

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday August 14th 2018 at 7.00pm

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

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

Officers Present: Jane Scarrott Town Clerk

Also present: 3 members of the public.

**1. APOLOGIES FOR ABSENCE RECEIVED AND ACCEPTED**

Beryl Bunning, Tina Cruz and Alysha Houlder-Moat

**2. NO DECLARATIONS OF INTERESTS MADE**

**3. CONFIRMATION OF MINUTES 24.07.18**

The minutes of the meeting held on July 24th 2018 were agreed as a true record of the meeting and were signed by the Chairman following slight correction to item 6 with the word 'received' replacing 'accepted'.

**4. REPORTS**

**4.1 Chairman's Report**

Written report circulated as part of agenda pack.

The Chairman reported that the Food Festival planned for September 2018 is unlikely to go ahead as no suitable venue is available.

**4.2 Vice-Chairman's Report**

The Vice-Chairman has attended the following:

- July 30<sup>th</sup> Wayland Partnership meeting
- Aug. 2<sup>nd</sup> Meeting at Bridle Road Play Area re. possible pump track
- Aug. 5<sup>th</sup> Wayland Show where Councillors Beryl Bunning, Jane Fountain, Kathryn Stallard and Peter Bishop all helped to man the Town Council stall. The Chairman was also present.
- Aug. 6<sup>th</sup> DIY SOS at Memorial Garden
- Aug. 13<sup>th</sup> Digital mapping demonstration
- Aug. 13<sup>th</sup> Twinning meeting

**4.3 Clerk's Report**

Written report submitted with agenda pack.

Verbal update given:

- The Council will need to consider possible replacement of dead trees and other grounds maintenance work at Shire Horse Way.
- Watton War Memorial has been awarded Listed Building Status.

**It was resolved** that investigation will be undertaken with a view to re-instating the water fountain feature at Memorial Garden and possibly replacing or repairing the post and chain around the War Memorial.

#### 4.4 Cemetery Working Group (CWG) Report

The CWG met prior to the Council meeting. It was noted that investigation regarding ownership and responsibility of the Churchyard and Cemetery is ongoing and a visit is planned to the Norfolk Record Office to undertake further research. The Council is also continuing to make enquiries regarding whether or how to proceed with a more in depth survey of the Cemetery (T2) and consideration is to be given to purchase of mapping software which could digitalize burial records.

#### Financial Report

The Chairman of the Finance Committee presented a written report (copy filed) which listed spending agreed by the Council from April to July 2018 which was not within the original general budget.

It was stressed that £44600 will need to be vired from the Community Improvement Fund to cover agreed expenditure with some other originally unplanned costs to be met from contingencies set within the budget.

### **5. PUBLIC PARTICIPATION**

Mr Norman Phillips addressed the meeting with his concerns as to whether a T2 report is needed for the Cemetery and asked if the Town Council is still actively pursuing a site for a new Cemetery. The Council requested Mr Phillips to forward a copy of the statement he read out to the Council to be shared with Councillors.

Mr Alan Osborn queried whether investigation has taken place regarding removal of the covenant on the Church allotment site, which could allow the allotment area to be used as future burial ground. It was explained that although removal may be possible it is likely to be extremely expensive to do.

### **6. AFFILIATION TO NATIONAL FLOOD FORUM**

**It was agreed by all** that the Town Council would affiliate to the National Flood Forum.

### **7. COMPLAINT AGAINST A COUNCILLOR**

It was reported that a complaint made to Breckland Council that Cllr. Stan Hebborn had broken the Code of Conduct has been investigated and that it was found that Cllr. Hebborn did not break the Code of Conduct. No further action is to be taken and the matter is closed.

### **8. PLANNING: To consider planning applications received for consultation**

8.1 3PL/2018/0874/HOU - Single storey rear extension replacing Conservatory and convert garage to habitable room, remove garage door & insert window – 8b Nelson Court Watton

No objections

8.2 3PL/2018/0625/F - To demolish one cottage and develop three new properties - Wayland Cottage Wood Lane Watton

No objections

8.3 3PL/2018/0805/HOU - Proposed front single storey extension & side dormer extension - Priory Road Watton

No objections

8.4 3PL/2018/0704/VAR - Removal of agricultural condition from W7898 - Moat House Watton Green Watton

*Watton Town Council objects to this application. Insufficient data has been submitted as required for such an application. There is no evidence of marketing or valuation etc. If, as is claimed,*

*condition has been breached in excess of 10 years an application for a Certificate of Lawful use should be submitted with required evidence.*

8.5 3PL/2018/0886/F To demolish part of the party wall between No 2 Harvey Street and No 3 Dereham Road which was rebuilt in 1974 in order to improve ingress/egress and access to the rear of No 2 Harvey Street and enable use by wider vehicles such as mobility vehicles and other disability aids

No objections

**9. Resolution passed to exclude the press and public to update on confidential matters relating to legal matters.**

9.1 Cemetery Update

It was proposed and agreed by all that the statement presented in relation to the removal of adornments will be the only statement issued through any media by the Council. All enquiries will be referred to the Council Office to respond with the agreed statement.

9.2 Wayland Hall Roof

It was agreed to contract an inspection condition report for the roof adjacent to Wayland Hall before and after work is undertaken to the Wayland Hall roof. Access to undertake the work was discussed (confidential report attached).

9.3 Loch Neaton Update

It was noted that the 2018 Annual General Meeting for the Loch Neaton Recreation Ground Charity was held at Wayland Hall on 09.08.18. Jane Fountain was thanked for the work she has undertaken to support the Charity.



## Chairman's Report 14<sup>th</sup> Aug

I am writing this today with a heavy heart. I am saddened that our Council only has the same faces doing things when it comes to events.

Firstly, I'd like to massively thank those that came to the Wayland Show to help me, especially Beryl Bunning whom without I think I seriously would have collapsed. We also managed to make £71 unexpectedly on a tombola that she brought.

This brings me back to the events and lack of support. After near collapse the day before, I had to endure over 30-degree heat doing the Memorial Garden with the Police DIY SOS venture. Had I not been there then there would have been NO councillors at all. It was in everybody's diary a long time ago. Where I totally understand some councillors work, and some are ill, out of 13 there should have been more. Suffice to say I was lucky not to have been carted off in an ambulance, had Jovan not put me quite literally in the freezer I think this may have been the outcome. This is unacceptable and does not look good to the public.

A massive thank you to our Sue Dent who stuck with it all day and to Alex. Jane popped over and got stuck in too.

On the 29<sup>th</sup> July there was a service at St Marys for Norfolk Day, again it would have been good for the community moral had more Councillors been there as it was the only thing that had been specifically organised for our first Norfolk Day. The service was truly lovely, with poems and hymns indigenous to Norfolk.

The 2<sup>nd</sup> of Aug we met with Damien the young lad wanting to do a pump track along with Paul Gretton from Thetford Forest riding group, we were told it was going to be a lot more difficult than first thought. He has pointed us to a company where we may be able to get a quote, should council decide. We can then tweak things maybe to save some money, i.e. getting a local developer to provide topsoil etc, I hasten to add I spoke with Tony Abel at the Wayland Show, he would be willing to let us have a digger and topsoil to help with costs, although we would have to get it designed and signed off. There is another issue in that at Bridle Road it is a bit too far out of the way and the more people that I've spoken to on this it is becoming more apparent that it needs

to be more in town, so, it might be something that we can look at the sports centre or the school.

Sunday 5<sup>th</sup> as I've already mentioned was the Wayland Show. I really feel that next year we do not need a stall there, it is not the right environment for engaging on council matters, however it was the perfect place for the Mayor to engage with the right people to help move Watton forward, and in this instance I was not able to do as much engaging as I needed to as we did not have the man power for the stall, so, it is my feeling that next year, the Mayor goes but the stall does not.

Monday 6<sup>th</sup> was the DIY SOS day.

One last point must be mentioned, Jane, Alex and I went to see the young lads who run Fresh Motors in Watton regarding the possibility of upsizing the council Van. If we part exchange against a more fit for purpose one then it would cost in the region of 3 to 4 thousand pounds, if we leave it 6 months it will then be 5 to 6 thousand pounds, we would have a van, if we did it now worth more than the current one and it would be fit for purpose. We are a council growing at an alarming rate with all the developments etc, we are also transparent and certainly more visible, therefore I feel that we need a van that can cope with the added weight of work needed. Alex at present is struggling with the van that we have. Yes, we made a mistake in the choice of model, we were led that way by a previous employee, it is however something that can be easily rectified, sign written too with a tow bar and still be a council owned van which will be an asset. We certainly made the right decision to own rather than lease. It must be noted that Alex must do numerous trips in the current van and will have to do even more when our new barriers come to town, as they will not all fit in the van. It must also be noted that if he puts the trailer on then he can't open the back doors.... As I said our current van is NOT fit for purpose. So basically, if we don't do it now then it will cost us a lot more further down the road.

Tina Kiddell

Chairman

### **Radar Site/Officers Mess S106 Agreement**

Breckland Council Officers Fiona Culshaw, Land Management Officer and Simon Avery-Taylor, Facilities Manager visited the TC Office on 03.08.18 and met with several Councillors.

Clarification of the terms of the s106 agreement BDC has with Bennett Plc relating to the former RAF Radar Site is needed. The Town Council was originally keen to take ownership of the community amenity land which forms part of this agreement but many changes have taken place to the original agreement and thus the TC needs to understand what is now being offered. In the meantime it is likely the land will be transferred to BDC.

The original agreement has been superseded by a Deed of Variation signed in August 2017.

There would be no money passed to the TC to manage the amenity land should it be accepted by the TC but there is some commuted sum allocation to provide equipment for and manage the open spaces land around the RAF Officers Mess site.

There are plans to create a roadway through the amenity land and this would be a concern to the TC as to who would be responsible for the maintenance of the road which would split the site.

The amenity land on offer also contains an area marked as a LEAP (locally equipped area of play) and there is uncertainty regarding the location of this.

*To summarise the offer now under consideration is very different from that which the Town Council originally understood would be made. Breckland Officers suggested a meeting with Breckland Planners may be helpful.*

### **Richmond Park Golf Club lease**

A solicitor at Breckland Council cannot see that Watton Town Council had authority to grant the golf club a lease in 1990 for land which is thought to be old surveyor's land. Watton TC does not own the land and dispositions were expressly reserved to BDC under the 1978 delegation agreement. That being the case portfolio holder approval is needed for BDC to grant a further 21 year lease based on the terms of the current lease. Watton Town Council will then take on the liabilities of the landlord, and will have the benefit of the rent etc. It is being suggested that Watton Town Council drafts the lease (legal fees to be reimbursed by the buyer) and that the Town Council take on the landlord's liabilities. BDC will not wish to have any dealings with the lease once completed as they have delegated all administrative functions to the Town Council. In other words it will be as if Watton Town Council had granted the lease.

A report to the relevant decision maker has been drafted by Simon.taylor-avery@breckland.gov.uk, or one of his team. The requirement for a report is dragging out the drafting of the lease but this is a legal requirement which BDC cannot circumnavigate. Simon had no further update.

**Correspondence**

1. Norfolk ALC Newsletter – e-mail forwarded dated 26.07.18 and 31.07.18
2. Safer Neighbourhood Action panel minutes forwarded 07.08.18
3. Norfolk PCC Open Meeting forwarded 07.08.18
4. Police Connect Newsletter forwarded 07.08.18
5. Temporary Road Closure notification 02.08.18
6. Police Newsletter - June crime stats 01.08.18

**Future Dates TO NOTE:**

Wednesday August 8<sup>th</sup> Clerks quarterly meeting with Rob Walker Executive Director  
Place Breckland Council and South Holland District Council

Thursday August 9<sup>th</sup> Watton & Swaffham Partnership Meeting 10.30am Swaffham

Thursday August 9<sup>th</sup> 3.00pm CHT meeting

Thursday August 9<sup>th</sup> 6.00pm Loch Neaton Charity AGM

Friday August 10<sup>th</sup> Highways Engineer Ben Rayner visiting

Wednesday August 15<sup>th</sup> Scribe training and clock service

Friday August 17<sup>th</sup> Finance Committee Meeting 11.00am

Monday August 20<sup>th</sup> HR Committee Meeting 2.00pm

Wednesday 22<sup>nd</sup> Trustee Training 1-4pm Wayland Hall

Friday 24<sup>th</sup> August – last date for receipt of co-option applications

Admin Support annual leave 20<sup>th</sup>-24<sup>th</sup> August

Deputy Clerk annual leave 23<sup>rd</sup> and 24<sup>th</sup> August

Clerk annual leave 3<sup>rd</sup>-17<sup>th</sup> Sept.

**Updates:**

- Council staff now able to access Norfolk County Council Well-Being service
- Office has been contacted re. speeding in Lovell Gardens. Recommendation has been for residents to attend the next SNAP meeting to draw attention to the problem
- It is possible RDPE funding could be applied for to provide some type of notice board in the High Street – perhaps an obelisk to post notices on which could also incorporate an electronic screen. However some funding would need to be put in by the TC. Costs are being researched.
- The Town Council can now co-opt to fill the current two casual vacancies and notices have been posted asking for applications by August 24<sup>th</sup> with a view to co-option being an agenda item for the TC meeting on the 28<sup>th</sup>.