

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday May 22nd 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, Jane Fountain, Stan Hebborn, Sue Hebborn, Alysha Houlder-Moat, Margaret Holmes, Kathryn Stallard, Jake Tinsley, Pat Warwick.

Officers Present: Jane Scarrott Town Clerk

Also present: 5 members of the public.

**1. APOLOGIES FOR ABSENCE RECEIVED**

Keith Gilbert, Gavin Maby and Daniel Fishlock.

**2. DECLARATIONS OF INTERESTS MADE**

Jane Fountain, Beryl Bunning and Tina Kiddell declared an interest in item 6.1 as they are due to receive payment as on the payments for approval list.

**3. CONFIRMATION OF MINUTES 08.05.18**

The minutes of the meeting held on May 8th 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 brief verbal update to support her written report previously distributed to Councillors. Copy of report filed.

4.2 Vice-Councillors Report – no report given.

4.3 County Councillor's Report - no report. County Councillor not present.

4.4 District Councillor's Report – no report. No District Councillors present.

4.5 Police Report – No Report received but PC Austin Clarke has spoken to the Chairman at her surgery at the Wednesday market and has visited the Town Council Office to discuss parking issues outside Westfield School.

It was agreed the Council will write to the Police Inspector to express concern that Officers do not attend Town Council meetings and no specific report is forwarded to the Council.

**4.6 Clerk's Report**

Copy of written report previously distributed to Councillors is filed.

The Town Clock is due for an annual service as it is now over a year ago that works were undertaken on the clock mechanism. Quotes are being sought, both for service and to possibly fit an electric motor to the mechanism, but it was suggested the repairer who undertook the work should be approached regarding any guarantee for the work.

The Chairman of the Cemetery Working Group (CWG) gave a brief update of discussion which had taken place at the meeting of the CWG prior to the Town Council meeting. The Council is in agreement that the Environment Agency will be engaged to investigate further use of the



Cemetery. Other aspects of Cemetery maintenance and administration are systematically being reviewed.

## **5. PUBLIC PARTICIPATION**

*It was noted that the Town Clock is not working at present. Concern was voiced that no annual service contract is in place.*

*The Chairman of Watton Sports Association was present to give a verbal presentation regarding the planned renovations to the existing kitchen at the Sports Centre and the provision of a new kitchen. Councillors were presented with a written report and a copy of recent accounts from the Sports Association.*

## **6. FINANCES**

6.1 **It was agreed** by all voting that the payments for approval list for May be accepted.

6.2 The Chairman of the Finance Committee gave a verbal update of the Finance Committee meeting held on May 15<sup>th</sup> which outlined the need to take £3000 from the Community Improvement Fund to boost the legal cost centre budget for the 2018/19.

It was also noted that before making any decision to financially contribute to the possible purchase of pop up market stalls to be used in Middle Street that there is a need to commission a Health & Safety Report relating to the weekly Wednesday Market and the possible extension of the site to what was the former market place in Middle Street.

6.2 (i) **It was agreed** by all that £3000 will be taken from the Community Improvement Fund to boost the legal cost centre budget for the 2018/19.

6.3 Some debate took place regarding membership of the Sports Association and where the Association may be able to look for financial assistance.

**It was agreed** with 6 votes for, 1 against and 4 abstentions that £7000 would be donated to the Sports Association towards the kitchen project as outlined by the Chairman of Watton Sports Association during public participation.

## **7. POLICIES AND PROCEDURES**

7.1 New Model Standing Orders for 2018 have been published. These will be considered for adoption at the next meeting of the Town Council once tailored to Watton Town Council.

7.2 The Risk Management Plan was accepted as presented, however it was felt the grant procedures need to be reviewed.

7.3 The Equality Policy was reviewed and ratified with no changes.

## **8. TOWN COUNCIL MEETING DATES 2018/19**

**It was agreed**, with 1 against and 1 abstention, that three additional meetings will be added to the calendar of Town Council meetings. Two meetings to follow the current schedule will be held in August each year and one meeting will be held in December on the second Tuesday evening of the month.

9. **PLANNING:** To consider planning applications received for consultation

9.1 3PL/2018/0490 – New dwelling alongside No. 8 Saham Road

Refusal Recommended

Objection raised regarding inappropriate size of site.



9.2 3PL/2018/0458 - Conversion of first floor office space to form 3 no. 1 bed dwelling flats including minor extension works and external fabric alterations, ground floor to remain as retail, internal alterations – Dawson House, Thetford Road, Watton  
Objection raised regarding limited parking space which could cause congestion.

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

#### 10.1 Legal Matters

- It was agreed by all to start the process of registration of Wayland Hall again and to include the adjacent alleyway.
- With 3 abstentions it was agreed to commission a follow-up letter from Nick Hancox solicitors to the same local undertaker stating that they will no longer be able to use Watton Cemetery with immediate effect. Result of recorded vote attached.

#### 10.2 Clerk's Interim Appraisal Report

The Clerk's Interim Appraisal was undertaken by the HR Committee on May 16<sup>th</sup>. A copy of the report is available for Councillors to view on request. Other staff Interim Appraisals will now follow and moving forward appraisals will be scheduled for October to bring them in line with budget preparation.



#### **Item 4.1 Chairman's Report**

It's been a whirlwind since being elected as Town Mayor.

I am currently writing this with cold fingers from standing in the market for my first public surgery. I felt it went really well, which was fortunate as it was a very cold day! The public were amazing, I had lots of engagement and many positive comments. I have a diary full of engagements for the coming week which I will report back on in my subsequent report.

My next public surgery will be held on May 30<sup>th</sup> in the weekly Wednesday market.

## **Item 4.6 Clerks Report**

### Future meeting dates:

SNAP meeting – 30<sup>th</sup> May 2pm Watton Fire Station

Interviews to be undertaken for the Joint Project Support Officer position – 31<sup>st</sup> May

Internal Auditor visit – 7<sup>th</sup> June

Norfolk ALC Conference – 15<sup>th</sup> June – TK, PW, KG, JF and Clerk booked to attend.

### General Data Protection Regulation (GDPR):

TK, PW and the Clerk listened to a webinar presentation regulation to the GDPR. There is still discussion as to whether this will effect councils and we await confirmation. However we are shredding unwanted historic paperwork and will compile a policy relating to retention of documents.

### Election date for town council vacancy

June 7<sup>th</sup> 2018

Watton Town Council  
Expenditure for May 2018

Supplier	Description	Incl vat	Invoice	Cheque	Date Paid	Pur Ord	Voucher
Breckland Council	Rates Wayland Hall Ground Floor	£306.00		Direct Debt	15.05.18		37
Breckland Council	Rates Wayland Hall 1st Floor	£408.00		Direct Debt	15.05.18		38
Breckland Council	Rates Linmore Court	£223.00		Direct Debt	15.05.18		39
Breckland Council	Rates Toilets	£187.00		Direct Debt	25.05.18		40
Breckland Council	Rates Market	£78.00		Direct Debt	25.05.18		41
Breckland Council	Rates Clock Tower	£23.00		Direct Debt	08.05.18		42
E-on	Electricity Wayland Hall Final Bill	£91.53		Direct Debt	04.05.18		20
E-on	Electricity Industrial Unit	£12.00		Direct Debt	01.06.18		19
Anglia Water	Linmore Court	£60.71		Direct Debt	22.05.18		43
British Gas	Electricity Toilets	£353.74	17/18	Direct Debt	03.04.18		82
Npower	Electricity Wayland Hall	£78.00		Direct Debt	01.06.18		90
Chapman Surveyors	Annual Unit Insurance	£238.80		203545	23.05.18		44
Anglia IT Solutions	IT - Set up of Laptop	£135.36		203547	01.06.18		45
Anglia IT Solutions	IT May 2018	£88.80		Direct Debt	01.05.18		18
Teletracnavman	Tracking Service	£50.40		Direct Debt	21.05.18		83
Cooleraid	Watercooler	£4.74		203527	23.05.18		46
EBS	Photocopy service charges	£28.46		203548	05.06.18		
Staff Costs	Salaries	£6,295.92		SO	20.05.18		84 to 89
HMRC	PAYE	£1,712.82		203525	10.05.18		47
Norfolk Pension Fund	Staff Pension	£2,108.68		203524	10.05.18		48
Barclays	Bank Charges	£1.66			08.05.18		49
CGM Group	Toilet Cleaning	£1,173.22		203528	23.05.18		50
Myhills	Consumables	£63.83		203529	23.05.18		51 to 54
Brian Window Cleaning	Window Cleaning	£21.00		203530	23.05.18		55 + 56
Councillor	Wine for twinners	£20.94		203531	23.05.18		57
Councillor	NP Amazon gift cards	£250.00		203532	23.05.18		58
Mark Bunning Photograph	Mayor photos	£20.00		203533	23.05.18		59
Mark Bunning Photograph	Framed Picture for Weeze + prints	£19.00		203534	23.05.18		60
J.R Evans	Cemetery Skip	£127.20		203535	23.05.18		61
Weatherfield	Festive Market Marquee Deposit	£80.00		203536	23.05.18		62
Weatherfield	Festive Market Marquee	£320.00		To be paid in Nov			
Esso UK/Watton Service	Fuel	£31.17		203537	23.05.18		63
ESPO	Office Paper	£46.62		203538	23.05.18		64
Future Environomics	Project Management March	£1,012.50		203539	23.05.18		65
Zurich Municipal	WTC Insurance	£6,001.58		203526	11.05.18		66
Scribe	Annual Software Licence	£584.40		203540	23.05.18		67
About with friends	Civic Reception Catering	£1,125.00		203541	23.05.18		68
Nicholas Hancox	Legal Advice - Watton Charities	£1,899.00		203542	23.05.18		69
Norfolk SLCC	Conference	£247.50		203543	23.05.18		70/71
Councillor	Twinning Refreshments	£73.55		203544	23.05.18		72
Viking	Stationary	£184.97		203546	23.05.18		73
		£25,788.10					
Current Account	Bank Stat shows on 21.05.18	322,897.83					
Business Premium	Bank Stat shows on 29.03.18	177542.52					
April Income	£7,127.40						

Watton Town Council  
Income for April 2018

	A	B	C	D
1				
2		Memorials	£420.00	
3		Interment & EROB	£1,500.00	
4		Interment & EROB	£3,850.00	
5		Interment	£650.00	
6		Market Rent	60.00	
7		Market Rent	54.00	1807M
8		Market Rent	27.00	1808M
9		Market Rent	50.40	1809M
10		Market Rent	37.80	1810M
11		Market Rent	70.20	1805M
12		Market Rent	27.00	1812M
13		Mayors Charity Ball	14.00	
14		Mayors Charity Ball	72.00	
15		Rent 2, 4, 8, 12, 16, 14	120.00	
16		Rent 18, 22, 12, 3, 6, 14, 13, 10, 16, 24	200.00	
17		Rent 20	20.00	
18				
19				
20		<b>Total</b>	<b>£7,172.40</b>	



# Watton Town Council

## Voting record

Meeting Date ..... 22.5.18 .....

Item Number ..... 10.1 .....

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

*carried*

Item Number .....

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			Peter Bishop
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			Jake Tinsley
			Pat Warwick