	20.12.17		
HMRC	PAYE	£1,092.19		106351	15.12.17		
Norfolk Pension Fund	Staff Pension	£1,243.33		106350	15.12.17		
Barclays	Bank Charges	£1.66			01.12.17		
CGM Group	Toilet Cleaning Service	£97.76		203394	9.01.18		
J.R.Evans	Cemtery Skip	£254.40		203395	9.01.18		
Myhills	Consumables	£77.07		203396	9.01.18		
Brian Window Cleaning	Window Cleaning	£21.00		203391	21.12.17		
Spoilt for Choice	Consumables	£91.10		203397	9.01.18		
Giant Imaging	Banner/Posters NP	£83.92		203398	9.01.18		
Future Environomics	Project Management Nov 17	£1,248.75		203399	9.01.18		
Viking	Stationary	£95.55	59	203400	9.01.18		
LCAS	Seminars x2	£72.00		203402	9.01.18		
CAN	Play Area Inspection Course	£80.00		203403	9.01.18		
Glasdon	Litter Bins	£1,515.96		203404	9.01.18		
Dutch Flower Parade	Flowers for 100th Birthday	£25.00		203405	9.01.18		
Jewson	Postcrete	£7.99		203406	9.01.18		
Councillor	Festive Market Expenses	£7.35		203407	9.01.18		
Mobile Disco Network	Festive Market	£50.00		203389	03.12.17		
Smoke House Blues Band	Festive Market	£475.00		203390	03.12.17		
The Queens Hall	NP Meeting 1st Dec	£88.00		203408	9.01.18		
Councillor	Refreshments for Bands FCM	£13.96		203409	9.01.18		
Breckland	NP Flooding Map	£25.20		203410	9.01.18		
Staff	Connector lead for Trailer	£9.90		203411	9.01.18		
Wayland News	Wayland News Colour Advert	£125.00		203412	9.01.18		
Esso UK/Watton Service	Fuel	£93.56		203413	9.01.18		
ESPO	Stationary	£177.28		414,415,416,417	9.01.18	0101/ 0102	
ESPO	Cleaning Materials	£68.64		203418	9.01.18	0100/017	
The Training Association	Strimmer Training	£288.00		203419	9.01.18		
Charlotte Harvey Trust	Paid into WTC bank in error	£67.50		203429	9.01.18		
Trevor Roberts Associates	Neighbourhood Plan Training	£1,194.00		203420	9.01.18		
Alexandra	Logo Setup Charge	£24.00		203421	9.01.18		
SLCC	Clerk Membership	£241.00		203423	9.01.18		
Ward Gethin Archer	Lease of Land at Thetford Road	£1,879.00		203422	9.01.18		
TTSR	Gardening Contract	£4,642.50		203424	9.01.18		
Councillor	Expenses	£50.95		203425	9.01.18		
Army Cadets	Firework Gratuities	£500.00		203434	12.01.18		
Rotary	Firework Gratuities	£300.00		203432	12.01.18		
Inner Wheel	Firework Gratuities	£100.00		203433	12.01.18		
Police Cadets	Firework Gratuities	£100.00		203435	12.01.18		
Watton Fire & Rescue	Firework Gratuities	£100.00		203436	12.01.18		

Watton Town Council
Income for November 2017

	A	B	C	D
1				
2		Memorials	£200.00	
3		Interment & EROB	£1,300.00	
4		Market Rent	96.60	1756M
5		Market Rent	60.00	
6		Market Rent	81.00	
7		Market Rent	40.00	1754M
8		Market Rent	54.00	1755M
9		Market Rent	36.00	1757M
10		Market Rent	50.40	1758M
11		Market Rent	50.40	1759M
12		Market Rent	93.60	1753M
13		Firework Donation	600.00	
14		Firework Donation	200.00	
15		Fees	184.50	
16		Collection	1254.48	
17		Festive Market Stall	10.00	
18		Festive Market Stall	10.00	
19		Allotment Rent	9.00	
20		Festive Market Stall	10.00	
21		Festive Market Stall	20.00	
22		Festive Market Stall	10.00	
23		Festive Market Stall	10.00	
24		Festive Market Stall	10.00	
25				
26				
27		Total	£4,389.98	

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday January 23rd 2018 at 7.00pm

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

Councillors Present: Stan Hebborn Chairman, Beryl Bunning, Peter Bishop, Jane Fountain, Keith Gilbert, Sue Hebborn, Margaret Holmes, Alysha Houlder-Moat, Gavin Maby, Maureen Roy, Kathryn Stallard, Pat Warwick.

Officers Present: Jane Scarrott Town Clerk Also present: 2 members of the public

1. APOLOGIES

Apologies received from Tina Kiddell, Jake Tinsley and Daniel Fishlock.

2. NO DECLARATIONS OF INTERESTS MADE

3. CONFIRMATION OF MINUTES 09.01.18

The minutes of the meeting held on January 9th 2018 were unanimously agreed as a true record of the meeting and were signed by the Chairman.

4. REPORTS

4.1 Chairman's Report

- The Chairman, Jane Fountain, Tina Kiddell, Pat Warwick and the Deputy Clerk attended a meeting of the Swaffham and Watton Focus Group held on 19.01.18.
- The Chairman, Maureen Roy and Pat Warwick attended a seminar relating to Health & Safety and Human Resources. Further information is awaited from the company which ran the seminar before consideration is given to issues raised.

It was reported that leaves are not being cleared from the pavement in Chaston Place which results in the area becoming slippery and with loose slabs this makes Chaston Place quite hazardous underfoot.

Serco has been asked to undertake maintenance of trees in East Road but has been slack to respond. Keith Gilbert is monitoring the situation.

4.2 Vice-Councillors Report

Due to personal circumstances the Vice-Chairman was not present at the meeting.

4.3 County Councillor's Report

County Councillor Claire Bowes was not present at the meeting but had provided a written report a copy of which is filed.

The Town Council is awaiting correspondence from the Highway Engineer regarding whether parish entrance gates can be made locally and erected by Norfolk County Council. Once this is established a decision can be made as to whether gates will be requested for all four main routes into Watton, rather than just along the Thetford Road as is presently being considered.

A handwritten signature, possibly 'S', is written vertically on the right side of the page. Below the signature, the date '15/2/18' is written.

4.4 District Councillors Report

District Councillor Mike Wassell was not present at the meeting but a written report received was considered and a copy is filed.

District Councillor Keith Gilbert informed the meeting that Breckland District Council has taken the decision to withdraw Breckland Customer Services in Watton, Swaffham and Attleborough. The Council felt a campaign is needed to try to keep the presence office open in Watton or to establish an alternative offer at Wayland Hall.

4.5 Police Report

No Police present at the meeting but it was noted that a Safer Neighbourhood Action Panel Meeting is scheduled for 24.01.18 and that Councillors will be attending.

4.6 Clerk's Report

A copy of the written report presented is filed.

With reference to the report it was proposed and **agreed by all that a training day will be provided to enable staff to update the Scribe financial software** package to reflect changes to the headings within the Town Council budget for 2018.

5. PUBLIC PARTICIPATION

No matters raised.

6. TOWN CRIER

Mike Wabe was present at the meeting to offer his services to Watton as Town Crier. **It was agreed**, with one abstention, that this offer be accepted and that **Mr Wabe's £35 registration of The Loyal Company of Town Criers will be paid and 8 gold wired badges for his outfit will be purchased at an estimated cost of £13.75 each**. Consideration will also be given to supporting the Town Crier with a contribution towards his travel costs. Costs will be allocated from the Civic budget.

7. FINANCE

7.1 Re-alignment of 2018 budget

The re-drafted budget proposed, with other slight amendments, that the contingency figures set be lowered to allow adequate provision to be identified for grounds maintenance.

Some discussion took place regarding the suggested drop in the amount allocated for the civic budget with the following proposal agreed by nine votes for and three against:

"the civic allowance should remain at £3000 (as in 2017/18) with £500 taken from contingency in that heading and that moving forward the civic allowance should be looked at over a three year period"

It was agreed to accept the amended 2018 budget.



Discussion regarding the cost of the tracker system for the town van led to a suggestion that a policy is needed relating to use of the tracker system and this will be considered by the HR Committee.

7.2 Terms of Reference for Finance Committee

It was agreed by all to accept the Terms of Reference for the Finance Committee as presented.

Members of the Finance Committee: Peter Bishop, Kathryn Stallard, Daniel Fishlock, Sue Hebborn and Par Warwick.

It was agreed by all that Kathryn Stallard will be the initial Chairman of the Finance Committee.

7.3 Paper Shredder

It was agreed by all to purchase a new paper shredder for the Town Council Office.

8. CERTIFICATE OF ACHIEVEMENT

How to recognise achievement will be considered further at a future meeting due to lack of time at this meeting. A suggestion was made that contributions which benefit the town should be acknowledged by an award which could be presented at the Annual Civic Reception.

9. 2018 REMEMBRANCE PARADE

Due to time restraints this item was postponed until the next meeting.

10. PIGEON CONTROL

It was agreed in principal, with three against, that the Council will explore the cost of culling pigeons in the High Street.

11. CLOCK MAINTENANCE

No maintenance felt to be needed at this time.

12. NEIGHBOURHOOD PLAN (NP) UPDATE (moved up the agenda and considered after public participation).

Jane Fountain presented the following report:

"Members will have had sight of both the flood report on Watton from Norfolk County Council (NCC) and the draft Watton Action Group (WG) reply. I ask that the council agree to send a finalised version of this letter to NCC subject to a minor amendment. Some members may recall that following floods the Council was advised that a flood report would be compiled and submitted by NCC. To my recollection this was never forthcoming. It has taken pressure from the WG to finally get the report. For an organisation to be that sluggish and to only give 14 days for a response particularly on such a complex subject is unreasonable. I would like for us to add a paragraph stressing this unreasonableness.

Members will also recall that when we agreed to embark on the NP process, public engagement would reveal issues that would be fed into policies in the plan. I was

also expected that other issues that would need action would require separate action independent of the plan.

As part of the public engagement process the NP group are holding workshops with students at the Wayland Academy. As expected a number of problems have been brought up and in the main these can be fed into the plan. However there is one element that relates to young people in the town and this is something that I believe needs urgent attention.

It has emerged how unsafe young people in this town feel going out and about. To take this issue any further would require the support of the council, not in respect of expenditure but in examining possible options as this would fall outside of the remit if the NP process.”

It was agreed by all to endorse the response to the NCC Draft Flood Report as suggested.

It was agreed by all to further examine possibilities for providing facilities for young people in Watton.

Breckland District Council will be approached again regarding the handover of open space land along the Norwich Road as part of the s106 agreement with Bennetts Homes.

13. PLANNING: To consider planning applications received for consultation

Plans received will be considered at the next meeting.

14. A resolution was passed to exclude the press and public to update on matters relating to charities:

Legal advice is being sought regarding the responsibilities the Town Council may have for charities within the parish.

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Watton Town Council
Income for December 2017

	A	B	C	D
1				
2		Memorials		
3		Interment & EROB	£1,250.00	
4		Market Rent	94.20	
5		Market Rent	36.00	1773M
6		Market Rent	40.00	1766M
7		Market Rent	54.00	1767M
8		Market Rent	36.00	1769M
9		Market Rent	50.40	1770M
10		Market Rent	50.40	1771M
11		Market Rent	93.60	1765M
12		Festive Market	10.00	
13		Festive Market	9.00	
14		Festive Market	182.00	
15		Festive Market	16.00	
16		Festive Market	194.00	
17		Christmas Presents	200.00	
18		Mayors Charity Ball	78.00	
19		Mayors Charity Ball	20.00	
20				
21		Total	£2,413.60	

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday February 13th 2018 at 7.00pm

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

Councillors Present: Stan Hebborn Chairman, Beryl Bunning, Peter Bishop, Daniel Fishlock, Jane Fountain, Keith Gilbert, Sue Hebborn, Margaret Holmes, Tina Kiddell, Alysha Houlder-Moat, Gavin Maby, Maureen Roy, Kathryn Stallard, Jake Tinsley, Pat Warwick.

Officers Present: Jane Scarrott Town Clerk Also present: County Councillor Claire Bowes, District Councillor Michael Wassell, Town Crier Mike Waby and 11 members of the public

1. NO APOLOGIES FOR ABSENCE RECEIVED

2. DECLARATIONS OF INTERESTS MADE

Beryl Bunning declared interest in item 8.5

3. CONFIRMATION OF MINUTES 23.01.18

The minutes of the meeting held on January 23rd 2018 were agreed as a true record of the meeting (2 abstentions) and were signed by the Chairman.

4. REPORTS

4.1 Chairman's Report

A copy of the written report presented is filed.

4.2 Vice-Councillors Report

A copy of the written report presented is filed.

4.3 Clerk's Report

A copy of the written report presented is filed.

Verbal Update given:


- Update received from the Museum 4 Watton Group with request made for shared cost to replace the stair carpet at Wayland Hall.
Councillors wished to record their thanks for the work the Museum 4 Watton has and is undertaking for the benefit of the town.
- Registration of Wayland Hall with Land Registry is still ongoing with clarification needed regarding boundaries.
- Councillors informed of West Norfolk VCSE Conference 2017/18 – e-mail information to be shared with Councillors.
- A date will be set for a 2018 Festive Market meeting.
- A proposal for a joint training session with Swaffham Town Council will be an agenda item for the February 27th Town Council meeting.

4.4 Neighbourhood Plan Update

It was agreed information gathered for the Neighbourhood Plan will be shared with Breckland Council if appropriate to do so.

It was agreed by all to send the response to the County Flood Investigation Report as drafted by Watton Action Group – Drainage to Norfolk County Council.

It was agreed a letter of thanks will be sent to Mr. Bob Dore for all the work he has undertaken as Chairman of the Watton Action Group – Drainage.

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5. PUBLIC PARTICIPATION

Mr Norman Phillips read out a statement to the Council requesting the Council to rescind the decision made on October 2nd (item 7) not to provide a new cemetery in the town.

A copy of the statement will be given to Councillors and is filed.

A report from Watton Action Group – Drainage was read out to the meeting. Copy is filed.

Comment was made regarding signage along the Norwich Road. District Councillor Michael Wassell offered to report this as appropriate.

6. CORRESPONDENCE RELATING TO WATTON CEMETERY

A petition relating to the request made in public participation was presented to the Council.

The Council will consider the representation made and discuss what action should be taken. A request was made that the decision made for the Council to no longer provide burial ground once the current Cemetery is full be rescinded.

7. INVESTITURE OF TOWN CRIER

Mike Wabe was present at the meeting to accept his position as Honorary Town Crier for Watton.

8. FINANCE

Item 8. was moved to end of the agenda

8.1 Tree survey

It was agreed, with 1 abstention, to engage the contractor who has supplied a quote to undertake tree risk assessment for trees which the Town Council is responsible for.

8.2 Re-roofing of Wayland Hall

Once appropriate references have been obtained a final decision will be made to appoint the chosen contractor from those who have quoted to re-roof Wayland Hall. The Historic Buildings Officer at Breckland District Council will also be approached for advice regarding the appointment.

8.3 It was agreed by all to upgrade the Office water cooler unit and to provide a second unit in the Council Chamber.

8.4 It was agreed by all that removal of sanitary waste from Public Toilets would be included in the current service contract the Council holds for Wayland Hall.

8.5 It was unanimously agreed that the Town Council will not finance culling of pigeons in the town.

It was agreed by all that four places would be booked for the Norfolk Association of Local Councils Conference on March 6th 2018.

9. INTERNAL AUDIT REPORT


The Internal Interim Audit Report was accepted as presented.

10. RECOMMENDATIONS FROM THE FINANCE COMMITTEE

All agreed to accept the recommendation from the Finance Committee to clarify the third bullet point of Financial Regulation 4.1:

Financial Regulation 4.1 to be amended with the Clerk being given authority to spend up to £500 on expenditure within the budget. The Clerk in conjunction with the Chairman of the Council or, if unavailable the Chairman of the Finance Committee, is delegated to authorise emergency expenditure not pre-planned and therefore not within the budget up to £500.

11. PROJECT SUPPORT OFFICER POSITION

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It was agreed that the proposed shared position of a Projects, Events & Promotions Support Officer with Swaffham Town Council be considered in the first instance by the HR Committee which is scheduled to meet on February 20th.

Some discussion took place regarding matters which now appear to be dealt with by Committees rather than the Full Council. It was noted that as no Committees have delegated power to make any decisions on behalf of the Town Council and thus matters where action is needed must be dealt with at Full Town Council meetings. Any Councillors can attend Committee Meetings, other than HR meetings, and notes from the meetings are passed to all Councillors.

12. CIVIC PROCEDURES

12.1 Mayor's Charity Ball

The Mayor gave an update on his proposed Charity Ball.

It was suggested consideration should be given to whether the Town Council is to hold a Civic Reception this year and this matter will be an agenda item for the Council meeting on February 27th.

12.2 Civic Policy

It was proposed and agreed with 9 in favour that a Civic Policy would be written at the next Full Town Council Meeting.

13. 2018 REMEMBRANCE PARADE

It was agreed the 2018 Remembrance Parade will be considered at a later date when representatives from the Royal British Legion are available to discuss this.

14. USE OF COUNCIL CHAMBER

Hiring of the Council Chamber to other organisations will be considered by the Finance Committee which will look at the viability of this proposal before the Council makes any decision.

15. HIGHWAY ENTRANCE GATES

The proposal to erect entrance gates along the Thetford Road is progressing but the Council will need to obtain specifications for the gates from the Highway Department before arranging for them to be made. The Highway Engineer is visiting the Town Council Office on Monday February 19th so is it envisaged more will be known after that date. It is expected that Highways will erect the gates and the work will be financed by a contribution from the County Councillor's budget scheme for small Highways work.

16. PLANNING: To consider planning applications received for consultation

Plans received will be considered at the next meeting.


Planning: To consider consultation response to planning applications received since the last Full Council meeting

16.1 3PL/2017/1586 – 40 High Street, Watton – Fascia new full length downward through lighting
Objection recommended

16.2 3PL/2018/0055 – Land adjacent to Stone House Farm, Ovington – Three detached single-storey dwellings with garages

No comment as development not in Watton

16.3 Notification - 3PL/2018/0064 – Nelson Court – Annex extension Lawful Development Certificate

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16.4 3PL/2018/0041/HOU – Watton Green – Rear shower room extension

No objections raised

16.5 3PL/2017/1358/D – Consultation amendments – Land off Town Green Road, Watton – Residential development of 98 dwellings

16.6 3PL/2017/1455/VAR – Carpenters Arms, Dereham Road, Watton – Access car parking spaces

No objections raised

16.7 3PL/2018/0087/F – Thetford Road, Watton Install two rapid electric vehicle charging stations within the grounds of Wayland Garage

No objections raised

16.8 3PL/2018/0076/D Reserved matters – Adj. to 65 Jubilee Road, Watton Erection of detached house

Recommend objection

6.9 3PL/2018/0067/F – Land adjoining Redhill Park – Further extension to the existing residential caravan park

Recommend objection

17. A resolution was passed to exclude the press and public to update on matters relating to charities:

17.1

Councillors had been copied information from the solicitor engaged by the Council to provide a definitive answer to the Council's responsibilities relating to charities within the parish. **It was agreed the solicitor would be further instructed to pass the information to the charities.**

Councillors had been copied information from the solicitor engaged by the Council to register ownership of Wayland Hall with Land Registry and it was **agreed legal support should be continued to complete registration** which may not be as straightforward as hoped due to clarification needed of boundaries.


23/2/18

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday February 27th 2018 at 7.00pm

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

Councillors Present: Stan Hebborn Chairman, Beryl Bunning (arrived 19.32), Peter Bishop, Daniel Fishlock, Jane Fountain, Keith Gilbert, Sue Hebborn, Margaret Holmes, Tina Kiddell, Gavin Maby, Maureen Roy, Kathryn Stallard, Pat Warwick.

Officers Present: Jane Scarrott Town Clerk Also present: 4 members of the public

1. APOLOGIES FOR ABSENCE RECEIVED

Alysha Houlder-Moat and Jake Tinsley
County Councillor Claire Bowes

2. DECLARATIONS OF INTERESTS MADE

Margaret Holmes declared interest in item 8.5

3. CONFIRMATION OF MINUTES 13.02.18

The minutes of the meeting held on February 13th 2018 were agreed as a true record of the meeting and were signed by the Chairman.

4. REPORTS

4.1 Chairman's Report

A copy of the written report presented is filed.

4.2 Vice-Councillors Report

Vice-Councillor had nothing to report.

4.3 County Councillors Report

Written report submitted and a copy filed.

4.4 District Councillors Report

Written reports submitted by District Councillors Keith Gilbert and Claire Bowes.

Keith Gilbert had also supplied a list of 2018 parish precepts for the Breckland area.

4.5 Police Report

No report submitted but Chairman repeated the scheduled meeting with the Norfolk Police & Crime Commissioner Lorne Green which is to take place at the Queen's Hall on Wednesday 7th March 7.00pm.


4.6 Clerk's Report

A copy of the written report presented is filed.

It was noted that the Town Council has no flag pole at present since maintenance of the clock tower building took place. This is something to be addressed if possible.

4.7 Neighbourhood Plan (NP) Update

Jane Fountain reported that a second grant has been received through Locality to support the Neighbourhood Plan work. Part of the funding will provide training for members of the NP Steering Group which will enable them to undertake a Conservation Area Appraisal within the town. If

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places are available on the training they will be offered to others including neighbouring parishes who are undertaking a NP.

The NP is an onerous task as few volunteers are coming forward to assist and thus much work is being undertaken by a few. In particular support is needed from someone with organisational and marketing skills which would allow both the lead person on the Steering Group and the contractor engaged to assist with the NP time to focus on other aspects. There is a need to keep the consultant fees down and it could be that others could take on specific tasks. The Chairman offered to help in this way and he will meet with Jane Fountain to discuss possible ways forward.

All were in favour of the request made by the Drainage Group to hold a meeting with Alex Chrusciak, Planning Director at Breckland Council with the following agenda:

- To present the results of those questionnaires about flooding delivered to residents and businesses which have been returned and analysed to show the extent of the problem.
- To consult with him about the watercourse maps obtained from Breckland and the Group's preliminary findings about their state of usefulness to carry surface water.
- To clarify the status of the flood risk map for Watton contained in the Local Plan currently with the Inspector.

5. PUBLIC PARTICIPATION

Members of the public present spoke of matters relating to the Cemetery and stressed the strong concern against the Council decision to not actively look to provide future burial space.

The Chairman will respond to acknowledge receipt of the petition and other related correspondence and it was noted that further response will be sent once issues raised have been considered by the Cemetery Working Group.

It was reported that the Cemetery does not appear well maintained at present with litter, overgrowth of trees and bushes and pot holes in the gravel driveway.

6. FINANCES

6.1 The payments for February 2018 were approved for payment as presented.

6.2 Following request from the Museum 4 Watton to share the cost of replacing the stair carpet at Wayland Hall **it was agreed by all that the Council would contribute 50% towards replacement of the carpet which would be undertaken by the Museum 4 Watton.** The Finance Committee had considered this request at the meeting on 20.02.18 and recommended that the money for the carpet could be taken from the Wayland Hall maintenance budget which at present is showing an expected underspend for the year.

6.3 Bank Reconciliation dated 14.02.18 and updated budget position presented to Councillors was accepted. The Finance Committee had recommended virement from codes 22/23 to 8 and that money could be vired from the Councillors Expenses budget to fund booked staff and councillor training.


It was noted that minutes from the HR Committee and Finance Committee were not on the agenda for the Full Council meeting to be accepted but this will be the practise moving forward.

7. CIVIC POLICY

It was agreed that civic procedure needs to be confirmed and a policy written.

Much discussion took place regarding a Civic Reception for 2018 as it has been the practise for over 30 years to hold a reception before the end of each mayoral year as this gives an opportunity to thank those who contribute to Watton community.

It was agreed that a date should be set for a Civic Reception to take place before the end of the mayoral year once a venue is found.

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8. RELEASE OF DOCUMENTS FROM SOLICITORS

It was agreed by all that documents held at Ward Gethin Archer should be requested for release so what is held can be documented.

9. PROJECT SUPPORT OFFICER POSITION

The HR Committee had considered the suggested job description for a Projects, Events & Promotions Support Officer to possibly be shared with Swaffham Town Council at the meeting held on 20.02.18. The Committee made the following recommendation:

‘that the Town Council should not at present employ another member of staff and to share employment with another body would raise too many employment issues. However consideration could be given to a Service Level Agreement with either another local authority body or possibly a private events management company.’

Further investigation regarding the possibilities will be undertaken and more consideration will be given to what would be expected from any such position with the view that an officer could provide the capacity to research grant funding for projects that may arise from the NP and that the job could become self-financing. Investment in this way could bring in much more funding to the area than might otherwise be sourced. Councillors were in favour of this approach.

10. 2018 REMEMBRANCE PARADE

Item 10. moved to after a resolution to exclude the public.

11. HIGHWAY ENTRANCE GATES

The proposal to erect entrance gates along the Thetford Road is awaiting costs to be confirmed now specifications for the gates has been received. Once this is known a final decision can be made.

12. CEMETERY WORKING GROUP (CWG) TERMS OF REFERENCE

All were in favour of accepting the Terms of Reference for the Cemetery Working Group as presented.

13. PLANNING: To consider planning applications received for consultation

Plans received will be considered at the next meeting.

Planning: Agreed consultation responses to planning applications received since the last Full Council meeting

13.1 3PL/2018/0085/F – 68 High Street, Watton – Change of use from Florist to Osteopath
Support

13.2 3PL/2018/0115/HOU – Queensway, Watton – Erection of two storey extension to existing house

No objections raised

13.3 3PL/2018/0011/VAR – Land West of Saham Road, Watton – Removal of Condition 13 on pp 3PL/2015/0219/F & APP/F2605/W/15/3140922 - Residential development comprising the erection of 73 dwellings together with associated open space.

No objections raised as felt condition to be unenforceable

14. A resolution was passed to exclude the press and public to update on confidential commercial and legal matters:



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14.1 REGISTRATION OF WAYLAND HALL

Registration of ownership of Wayland Hall with Land Registry is not to be as straightforward as hoped due to clarification needed of boundaries. Consequently an extension of time needs to be requested from Land Registry to try to complete the registration. **With one abstention all were in favour of an extension being requested by the solicitor acting for the Town Council.**

Item 10. 2018 REMEMBRANCE PARADE

Following some discussion it was agreed, with one abstention, that management of the 2018 Remembrance Parade should be brought back 'in house' and that the Royal British Legion would be invited to be part of the event to be run by the Town Council.

The agreement signed with the British Legion Watton & District Branch in 2017 will not therefore be continued.

 13/3/18

Watton Town Council
Income for January 2018

	A	B	C	D
1				
2		Memorials	£80.00	
3		Interment & EROB	£650.00	
4		Interment	£750.00	
5		EROB	£500.00	
6		Interment	£750.00	
7		Interment & EROB	£1,250.00	
8		Market Rent	36.00	1784M
9		Market Rent		
10		Market Rent		
11		Market Rent	54.00	1779M
12		Market Rent	36.00	1781M
13		Market Rent	50.40	1782M
14		Market Rent	50.40	1783M
15		Market Rent		
16		Photocopying	15.10	17/0037
17		Firework Donations	1500.00	
18		Mayor Charity Ball	78.00	
19		Mayors Charity Ball	78.00	
20		Mayors Charity Ball	40.00	
21		Mayors Charity Ball	20.00	
22				
23		Total	£5,937.90	

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday March 13th 2018 at 7.00pm

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

Councillors Present: Stan Hebborn Chairman, Beryl Bunning, Peter Bishop, Jane Fountain, Keith Gilbert, Sue Hebborn, Tina Kiddell, Gavin Maby, Kathryn Stallard, Pat Warwick, Jake Tinsley.

Officers Present: Michelle Craigie – Deputy Clerk

Also present: 7 members of the public and County Councillor Claire Bowes

Jake Tinsley arrived at 7:05pm

One minute silence was observed in remembrance of past Watton drainage group member Bob Dore.

1. APOLOGIES FOR ABSENCE RECEIVED

Alysha Houlder-Moat, Margaret Holmes, Daniel Fishlock and Maureen Roy

2. DECLARATIONS OF INTERESTS MADE

Sue and Stan Hebborn declared an interest in item 6

3. CONFIRMATION OF MINUTES 13.02.18

The minutes of the meeting held on February 27th 2018 were agreed as a true record of the meeting and were signed by the Chairman.

Proposed by Kathryn Stallard and seconded by Tina Kiddell

4. REPORTS

4.1 Chairman's Report

Verbal report given

- On March 3rd the chairman attended the Watton Twinning Association annual carvery, it was a good opportunity to speak to members of the Twinning association that were present and to thank them for their continued work.
- On March 10th the chairman opened the 1st Art exhibition of 2018 at the Dragonfly centre, the exhibition was for individual artist throughout the district of Breckland.

4.2 Vice-Councillors Report

A copy of the written report presented is filed.


4.3 Clerk's Report

It was noted that a tree survey was undertaken and that it would be added to the next town council meeting agenda on March 27th.

4.4 Neighbourhood Plan (NP) Update

The notes received from the last Neighbourhood plan meeting which took place on February 26th were electronically circulated to all councillors on March 13th.

Jane Fountain verbally reported on character appraisal surveys of the town and general areas. The Neighbourhood Plan Working Group decide to undertake a character

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assessment of their local area to inform and help support design policies in their neighbourhood plan. Specific areas of interests were the RAF base and central reservation area which hadn't been touched since 1970.

5. PUBLIC PARTICIPATION

Mrs Bowes only spoke on item 11.1 objecting to it being a confidential matter. No County or district council matters were reported.

Mr Wykes expressed his concerns that the council have disallowed any input from the public and asked that it is considered item 11.1 is moved from below the line into the public domain.

Mr Francis a funeral director in Watton attended the meeting and spoke at length concerning council procedure regarding burials in the cemetery and a funeral, that was not scheduled with the councils permission.

Some councillors commented on their disquiet that Mr Francis had made unfounded allegation towards a member of staff of the council.

It was reported by Mr Osborn that the Cemetery still appears to not be well maintained with overhanging trees and pot holes in the gravel driveway. Mr Osborn was made aware that a tree survey had been undertaken and no urgent work was needed.

6. FINANCES

6.1 To consider Training for charity trustees

Stan and Sue Hebborn left the meeting due to a declaration of interest.

3 options were presented to the council

It was proposed by Peter Bishop and Seconded by Kathryn Stallard that this item be deferred to the next council meeting agenda and to seek more information on options 2 and 3:-


- How long would the training session be
- Whether they provide a free helpline to assist on any problems following the training and if so, for what period of time
- Maximum of delegates per training session

It was suggested that option 1 be replicated and sent to the other 2 options as a template for quoting.

7. S106 BENNETTS COMMUNITY LAND

Breckland Council and Bennetts are keen to transfer the open space land at the former Officers Mess site in Watton.

It was discussed that communication has been made with Carbrooke Parish Council concerning ownership of the land.


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It was proposed by Keith Gilbert and seconded by Jake Tinsley

Voting 8 in favour, 1 against and 2 abstentions

That a working group be set up consisting of a couple of councillors from each council as well as the Clerks and with any legal advice/bodies needed to expedite an agreement.

Keith Gilbert, Jake Tinsley and Sue Hebborn volunteered to be part of the working group.

8. REMEMBRANCE 2018

8.1 To consider participation in Battles Over – A Cry for Peace National Proclamation Event – Town Crier

It was proposed by Sue Hebborn and seconded by Tina Kiddell

Voting 10 in favour with 1 against

That the Council sign up to take part in Battles Over tribute.

8.2 To consider participation in “There But Not There Campaign”

It was agreed not to participate in “There But Not There Campaign” but

It was proposed by Jake Tinsley and seconded by Sue Hebborn that the council investigate creating a memorial of soldiers for the Remembrance with the potential involvement of the Wayland Men’s Shed and children from a local school.

9. REGISTRATION OF WAYLAND HALL

The Land registry has refused to provide an extension and has cancelled the first registration application.

The Council agreed to defer this item to the next full council meeting agenda and in the meantime a few councillors are to meet and go through documentation that was collected from solicitors before a decision is to be made.

10. PLANNING: To consider planning applications received for consultation

Planning: Agreed consultation responses to planning applications received since the last Full Council meeting

10.1 3PL/2018/0189/VAR – Variation of condition 16 on pp 3PL/2013/0510/F – relocation of play equipment to northern most area of public open space – Thetford Road, Hopkins Homes

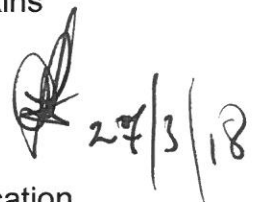
No Objections

10.2 3PL/2017/1358/D

Residential development of 98 dwellings, open space and play areas (Revised Location Plan) - Land off Town Green Road Watton

No objections

It was asked that comments were submitted to Breckland District Council in regards to the road layout at Watton Green.



It was decided that Sue Hebborn, as a member of the cemetery working group and in the absence of the working group chairman, that non-confidential matters regarding the Cemetery Working Group report would be disclosed before a resolution to exclude the public was made.

Contact with The Environment Agency in relation to any suitable land if available and a potential site visit was briefly spoken on.

11. A resolution was passed to exclude the press and public to update on confidential commercial and legal matters:

Proposed by Jane Fountain and seconded by Peter Bishop

Voting 8 in favour with 3 against

Jake Tinsley left the meeting unannounced and without apology at 8:20pm.

11.1 To receive report from the Cemetery Working Group


The Cemetery Working Group notes were read out to the council.

It was agreed that a few councillors meet to draft a list of facts regarding the cemetery that can be presented to the full council at the next meeting.

The matter concerning a local funeral director was discussed. With 1 against and 1 abstention all were in favour that legal advice be sought and a letter be compiled as soon as possible.

It was noted that a petition had been created on social media regarding the adornment removal at the cemetery. This is to be deferred to the Cemetery Working Group.

Meeting ended 9:00pm

 27/3/18.

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday March 27th 2018 at 7.00pm

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

Councillors Present: Stan Hebborn Chairman, Beryl Bunning, Peter Bishop, Daniel Fishlock, Jane Fountain, Keith Gilbert, Sue Hebborn, Margaret Holmes, Tina Kiddell, Kathryn Stallard, Jake Tinsley, Pat Warwick.

Officers Present: Jane Scarrott Town Clerk, Michelle Craigie Deputy Clerk

Also present: County Councillor/District Councillor Claire Bowes, District Councillor Michael Wassell and 4 members of the public.

1. APOLOGIES FOR ABSENCE RECEIVED

Gavin Maby, Alysha Houlder-Moat and Maureen Roy.

2. DECLARATIONS OF INTERESTS MADE

Margaret Holmes declared an interest in item 6.4 as a Trustee to charities in the town.

3. CONFIRMATION OF MINUTES 13.03.18

The minutes of the meeting held on March 13th 2018 were agreed as a true record of the meeting and were signed by the Chairman.

4. REPORTS

4.1 Chairman's Report

A copy of the written report presented is filed. Verbal update given:

- The Chairman attended the opening of the Museum for Watton. It was noted that the group has performed an excellent job to establish a museum in the town.
- 22.03.18 Chaired the Swaffham and Watton Partnership Meeting held at Watton.
- 26.03.18 Attended the Wayland Partnership Meeting.

A request has been made by Watton Twinning Association for use of the Council Chamber on the afternoon and evening of Sunday May 20th to host a welcome party for twinningers from Weeze. The Town Council has been asked to provide tea and biscuits at 2.00pm before the visitors' tour the museum at 3.00pm.


All were in favour of supporting this request and it will be an agenda item for the next Town Council meeting to consider a gift for the Weeze visitors.

Beryl Bunning and Keith Gilbert declared a personal interest in this item as both are members of the Watton Twinning Association.

4.2 Vice-Councillors Report

Vice-Councillor report presented is filed.

The Vice-Chairman gave an update on the proposal that in conjunction with Swaffham and as part of the Breckland Market Town Initiative the Town Council might consider a match funding contribution to provide pop up market stalls which could be used should the market be extended into Middle Street. This will be an agenda item for the next Town Council meeting when Councillors have digested the information so far provided. Decisions will need to be taken regarding the possible re-location of the market and how any match funding for this project will be found.

 10/4/18.
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4.3 County Councillors Report

Written report submitted and a copy filed.

Councillor Claire Bowes will check whether the requested re-marking of the right turn arrow at the Norwich Road crossroads is to be undertaken as other road markings within the town have recently been re-painted.

4.4 District Councillors Report

Verbal report given by District Councillor Michael Wassell (written copy filed).

4.5 Police Report

No report submitted. A request will be made to the Police to provide a written report for Council meetings.

4.6 Clerk's Report

Notice of meeting to be held on Thursday 29th at 3.00pm at the Youth & Community Centre given to Councillors as Trustees of the Charlotte Harvey Trust.

5. PUBLIC PARTICIPATION (moved to follow item 8)

Members of the public present spoke of matters relating to the Cemetery.

6. FINANCES

6.1 The payments for March 2018 were approved for payment as presented.

6.2 Grant application from Breckland Harmony

It was suggested Breckland Harmony submit a revised grant application which the Town Council would look on favourably.

6.3 Grant application from Wayland Partnership Memory Café

All were in favour of granting £500 to the Memory Café as requested.

6.4 Three quotes having been received and considered it was agreed to engage Community Action Norfolk to provide training for Charity Trustees.

Stan and Sue Hebborn declared a personal interest in this item and left the meeting for the duration of item 6.4.

7. REPORT FROM FINANCE COMMITTEE

Written report presented is filed.

The following recommendation was agreed:

The Finance Committee considered the Ground maintenance Contract specification. The Finance Committee recommends that further consideration is needed of the whole maintenance contract. There are concerns that the specification may no longer be sufficient to meet the needs of the town particularly in relation to the cemetery. The Finance Committee also recommends that as a matter of urgency the Town Council refers the review of the specifications necessary for the maintenance of the cemetery to the Cemetery Working Party so that all Councillors may be better advised when tendering for a new contract.

8. STATEMENT FROM CEMETERY WORKING GROUP

A verbal statement regarding the Cemetery was given and copies will be made available.


10/4/18

Discussion took place regarding the current Council stance not to look for burial land once the present Cemetery is full. This decision was made nearly six months ago and it is likely that the matter will be an agenda item again at the next Full Council meeting.

The decision not to look for future burial land was made following advice in the report commissioned from Cemetery Development Services which indicated a lack of suitable sites within Watton.

Allotment land adjacent to the current Cemetery is considered unavailable as an extension to the Cemetery as there is a covenant attached to the site stipulating it can only be used as allotment land.

Members of the public were invited to speak on matters relating to the Cemetery until a proposal to move to other business was made.

A member of the public suggested that Charities within the town could possibly look to Tesco for sponsorship.

The Chairman read out letters received relating to the Cemetery but stated that it will be future practise not to read out letters at meetings. All correspondence is available to be seen. All agreed future correspondence will be listed in the Clerk's Report.

9. HIGHWAY ENTRANCE GATES

County Councillor Claire Bowes has offered through County Council funding to support the installation of entrance gates along the Thetford Road into Watton if the gates themselves are provided by the Town Council. The Town Council was willing to do this if the gates could be made locally. However, a recent change of policy by Highways now means the gates must be made from plastic rather than wood and thus need to be professionally supplied.

The decision was made for the Town Council not to proceed with the purchase of entrance gates (2 against and 2 abstentions).

10. TREE REPORT


It was suggested that work identified on the recently commissioned report of trees managed by the Town Council could be considered as part of the general grounds maintenance contract when it is reviewed. This will be a matter for a future agenda.

11. BRECKLAND PRESENCE OFFICES

Breckland Council has made the decision to withdraw its presence offices from the market towns and thus the public will only be able to visit either the Thetford or Dereham Offices. It was noted the bus service to Thetford has been withdrawn and thus there are continued growing issues regarding transport from Watton.

County Councillor Claire Bowes was asked to campaign for the provision of adequate bus routes from Watton to Dereham as the withdrawal of Breckland presence offices and the re-organisation of services is thought likely to result in difficulties for disadvantaged and vulnerable residents in particular to be able to meet with Breckland personnel should they wish to.

Through contacts made at the Swaffham and Watton Partnership Meetings negotiation has been taking place regarding how Breckland might continue to provide a presence in the market towns and discussion will continue.

 10/4/18

12. REGISTRATION OF WAYLAND HALL

Report compiled by Cllr. Jane Fountain was presented to Councillors prior to the meeting. Copy filed.

It was agreed a conference call will be arranged with the solicitors dealing with the registration of Wayland Hall regarding how to progress this matter.

13. FILMING OF MEETINGS

Guidance on the filming of Council meetings as issued by Breckland Council was accepted by all. The IT Working Group will report regarding the possibilities of the Council filming meetings so an official record of meetings can be made available.

14. PLANNING: To consider planning applications received for consultation


14.1 3PL/2018/0098/F Erection of Summer House for Beauty Business Use (retrospective) – Paddock Close, Watton

Disapproval will be lodged as this is a retrospective application.

14.2 3PL/2018/0087/F InstaVolt is proposing to install two rapid electric vehicle charging stations within the grounds of Wayland Garage, Watton. An existing area will become two EV Charging bays, along with associated equipment - Thetford Road, Watton

Approval recommended.

14.3 3PL/2018/0076/D Erection of detached house- Adj. 65 Jubilee Road Watton - Decision already made to grant planning permission.

 10/4/18

Watton Town Council
Expenditure for March 2018

Supplier	Description	Incl vat	Invoice	Cheque	Date Paid	Pur Ord	Voucher
E-on	Electricity Wayland Hall	£72.00		Direct Debt	26.03.18		576
E-on	Electricity Industrial Unit	£12.00		Direct Debt	1.3.18		545
British Gas	Electricity Toilets 17/18	£353.74		Direct Debt	03.04.18		82
British Gas	Wayland Hall	£281.00		Direct Debt	20.03.18		568
BT	Office Phone	£214.37		Direct Debt	26.03.18		575
Chapman Surveyors	Unit Rent	£500.00		Direct Debt	1.3.18		546
Anglia IT Solutions	IT	£88.80		Direct Debt	1.3.18		544
Teletracnavman	Tracking Service	£50.40		Direct Debt	TBC		
Cooleraid	Watercooler	£14.22		203480	28.3.18		531
EBS	Photocopy service charges	£33.71		203481	28.3.18		548
Staff Costs	Salaries	£6,273.76		SO	20.3.18		549
HMRC	PAYE	£1,747.10		106359	16.03.18		578
Norfolk Pension Fund	Staff Pension	£2,071.89		106358	16.03.18		577
Barclays	Bank Charges	£1.66			07.03.18		547
CGM Group	Toilet Cleaning Service Nov 17	£97.76		203482	28.3.18		549
CGM Group	Toilet Cleaning Service	£97.76		203483	28.3.18		550
Myhills	Consumables	£58.39		203484	28.3.18		551
Brian's Window Cleaning	Window Cleaning April 2018	£21.00		203499	28.3.18		24/25
Viking	Office Phone	£92.36		203485	28.3.18		552
Esso UK/Watton Service	Fuel	£36.99		203486	28.3.18		553
Scribe	Accounts	£154.08		203487	28.3.18		554
Anglia Bowls	Town Crier Badges	£132.20		203488	28.3.18		555
Adcocks	Hoover Bags	£10.99		203489	28.3.18		556
Councillor	Mayoral allowance	£125.00		203479	28.3.18		557
James Ball Carpets	Wayland Hall Stairs	£480.00		203490	28.3.18		558
Entertainer	Civic Reception Entertainment	£250.00		203491	28.3.18		559
East coast Castings	32 Watton Crests	£537.60		203492	28.3.18		560
Linder Myers Solicitors	Alleyway	£303.00		203493	28.3.18		561
Arden Kendall	Preparation of wages 17/18	£738.00		203494	28.3.18		562
Zurich	LCAS Seminar	£72.00		203495	28.3.18		563
Future Environomics	Project Management Feb 18	£1,113.75		203496	28.3.18		564
Ravencroft	Tree survey	£828.00		203497	28.3.18		565
SFC Ltd	Consumables	£116.17		203498	28.3.18		566
Wayland Partnership	Memory Café Grant	£500.00		203500	29.3.18		567
		£17,479.70					
Current Account	Bank Stat shows on 14.03.18	199,448.35					
Business Premium	Bank Stat shows on 29.03.18	177542.52					
February Income		£3,674.60					

Watton Town Council
Income for February 2018

	A	B	C
1			
2		Memorials	£80.00
3		Interment & EROB	£1,250.00
4		Interment & EROB	£1,250.00
5		Market Rent	94.20
6		Market Rent	36.00
7		Market Rent	40.00
8		Market Rent	54.00
9		Market Rent	36.00
10		Market Rent	50.40
11		Market Rent	50.40
12		Market Rent	93.60
13		Mayors Charity Ball	40.00
14		Mayors Charity Ball	138.00
15		Mayors Charity Ball	78.00
16		Mayors Charity	150.00
17		Mayors Charity Ball	60.00
18		Mayors Charity Ball	58.00
19		Mayors Charity Ball	58.00
20		Mayors Charity Ball	58.00
21			
22		Total	£3,674.60