

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday April 10th 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, Tina Kiddell, Gavin Maby, Kathryn Stallard, Jake Tinsley, Pat Warwick.

Officers Present: Jane Scarrott Town Clerk

Also present: County Councillor/District Councillor Claire Bowes, District Councillor Michael Wassell and 5 members of the public.

**1. APOLOGIES FOR ABSENCE RECEIVED**

Alysha Houlder-Moat and Daniel Fishlock.

**2. DECLARATIONS OF INTERESTS MADE**

Beryl Bunning and Keith Gilbert declared an interest in item 6.3 as members of the Twinning Association.

**3. CONFIRMATION OF MINUTES 27.03.18**

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

**4. REPORTS**

**4.1 Chairman's Report**

The Chairman gave a verbal report:

- Maureen Roy has resigned from the Council and the notice for a casual vacancy has been posted. A letter of thanks has been sent to Maureen.
- Attended the Twinning AGM.
- Represented Town Council at funeral of Bob Dore.
- Charity Ball held on April 7<sup>th</sup>. Estimated £1500 raised.

**4.2 Vice-Councillors Report**

Verbal report given.

- 05.04.18 Attended meeting with representatives of the Watton division of the Royal British Legion regarding plans for the 2018 Remembrance Parade.
- 06.04.18 Attended site visit with other members of the Council to consider future grounds maintenance work at Council managed sites.


**4.3 Clerk's Report**

Copy of written report filed.

Noted that Alex James and Michelle Craigie attended a Play Area Inspection Course on 09.04.18.

**4.4 Neighbourhood Plan (NP) Update**

- Character Area Appraisal has been carried out by volunteers following training financed through grant funding to support the Neighbourhood Plan.
- It has been recommended that a Health & Safety Report should be undertaken for the market as issues have been identified in the market report produced by AECOM. A quote

 27/4/18  
144

received from RoSPA to undertake this work is deemed to be expensive and other alternatives are being investigated.

- Grant funding can be obtained via Locality for AECOM to undertake assessment of sites that could be identified for future development/use. This could include looking at possible sites for industrial use, recreational open space and cemetery land.
- The NP Steering Group is starting to consider questions to be included in the NP questionnaire and Councillors were asked to submit questions to be considered for insertion in the questionnaire to the Group by the end of April 2018.
- The Watton Action Group (Drainage) has recently met with officials from Anglian Water. Problems have been identified and remedied within the town drainage system and the Group is recognised by and has established a good working with Anglian Water. It is possible Anglian Water might run their "Keep it Clear" initiative in Watton.

*It was agreed that item 8. would be considered at this point on the agenda.*

## **5. PUBLIC PARTICIPATION**

*A statement regarding the Cemetery was read out by Norman Phillips (copy supplied to the Council is filed).*

*Alan Osborn raised concerns relating to past and present budgets and the money allocated for future purchase of land for a cemetery. He was invited to meet with the Chairman and Clerk to discuss this.*

*Eiryls Johnson commented on the poor state of the Cemetery and suggested the Council should talk with the local undertakers regarding future plans for the Cemetery.*

*A request was made for a breakdown of expenditure for the Fireworks Evening to be made available.*

## **6. FINANCES**

**6.1 It was agreed** by all that the re-submitted grant application from Breckland Harmony requesting £500 be allocated.

**6.2 It was agreed** by all that no financial support could be offered to the Watton Integration Project.

**6.3 It was agreed** Beryl Bunning would research a possible gift to present to the visitors from Weeze when they visit Watton in May. Councillors have been invited to attend the gathering at the Council Chamber when the Weeze visitors will be looking in the Museum and taking part in a beetle-drive arranged for their entertainment. Councillors were also invited to take part in a coach trip visit on May 21<sup>st</sup> with the Twinners to the Tide & Time Museum in Great Yarmouth.


**6.4** The suggested application to Breckland Council Market Town Initiative to finance pop up market stalls has been withdrawn for possible consideration again at a later date.

**6.5** Town Council attendance at the Wayland Show 2018 will be considered at a later date.

## **7. UNITY BANK**

It was agreed by all that an account would be opened with Unity Bank once it had been confirmed that the banks operations are ethical.

It was agreed by all that the Clerk, Deputy Clerk and Councillors Keith Gilbert, Tina Kiddell, Pat Warwick, Beryl Bunning, and Stan Hebborn would be signatories on the account and that payments will be authorised by three signatories. The Clerk and Deputy Clerk will not be permitted to authorise payments together, neither will Councillors and partners.

 24/4/18

## 8. CEMETERY

8.1 The Cemetery Working Group met earlier in the day on 10.04.18 and the following recommendations were made:

- (i) A specification will be drawn up to go out to tender for work to be undertaken in Watton Town Cemetery in order to improve its appearance and repair damaged surfaces, with the intention of extending the capacity of the Cemetery to ensure it remains open for a longer period than formerly envisaged.

**Proposed, seconded and agreed by all.**

- (ii) To undertake a thorough review of the administration of the Cemetery in terms of registration, Exclusive Rights of Burial etc. and including the current rules and regulations relating to graves.

**Proposed, seconded and agreed by all.**

8.2 The following proposal having been submitted was considered:

To rescind the decision of 02.10.17 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 and actively seek a site for a new Watton Town Cemetery.

**A recorded vote was requested and taken (copy filed) which resolved by 7 votes for, 3 against and 2 abstentions to accept this proposal.**

A second proposal put forward to revisit this decision when more information had been gathered through the Neighbourhood Plan questionnaire fell on acceptance of the original proposal and thus no vote was taken on it. It was however felt questions regarding the Cemetery should be included within the NP questionnaire.

## 9. HR COMMITTEE MEMBER

It was agreed by all that Pat Warwick would become a member of the HR Committee.

## 10. CIVIC PROCEDURE

The draft Civic Procedure was considered and will be adopted with the suggested amendments. All agreed amendment should include the addition of procedures relating to the Town Crier and that once compiled the amendment will be presented for adoption.

## 11. FESTIVE MARKET NOTES

With slight amendment the notes from the meeting of the Festive Market Working Group on 10.04.18 were accepted.

It was noted a Christmas tree for 2018 is likely to cost in the region of £500 and that sponsorship will be sought for this. Clowns Razz and Pearl are to be booked and investigation is taking place regarding provision of a flatbed trailer as a stage for entertainers.

The 2018 Firework Event is planned and advertised for October 27<sup>th</sup> and the Chairman will look to implement a planning meeting for the event in the very near future.

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

The Council made no comment on the following applications:

24/4/18

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

12.1 3PL/2018/0334/HOU – Proposed Extension to rear of property – Lovell Gardens, Watton

<http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2018/0334/HOU&from=planningSearch>

12.2 3PL/2018/0064/EU – Use of 98A as a separate independent dwelling (Certificate of lawfulness) – Nelson Court, Watton

<http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2018/0064/EU&from=planningSearch>

12.3 3PL/2017/1358/D – Residential development of 98 dwellings, open space and play area (Revised Location Plan) – Land off Town Green Road, Watton

<http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2017/1358/D&from=planningSearch>

12.4 3PL/2018/0169/LU – Erection of a white upvc conservatory to be positioned at the rear of the property (Certificate of lawfulness) – Shire Horse Way, Watton

<http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2018/0169/LU&from=planningSearch>

12.5 3PL/2018/0275/VAR – Removal of Condition 7 on planning permission 3PL/2015/0534/F – to allow vehicles to continue to access and park within the site – Dereham Road, Watton

<http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2018/0275/VAR&from=planningSearch>


*Agreement made to suspend Standing Order 3v to permit the meeting to continue beyond 2 hours.*

13. Resolution passed to exclude the public to consider confidential legal matters

13.1 Consideration was given to a request not to charge for an Exclusive of Right for a grave where the burial fee is also free of charge. All agreed that in this instance no charge would be made unless the grave were to be used for more than one burial.

13.2 It was agreed by all that legal involvement and registration of Wayland Hall should be put on hold for more informal discussion to be made regarding the ownership of the passageway adjacent to Wayland Hall.

13.3 A complaint has been received from a local undertaker relating to an issue at the Cemetery. A meeting with the Chairman and Clerk is scheduled to take place with those concerned.

 24/4/18

## Item 4.3 Clerks Report

### **1. Cemetery**

A lot of Office time at present is being spent dealing with matters relating to the Cemetery and we have not yet begun to contact individual holders of Exclusive Rights of Graves regarding the removal of adornments. If the Council begins removal of adornments storage of items may need to be considered and a decision will be needed regarding how to deal with gardens on graves. The Cemetery Working Group will hopefully be able to consider this along with other issues.

### **2. Meeting with TTSR**

Site visits to look at ground maintenance moving forward is to take place on 06.04.18. The tree report will also be considered with a view to adding minor works identified to the ground maintenance contract in future.

### **3. Data Protection and the GDPR 2018 (also see App 2.)**

Still awaiting final information but the Council will need to decide on appointment of a Data Protection Officer (DPO) in the very near future.

### **4. Dates of Meetings/Training in April:**

05.04.18 10.30am – Conference call booked with solicitor engaged to deal with registration of Wayland Hall  
05.04.18 2.00pm– Meeting with representatives of the British Legion  
06.04.18 – MC and AJ to attend training regarding playground inspection training  
10.04.18 2.00pm - CWG meeting  
17.04.18 11.00am – Finance Committee meeting  
17.04.18 7.00pm - Annual Town Meeting to be held at the CHT building  
18.04.18 3.00pm – HR Com. meeting  
20.04.18 – JS attending SLCC Seminar/AGM  
26.04.18 10.00am - JS quarterly Clerk's meeting with Rob Walker at BDC  
27.04.18 10.30am - Swaffham & Watton Partnership Meeting at Swaffham

### **5. Correspondence**

*Please note correspondence covered elsewhere on the agenda is not listed nor is every e-mail received!*

- a. Police Connect Op Randall Rural Crime Newsletter e-mail dated 30.03.18 forwarded to Councillors 04.04.18.
- b. Notification that bus has backed into one of the flower tubs outside Lings. Ongoing investigation as to whether any damage was caused!
- c. From the Wayland Partnership:



## Wayland Craft Group Showcase

Dragonfly Gallery Wayland House, Watton IP25 6AR

April 14<sup>th</sup> – 28<sup>th</sup>

An opportunity for local craft groups from  
basket makers & potters to quilt makers & knitters,  
to show what they do and recruit new members.

Also an opportunity for people to share their skills  
or learn new ones and discover a new set of friends.

Interested? Then call Charlotte 01953 883915



- d. Community Action Norfolk Sector Newsletter e-mail dated 03.04.18 forwarded to Councillors 04.04.18.
- e. The owner of Jubilee Garden has confirmed that should the decision be made to remove the fence at Jubilee Garden she would accept replacement by bollards placed to keep vehicles off the area.
- f. Norfolk residents are invited to Norfolk County Council's second roadshow event in Diss, South Norfolk, where they will be able to hear about the council's suggestions for the future, ask questions and offer their ideas and aspirations for the county. Residents will have a chance to meet the Leader of the County Council, Cliff Jordan and other senior members. Joining the Council team at the roadshow is Nick Conrad, BBC Radio Norfolk Presenter, who will act as chairman and take questions from the audience.

Leader, Cliff Jordan said, "The County Council plays a key role in caring for the people of Norfolk - whether it is supporting the vulnerable, maintaining our roads or campaigning for jobs. That will not change - but the way we do this will have to change given our future financial pressures.

"We have some challenges in Norfolk and I want to have an open discussion and ask our residents what matters to them most, whether it be caring for the most vulnerable, building better roads or developing housing solutions. I do want to hear from residents and to do that properly we need to hear first-hand from the people of Norfolk."

The roadshow event will run from 7pm to 9pm on Tuesday, 24th April 2018, at The Corn Hall,  
10 St Nicholas Street, Diss, IP22 4LB.

To register for ticket to the event, please click here:

<https://www.eventbrite.co.uk/e/norfolk-county-councils-roadshow-event-diss-south-norfolk-tickets-43478106186>

- g. Breckland Council is holding Cabinet meetings around the District visiting each Market Town.

Breckland would like to hold a Cabinet meeting in Watton on the 27 November and wants to know if the Town Hall is available on this date and the cost involved. The room would be wanted from 8.30 (to set the room up) until 12noon and the provision of refreshments would be required.

The meeting will have the following format: public questions will take place at the beginning of the meeting (9.30 – 10am) and the Cabinet meeting will start at 10am.

h. ShopAppy.com

Breckland Council is running another round of training events and a poster has been sent for display.

ShopAppy is being launched next Friday (13th April) – the launch is taking place in Swaffham town centre for ShopAppy.com in all 5 market towns.

Breckland is asking for as much exposure as possible and there is a Facebook page event (see link below) for the launch which has some information to promote the event. <https://www.facebook.com/events/906083759568938/>

- Please like, tag, share on your own personal & business pages & click to attend etc.

Item 6.1

As suggested Breckland Harmony have re-submitted their grant application form (as included in the agenda pack 27.03.18) but now request £500.00.



# Watton Town Council

## Voting record

Meeting Date ..... 10.4.2018 .....

Item Number ..... 8.2 .....

For	Against	Abstain	Name
✓			Peter Bishop
✓			Beryl Bunning
			Daniel Fishlock Abs.
	✓		Jane Fountain
✓			Keith Gilbert
		✓	Stan Hebborn
	✓		Sue Hebborn
	✓		Margaret Holmes
			Alysha Houlder-Moat Abs.
✓			Tina Kiddell
✓			Gavin Maby
✓			Kathryn Stallard
✓			Jake Tinsley
		✓	Pat Warwick

Carried.

Item Number .....

For	Against	Abstain	Name
			Peter Bishop
			Beryl Bunning
			Daniel Fishlock
			Jane Fountain
			Keith Gilbert
			Stan Hebborn
			Sue Hebborn
			Margaret Holmes
			Alysha Houlder-Moat
			Tina Kiddell
			Gavin Maby
			Kathryn Stallard
			Jake Tinsley
			Pat Warwick