

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday April 24th 2018 at 7.00pm

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

Councillors Present: Stan Hebborn Chairman, Beryl Bunning, Jane Fountain, Keith Gilbert, Sue Hebborn, Margaret Holmes, Alysha Houlder-Moat, Tina Kiddell, Gavin Maby, Jake Tinsley, Pat Warwick.

Officers Present: Jane Scarrott Town Clerk

Also present: 5 members of the public.

**1. APOLOGIES FOR ABSENCE RECEIVED**

Peter Bishop, Daniel Fishlock and Kathryn Stallard.

**2. NO DECLARATIONS OF INTERESTS MADE**

**3. CONFIRMATION OF MINUTES 10.04.18**

The minutes of the meeting held on April 10<sup>th</sup> 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.

**4.2 Vice-Councillors Report**

The Vice-Chairman had nothing to report.

**4.3 County Councillors Report**

County Councillor not present and no report received.

**4.4 District Councillors Report**

Only District Councillor present Keith Gilbert (KG). Keith spoke of the positive meeting held on 23.04.18 with Breckland Locality Officer Steve Hitchman at the Town Council Office. PC Austin Clarke was also at this meeting and reported that past anti-social issues in Harvey Street appear to be much improved.

KG also reported that Breckland District Council is attempting to get some action regarding maintenance of open space land around Field Maple Road which no-one is taking responsibility for at present.

**4.6 Clerk's Report**

Copy of written report filed.

**4.7 Neighbourhood Plan (NP) Update**

A site assessment around Watton is to be undertaken by AECOM financed by a Neighbourhood Plan grant and investigation is being undertaken with a view to obtaining a Health & Safety Report relating to the Wednesday Market, as the market report produced for the Neighbourhood Plan has raised concerns with aspects of the location of the market in the High Street.

The Chairman took the opportunity to inform members of the public of the suggestions made at the Cemetery Working Group (CWG) meeting held prior to the start of the Full Council meeting.

**It was agreed by all to accept the recommendation from the CWG to undertake a complete review of management of all aspects of the Cemetery** including the Council's moral, ethical and lawful obligations whilst undertaking daily business.

**It was also agreed to:**

- i) arrange a site visit from an Executive of the Environment Agency to consider the suitability of the ground at the Cemetery for future burials
- ii) consider current and future maintenance of the Cemetery
- iii) clarify Cemetery and Churchyard boundaries
- iv) review all aspects of the administration of the Cemetery

## **5. PUBLIC PARTICIPATION**

*On request the Chairman gave a breakdown of the gratuities given to voluntary groups that assisted at the 2017 firework event. It was also noted that all large businesses in the local area were approached for possible sponsorship of the event.*

*A resident (resident has been invited to meet with the Chairman) voiced concerns that the Council does not appear to hold as much money to provide future Cemetery land as he would expect. It was noted that a Police Report was produced in 2016 following previous questions raised about the Town Council accounts. The report concluded that no further action was required and accounts to date have been signed off by both the Internal and External Auditors with no cause for concern.*

## **6. FINANCES**

**6.1 Payments for April were approved as presented. Bank Rec. dated 29.03.18 presented.**

**6.2 Finance Committee Report**

- i) **It was agreed by all to accept the specification presented for works to the Cemetery.** This will now be used to seek quotes for the work.
- ii) **It was agreed** by all to accept the minutes from the Finance Committee meeting of 20.03.18.

## **7. HR COMMITTEE REPORT**

**7.1** The recommendation from the HR Committee **"to proceed with recruitment of Watton & Swaffham Joint Proposal Project, Events & Promotions Support Officer as presented and agree to sign off the service level agreement once detail has been finalised"** was accepted with one abstention.

## **8. CIVIC POLICY**

**The Civic Policy was agreed by all as presented.**

## **9. PUBLIC OPEN SPACE RAF RADAR SITE**

It was agreed by all that the Town Council would want to accept the open space at the former RAF Radar Site, Norwich Road, Watton when offered by Breckland Council.

## **10. HIGH STREET - CLOSURE OF LLOYDS BANK and TREES**

**It was agreed a letter will be sent to Lloyds Bank** stating the disappointment that the Watton branch is to close October 1<sup>st</sup> 2018. Other banks will be approached to see if there is any interest from any to have a presence in the town.

Information will be posted on the Town Council website and Facebook page to guide people to alternative ways to access their accounts e.g. use of Post Office.



**A proposal was made and accepted by all to investigate replacement of the trees which have been removed from planters in the High Street with either fruit or nut trees.**

**11. PLANNING: No planning applications received for consultation**

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

12.1 Discussion took place regarding use of the Cemetery following a recent complaint. It was agreed by all to commission a second solicitor's letter to be issued to a user of the Cemetery reiterating expected procedures and behaviour.

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the bottom.

**1. Dates of forthcoming Meetings/events:**

- 23.04.18 11.00am – meeting at Wayland Hall with Steve Hitcman, BDC Locality Officer
- 24.04.18 – Neighbourhood Plan Site Assessment - AECOM visit taking place
- 25.04.18 – New computer to be installed for Office Support Clerk
- 26.04.18 10.00am - JS quarterly Clerk's meeting with Rob Walker, BDC Executive Director of Place at BDC
- 27.04.18 10.30am - Swaffham & Watton Partnership Meeting at Swaffham

Notification received that the date has been changed for the 2018 Watton Engaging Communities and Volunteer awards and this will now take place on Saturday June 30th

**2. Correspondence**

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

- a. Notification of overflowing dog waste bin in Griston Road/Stanswalk – this is regularly reported and is monitored by the Town Operative.
- b. Dereham Town Council has produced the following statement which may be something to consider as part of the Neighbourhood Plan:

*Dereham Town Council's Policy Statement Regarding the interpretation of DC11 and ENV04.*

*Following on from the Breckland Council's legal advice and the subsequent Town Council's legal advice regarding DC11 and ENV 04, the Town Council would like to put forward the following as a Policy Statement.*

*This Policy Statement is aimed to give certainty to developers as to the areas on which the Council will actively challenge a development with regard to the provision of Outdoor Playing Space.*

*The Town Council would like to see developers view play space provision as a significant part of the design process. The aim of any developer should be to identify how a development can provide the best play experience possible for its residents. Outdoor Playing space should be considered early in the design process; it should not be an afterthought with developers allocating any land left over after planning as outdoor playing spaces.*

*The Principle of Primary Purpose.*

*All Outdoor Playing Spaces must be designed for their primary purpose. The primary purpose must be stated and this must be detailed in any 106 agreement so that it can be secured as such in perpetuity. Any area for sport must be laid out for sport and any area for children's play must be laid out for children's play.*

*Area for Sports.*

*If the type of sport for which the land is being laid out is anything other than those sports identified within the statutory meaning of a 'playing field', (as defined in the Town and Country Planning (Development Management Procedure) (England) Order 2010), the developer will be actively challenged to demonstrate how and why their development will create a demand for these new sports, which is likely to be greater than the demand for the sports listed within the statutory definition of playing field.*

*For developments of less than 200 dwellings which are not required to provide an area for sport onsite, all the area required for outdoor playing spaces should be provided onsite as Children's Play Space. These will then provide enhanced children's play space and encourage active chase type play.*

*Children's Play Space.*

*Any areas designated as children's playing space must, in order to have play as their primary purpose, be designed so as to conform with the characteristics set out for a LAP (as detailed in section 6.2 of the FiT guidance 'Planning and Design for Outdoor Sports and Play 200'8 with the amendment that the words "may" be replaced with the word "must"). The Town Council will actively challenge any areas that do not meet this requirement.*

*The LEAPs required under DC11 and ENV04 should be proportionate to the size of development i.e. a development of 80 dwellings will require the minimum equipment detailed by FiT but a larger development will require proportionately more equipment than the minimum detailed within FiT. The development will be challenged if this is not the case.*

*Number of Areas*

*The Town Council believes that the area provided for outdoor playing space should generally be provided in accordance with the number of areas detailed in policy DC11 (or ENV04) as a minimum. If a developer proposes more spaces than the stated minimum number, then the Town Council will challenge the developer to demonstrate that the play provision thus proposed to be provided is as good or better than that obtained by providing the number of spaces required as a minimum under policy DC11/ENV04.*

*The dual use of SUDs and outdoor playing space.*

*While the FiT guidance 'Beyond the Six Acre standard' states that outdoor playing space could be located within SUDs features, the more comprehensive 2008 FiT guidance 'Planning and Design for Outdoor Sport and Play' states*

*5.5.4 "there is, on occasion, a tendency to place outdoor facilities for sport, play and recreation on areas subject to flooding and flood damage. Such areas provide an excellent opportunity for enhancing open space generally but they should not normally be used for siting play or formal sports facilities".*

*The Town Council will challenge the dual use of SUDs as outdoor playing space unless it can be clearly demonstrated that:*

- 1) *the outdoor playing space is the primary purpose and will not be compromised by the SUDs*
- 2) *the site is well drained*
- 3) *the discharge of water can legally be limited in order to protect the primary purpose.*
- 4) *the playing space can be legally protected as an outdoor playing space in perpetuity*
- 5) *the playing space has the capacity to evolve to meet changing future demand; for example it should be possible to introduce new play equipment, the planting of trees to enhance amenity or the construction of a youth shelter and the like.*

#### c. Growing Communities

Garden Organic have teamed up with Family Action Swaffham to run an exciting new project in Breckland and West Norfolk called Growing Communities. Part of the project is to recruit volunteer Master Gardeners to support and encourage people and communities to grow food, whether this is at home, on windowsills or at community gardens.

The volunteer Master Gardener role aims to promote food growing in their local communities – such as through encouraging groups and individuals to begin growing food (e.g. school, residential homes), spreading the word through community events, giving talks, offering advice and running practical workshops etc. In return Master Gardener volunteers receive membership to Garden Organic, the chance to take part in informal training and workshops plus annual events, support and advice.

Master Gardener Training Course – 28<sup>th</sup> & 29<sup>th</sup> April. Free 2-day training programme at Swaffham Community Centre.

To book contact Becky – [breaavill@gardenorganic.org.uk](mailto:breaavill@gardenorganic.org.uk)

#### d. World War 1 Heritage Fund

In the year that marks the centenary of one of history's most terrible wars, communities across the land are planning to mark the occasion and commemorate the millions of young lives that were lost.

A new 'World War One Heritage Fund' has been set up by Breckland Council to support local projects that explore, share and conserve the heritage of the First World War in the district.

Paul Claussen, Breckland Council Executive Member for Place said: "Marking this centenary reminds us all of the terrible consequences of war and the sacrifices made. We have a duty to honour the brave servicemen who fought and died in the



conflict, and the families they left behind. We hope that by supporting local communities to develop their own commemorative projects, the memories and the lessons learned will pass on to future generations. This is the most fitting tribute we can make."

Grants are available to support a wide range of projects such as documenting the war through film or audio recordings, collecting personal stories and memories of those affected by the war, staging exhibitions, producing books or organising talks.

Guidance notes and application forms are on the Breckland Council website <https://www.breckland.gov.uk/community-funding>

For more information, contact Breckland Council Localities Officer, on 01362 656205; email [rebecca.lumbis@breckland.gov.uk](mailto:rebecca.lumbis@breckland.gov.uk)

e. *Training- for possible consideration by HR Committee*

Breckland Council and South Holland District Council have created Environmental Health Training and Consultancy (EHT&C). A range of environmental health and licensing consultancy and training to businesses and organisations is being offered.

This will be a chargeable service but will offer you very good value for money with a trusted reputation and we are currently offering a 30% discount for Parish Councils.

The areas covered are:-

- FOOD SAFETY & HYGIENE
  - MANUAL HANDLING
  - FIRE SAFETY
  - HEALTH & SAFETY
  - NOISE MONITORING
  - LICENSING (including pre-application advice)
  - CONTAMINATED LAND
  - WATER SAMPLING
  - PEST CONTROL
- f. Following forwarded to Councillors 19.04.18:  
Community Action Norfolk (CAN) Funding Newsletter  
CAN Events & Volunteering Newsletter  
Norfolk ALC Newsletter

Watton Town Council  
Expenditure for April 2018

Supplier	Description	Incl vat	Invoice	Cheque	Date Paid	Pur Ord	Voucher
Breckland Council	Rates Wayland Hall Ground Floor	£0.00		Direct Debt			
Breckland Council	Rates Wayland Hall 1st Floor	£0.00		Direct Debt			
Breckland Council	Rates Linmore Court	£225.00		Direct Debt	15.04.18		6
Breckland Council	Rates Toilets	£189.00		Direct Debt	25.04.18		14
Breckland Council	Rates Market	£81.08		Direct Debt	25.04.18		13
Breckland Council	Rates Clock Tower	£21.00		Direct Debt	05.04.18		3
N Power	Electricity Wayland Hall	£78.00		Direct Debt	01.05.18		17
E-on	Electricity Industrial Unit	£12.00		Direct Debt	03.04.18		2
British Gas	Wayland Hall	£565.08		Direct Debt			5 + 15
BT	Internet Services	£211.08		Direct Debt	30.04.18		16
Anglia IT Solutions	IT March	£88.80		Direct Debt	03.04.18		1
Teletracnavman	Tracking Service	£50.40		Direct Debt	TBC		
EBS	Photocopy service charges	£53.87		203523	25.04.18		21
Staff Costs	Salaries	£6,296.12		SO			7 to 12
HMRC	PAYE	£1,712.62		203506			22
Norfolk Pension Fund	Staff Pension	£2,108.68		106360			23
Barclays	Bank Charges	£1.66			06.04.18		4
CGM Group	Toilet Cleaning undercharged	£6,452.70	17/18	203507	25.04.18		74
Myhills	Consumables	£25.83	17/18	203508	25.04.18		75
Brians Window Cleaning	Window Cleaning	£21.00					24/25
Viking	Stationary	£98.15		203510	25.04.18		26
Esso UK/Watton Service	Fuel	£64.12	17/18	203511	25.04.18		76
ESPO	Cleaning Products	£90.31	17/18	203512	25.04.18		77
Entertainer	Festive Market	£250.00		203503	25.04.18		27
Compass Point	Character Area Appraisal Training	£1,800.00	17/18	203513	25.04.18		78
Towergate Insurance	Van Insurance	£700.31		203502	25.04.18		28
Lynford Hall	Charity Ball	£2,016.00		203501	25.04.18		29
Norfolk ALC	Annual Subscription	£935.47		203514	25.04.18		30
Volunteer	NP expenses	£41.60	17/18	203515	25.04.18		79
Breckland Harmony	Grant	£500.00		203504	25.04.18		31
Queen's Hall	Venue for Civic Reception	£90.00		203516	25.04.18		32
Jewson	Fencing Rail for Jubilee Gardens	£34.85		203517	25.04.18		33
Future Environomics	Project Management March 18	£1,203.75	17/18	203521	25.04.18		80
Ward Gethin Archer	Lease of Allotment land	£1,839.00	17/18	203518	25.04.18	Cheque returned	
Wayland Men's Shed	Mayors Charity 17/18	£248.00		203519	25.04.18		34
PACT Animal Sanctuary	Mayors Charity 17/18	£248.00		203520	25.04.18		35
Staff	Sundries 2017/18	£18.72	17/18	203522	25.04.18		81
Councillor	Re-fund	£14.00		203505	11.04.18		36
		<b>£28,386.20</b>					
Current Account	Bank Stat shows on 16.04.2018	347,908.79					
Business Premium	Bank Stat shows on 29.03.2018	177542.52					
March income		£2,324.80					



Watton Town Council  
Income for March 2018

	A	B	C	D
1				
2		Memorials	£100.00	
3		Interment	£750.00	
4		Market Rent	£144.00	1795M
5		Market Rent	36.00	1802M
6		Market Rent	54.00	1798M
7		Market Rent	36.00	1799M
8		Market Rent	50.40	1800M
9		Market Rent	50.40	1801M
10		Market Rent	36.00	1803M
11		Mayors Charity Ball	78.00	
12		Mayors Charity Ball	144.00	
13		Mayors Charity Ball	116.00	
14		Mayors Charity Ball	390.00	
15		Rent 5, 7, 18, 6, 17, 1, 15	120.00	
16		Rent 4, 8, 5, 11, 9, 2, 19, 23, 15, 7, 1	220.00	
17				
18		<b>Total</b>	<b>£2,324.80</b>	