

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday June 12th 2018 at 7.00pm

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

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

Officers Present: Jane Scarrott Town Clerk

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

A minutes silence was held in memory of Councillor Cliff Jordan.

1. APOLOGIES FOR ABSENCE RECEIVED

Apologies accepted from Gavin Maby and Jake Tinsley.

2. NO DECLARATIONS OF INTERESTS MADE

3. CONFIRMATION OF MINUTES 22.05.18.

The minutes of the meeting held on May 22nd 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's written report had previously been presented to Councillors and requested support from Councillors to help at forthcoming events. A schedule of dates when assistance would be appreciated will be issued by the Office.

It was suggested the Council should consider purchase of flags as an easy means of engaging with St. George's Day and Norfolk Day celebrations.

4.2 Vice-Chairman's Report

Verbal report given.

The Vice-Councillor has been on holiday but did attend both the Thetford Mayor Making and Civic Service.

4.3 County Councillor's Report

County Councillor Claire Bowes gave an update from the County Council including the news that the Highways Parish Partnership Scheme will be run again this year with a deadline of December 7th for expressions of interest for potential projects.

4.4 District Councillor's Report

District Councillor Keith Gilbert referred to the recent unexpected closure of the Post Office which, as this is a private business, there is nothing Breckland Council can do to reverse this and it is hoped that the Post Office will re-locate to another location within the town as soon as possible.

4.5 Police Report

Councillors expressed disappointment that there is no Police presence at Town Council meetings and that no Police Report is received for the meetings.



4.6 Clerk's Report

Copy of written report filed.

Verbal update given:

- The Highway Engineer is to visit the Town Council Office to, amongst other things, discuss possible options to alleviate parking issues near Westfield School.
- A meeting of the Cemetery Working Group was held prior to the Town Council meeting. It was agreed at that meeting to investigate commissioning of a report to provide a definitive answer to whether issues regarding possible leachate from the Cemetery needs consideration prior to grounds work being undertaken at the Cemetery later in the year. The planned removal of adornments on graves will be outsourced to a contractor and thus quotes to undertake this will be sought.

5. PUBLIC PARTICIPATION

Don Saunders, Manager of the Swaffham Icen Partnership, was present to give a presentation relating to the proposed project to apply for funding from Breckland Council to supply pop up market stalls to be used in Swaffham and Watton. A contractor would be engaged to store and erect the stalls with an anticipated contribution of £5000 per year from each Council to pay for this. Councillors were provided with a written report outlining the initiative with a view to a decision whether to contribute to the project to be made at the next Town Council meeting following consideration by the Finance Committee.

6. FINANCES

6.1 The Annual Governance Statement for the year ending 31st March 2018 was approved by all.

6.2 The Accounting Statements for the year ending 31st March 2018 were approved by all.

6.3 The recommended NJC salary increases for the current year were ratified, to take effect from 1st April 2018. It was also agreed, as recommended by the HR Committee, that those members of staff not receiving NJC rates of pay would be given the same percentage wage increase as those paid at NJC rates point 16.

6.4 It was agreed the Town Council would have a stall at the 2018 Wayland Show and that Councillors who man the stall will claim the entrance fee, if paid, back from the Town Council.

7. POLICIES AND PROCEDURES

7.1 2018 Model standing Orders were accepted as presented.

7.2 Privacy Policy accepted as presented.

7.3 CCTV and Van Tracking Policy accepted as presented.

8. ANNUAL SERVICE FOR TOWN CLOCK

It was agreed that, as it has been arranged for a second company to take a look at the clock, with a view to fitting an electric motor, then no decision will be made regarding an annual service until a quote has been received from the second company.

9. PUMP TRACK

The Mayor has been approached by young people wanting to build a pump track in the parish. There is a lack of available land for this but it was suggested an area of the open space land at Bridle Road could be used especially if trees to the rear of the land are cleared. Research will be undertaken regarding the possibility of a track being constructed by volunteers and a meeting will be held with interested parties when more investigation has been completed.



10. SERVICE LEVEL AGREEMENT WITH SWAFFHAM TOWN COUNCIL

The Service Level Agreement for the Project, Events and Promotion Support Officer was accepted as presented.

11. PLANNING: planning applications received for consultation

11.1 3PL/2018/0601/HOU – Conversion of Garage – Railway Mews, Watton

No objections raised

It was noted that an appeal has been made to the Secretary of State against the decision of Breckland District Council to refuse development of 9 bungalows on land off Church Road 3PL/2017/1175/F. The Town Council recommended that the application be refused and will thus compile a written representation to send to the Planning Inspector.

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

12.1 Consideration was given to letters received relating to use of Watton Cemetery. It was agreed the past decision made relating to use of the Cemetery will not be reversed at this time but consideration would be given to a request to do so should representation be received in six months time (Standing Orders state that decisions should not be re-considered within 6 months).

12.2 It was noted that a Standards Board complaint against a Watton Councillor is being investigated by Breckland District Council Monitoring Officer.



Item 4.1 Chairman's Report

Things have been very busy in my house since becoming Mayor. I've been organising a few things to try and raise some money for my two charities, the Sports Centre and the Daisy Programme. Pat and I went to the daisy fashion show at Broom Hall on the 16th May, this was a well-attended event, in fact it was sold out, this to me highlights the growing support for this worthy charity. From this event grew the idea of my Charity Ball, which I'm sure you have all seen advertised everywhere by now. The 15th September at the Sports Centre from 7.30pm £17.50 a ticket which includes a hog roast and the ticket doubles up as a raffle ticket for a bottle of Bollinger. There will be a charity auction and a raffle, which leads me to ask if any councillors can help to get some raffle prizes or indeed anything that will go into the auction I would be very grateful. We have the carnival the very next day, so we are going to need some bottles for the tombola too.

My civic service will be 3pm 24th June. Invites will be issued ASAP.

18th June Pat and I went to Councillor Roy Brames Mayoral service and reception.

19th June Pat and I welcomed our town crier as he did a proclamation for the Royal Wedding

20th June was the twinning visit and soiree at the town hall

Once again, I did the market on Wednesday 30th May, this I find amazingly invaluable to hear about our local people's gripes and groans. Young and old they all have something to say. One thing that is very clear to me is that it does not take a great deal sometimes to make the public happy and by this I'm referring to the poppies that we put up last year, if we had had the foresight to get some flags for the royal wedding we would have scored some serious brownie points especially in these difficult times that we are navigating. May I suggest that we look at getting something for events that come up, not just royal but St George's Day too. Also, I think we need to make ourselves look a little more professional when we stage events like going to the market and when we go to the Wayland Show. We need some headed paper or pens anything that has our logo on, it need not be an expensive thing, just something to make our pop ups look slicker.

Please can I finally ask all Councillors if they will help if they can on the carnival day 16th September, as it'll be an early start. Many hands make light work.

Thanks again for all your support

Kind Regards

Tina

General Data Protection Regulation (GDPR)

An "Inventory of Data Captured, Stored and Processed by Watton Town Council" has been compiled as part of GDPR procedures and a draft Privacy Policy has been added to the TC website. The policy is to be ratified at the TC meeting.

Much work is still to be undertaken to ensure we are complying with GDPR.

Allotments

At present we have two free allotments at Church Road and none at Thetford Road.

We have spoken in the Office about the possibility of a Community Allotment and have recently been approached about just this by a resident.

We are corresponding with the resident who has raised this and will take the idea forward if the Council is in agreement.

Market Health & Safety Report

To help provide evidence to possibly expand the market into Middle Street a Health & Safety Report has been booked for July 11th 2018 as a follow on from the market report conducted as part of the Neighbourhood Plan.

Wayland Partnership Meeting

I attended the Wayland Partnership meeting on June 4th to report that a Projects, Events & Promotions Support Officer has been appointed.

The Partnership is now in its 20th year and is looking to review its original objectives. It would be useful if the Council sends a regular representative to these meetings. Next scheduled for July 30th.

Minutes from the meeting on the 4th will be circulated to Councillors once I have received them.

Correspondence:

1. Norfolk ALC Newsletter forwarded 07.06.18
2. Update received re. the closure of the Post Office (copied in to response to George Freeman MP):

The Post Office in Watton has been run since 7th February 2016 by a Temporary Agent. On 25th April 2018 the landlord of the building, who also had been employed to run the Post Office on their behalf, gave notice to vacate the building by 31st May 2018. This very short notice period – existing Postmasters are required to give a minimum of three months' notice – this left too little time to identify an alternative Post Office location in the town before the branch closed.

Post Office Ltd. is looking to restore a Post Office counter service as soon as possible.

Possible alternative new operators in the town have been approached directly by the Post Office who is in discussions with at least one interested party.

The timescale of this temporary closure cannot be easily estimated but PO hope that it will be as short as possible. PO is searching for a permanent solution, and actively seeking a temporary solution. Nearby Postmasters are being approached to see if they can help by offering a temporary outreach service.

PO has stated: "We understand and appreciate how much communities such as Watton rely on our services and we apologise for any inconvenience caused by this temporary closure, which has happened at short notice due to circumstances beyond our control."

Carer Friendly Communities

The following has been received from Tim Allard, Executive Manager, Norfolk Family Carers

"Norfolk Family Carers has the opportunity to create and build Carer Friendly Communities in up to 8 towns and villages in Norfolk. Over 3 years we will be able to offer dedicated staff time to each place and along with some additional resources to do this.

While we do not envisage that a huge commitment will be required on top of all you do, we would like to work with Parish Councils and other local groups and initiatives such as Good Neighbourhood Schemes to do more to improve public understanding of informal caring and raise awareness of the emotional and peer-to-peer support available for carers and to enable them to have a life of their own outside of their caring role. More details of what is envisaged is detailed in the letter attached.

In the first place, we are inviting expressions of interest from local communities to be part of the programme by no later than the 14th June 2018.

I would be grateful if you are able to circulate this information to relevant groups and individuals to elicit a response by the deadline."

Is the Council willing to be involved?

Future Dates TO NOTE:

Saturday June 30th and Sunday July 1st – Open Gardens and Yard Sale weekend

Saturday June 30th Community Engagement Event – Queen's Hall

Sunday 22nd July Watton Sports Centre Car Show – Does the TC wish to have a stall?