

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday June 26th 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, Jane Fountain, Keith Gilbert, Sue Hebborn, Margaret Holmes, Alysha Houlder-Moat, Kathryn Stallard, Pat Warwick.

Officers Present: Jane Scarrott Town Clerk

Also present: 2 members of the public.

*A minutes silence was held in remembrance of former Town Mayor John Brannan.*

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

Daniel Fishlock, Gavin Maby and Stan Hebborn.

It was noted that Jake Tinsley has resigned as a member of Watton Town Council.

**2. DECLARATIONS OF INTERESTS MADE**

Tina Kiddell and Pat Warwick declared an interest in item 7.2 as both have expenses payments owed.

**3. CONFIRMATION OF MINUTES 12.06.18**

The minutes of the meeting held on June 12th 2018 were agreed as a true record of the meeting and were signed by the Chairman.

**4. REPORTS**

**4.1 Chairman's Report**

A copy of the written report presented is filed. Verbal update given:

- A Food Festival is being planned for August 11<sup>th</sup> 2018 to be held at Watton Sports Centre. Councillors were asked to consider how the Council may be able to support this event.
- A date was set for a meeting of the Events Committee to consider the 2018 Fireworks Event - July 9<sup>th</sup> @ 6pm

**4.2 Vice-Councillors Report**

Verbal report given:

The Vice-Councillor has attended the following:

- 13th June - a.m. market with Chairman, p.m. Chamber of Commerce meeting
- 14th June - Watton/Swaffham meeting am, RAF Honington pm with Chairman
- 15th June - SLCC conference
- 16th June - RAF Mildenhall with Chairman
- 17th June - Desert Rats Memorial service with Chairman
- 18th June - Chairman Training
- 19th June - Finance Committee meeting
- 21st June - Neighbourhood Plan meeting
- 24th June - Mayors Civic Service

**4.3 County Councillors Report**

County Councillor not present, no report received.



#### 4.4 District Councillors Report

No reports given but District Councillor Keith Gilbert did note that there is little to report from Breckland District Council at the present time.

#### 4.5 Police Report

No report submitted. Safer Neighbourhood Action Panel meeting minutes will be distributed to Councillors.

#### 4.6 Clerk's Report

Written report submitted with agenda pack.

It was noted that further evidence suggests that entrance gates along the Thetford Road into Watton would help reduce drivers speeding as they enter the town and a request has been made by the Police that the Council re-considers the decision made not to financially support the gates. It is planned that Highways will paint 30mph roundels along the Thetford Road and it will be checked when this is scheduled to happen.

### **5. PUBLIC PARTICIPATION**

*Members of the public present commented on the budget allocation for Councillor training and it was noted that land along the Thetford Road was purchased some time back by Norfolk County Council with the original intention that a roundabout would be installed.*

### **6. FINANCE REPORT**

6.1 The minutes from the Finance Committee Meetings held on 15.05.18 and 19.06.18 were received. Councillors were presented with a Bank reconciliation for 11.06.18 and the current budget position.

Recommendations from the Finance Committee

6.2 It was proposed and agreed by all that a fee of £20 per hour will be charged for non-charity groups to use the Council Chamber. All bookings would need prior approval from the Full Council.

6.3 It was agreed by all that flagpoles and flags up to the value of £500 would be purchased but that matters relating to flying the flags would need consideration at the next meeting.

6.4 It was agreed by all that £15000 will be vired from the Community Improvement Fund into the Cemetery Maintenance cost centre.

6.5 It was agreed, with one against, that the requirement for signatories to undertake personal; credit checks will be removed from Watton Town Council's Financial Regulations.

6.6 It was agreed by all that funding for Watton Town Council's contribution to the Watton and Swaffham Joint Project, Events and Promotions Support Officer will be vired from the Community Improvement Fund.

### **7. ACCOUNTS**

7.1 Payments for June were accepted as presented.

7.2 The Internal Audit Report 2017/18 had previously been presented to Councillors. It was agreed that suggested actions will be implemented.

**7.3 It was agreed to grant £500 to Watton Carnival Committee as requested.**

**7.4 It was agreed to grant £250 to Watton and District Rotary Club as requested.**

**7.5 It was agreed by all to accept the quote from TTSR to undertake substantial grounds maintenance work later in the year.**

### **8. MARKET TOWN INITIATIVE**



After much debate **it was agreed by all that Watton Town Council will commit to a 3 year financial contribution to provide pop up market stalls.**

#### **9. PUMP TRACK**

It was agreed that a meeting will be arranged with interested parties to look to move forward with provision of a pump track in Watton.

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

10.1 3PL/2018/0657/HOU - Garage conversion with orangery and side porch extension to create one bedroom annexe - St Marys Close, Watton

No objections raised

10.2 3PL/2018/0530/F - Single storey 2 bedroom property - Land near Akrotiri Square, Watton

Objections raised as for previous application in this location

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

- It was noted that Wayland Hall roof is to be replaced in August 2018 and thus arrangements will need to be made with neighbours to facilitate the work.
- Breckland District Council has approached the Town Council regarding the possible handover of amenity land at the Officers Mess Site along the Norwich Road. This is a result of a long standing s106 agreement and clarification is needed as to what actually is being offered. Councillors will meet for a site visit before any further decisions are made.



#### ***Item 4.1 Chairman's Report for the 26<sup>th</sup> June***

Chairman's Report for the 26<sup>th</sup> June

I have had the busiest couple of weeks and I truly don't know what day it is.

13<sup>th</sup> June I did the market which I got a great deal of feedback from, also during the day Pat relieved me whilst I had a meeting with PC Austin Clarke, Claire Bowes and Ben Rayner from Highways. This was very good and gave us a chance to give Ben a list of highway problems, some of which that had come up only moments before in the market. Ben hopefully will find out if there is money in the pot to do the recommendations required for the parking at Westfield School. We too must look at possible partnership funding, Claire said she would help with this.

14<sup>th</sup> June was the Watton and Swaffham Focus Group meeting, this too went well, and it is helpful to share information. From this meeting we found where to get the flags that are on order.

14<sup>th</sup> June evening. Pat and I were privileged to go to RAF Honnington for a formal reception to welcome and thank new mayors and chairmen.

15<sup>th</sup> June was the SLCC conference that I went to with Pat, Jane, Keith and Neil. This was well worth going to and we all took a lot of information away particularly about cemetery related problems.

16<sup>th</sup> June Pat and I went to the amazing Texas BBQ hosted by Colonel Christopher Amrhein from Mildenhall this again was to welcome and thank new mayors and chairmen. It was a lovely afternoon.

17<sup>th</sup> June Pat and I went to the Desert Rats Memorial Day where I was asked to lay a wreath and to inspect the troops. It was an honour I will never forget, a very humbling experience being in the presence of such greats.

18<sup>th</sup> June Pat and I completed our chairman training with certificates.

This brings me up to when I wrote this report, but you can be assured there will be other things I will have done by the time of the next meeting, I am on a mission to get Watton's name out of the forgotten corner, especially as it was mentioned at the Texas BBQ that the Vice Chairman of South Norfolk Council regularly watches our live stream! So, can we look at upgrading our video facilities? Therefore, making us look more professional.

Tina Kiddell

Chairman.

## Highways Matters

As referred to in the Mayor's Report, Norfolk County Council Highway Engineer Ben Rayner came to the Office on June 13<sup>th</sup> for us to catch up on various issues.

1. Entrance gates along the Thetford Road  
Although it was agreed by the Town Council that the Council would make no financial contribution to entrance gates along the Thetford Road there is strong a belief that this would help reduce speeding along this road. County Councillor Claire Bowes is willing to contribute towards this but more funding may be needed.
2. David Law, Police Traffic Management Officer has written a report regarding problems with parking at the Schools on West Road. Suggested remedies are being considered and a request has been made that this could be an opportunity for Parish Partnership funding to help move this forward. Consideration will need to be given to this once costs are known.
3. Ben is investigating what needs to be done to extend the market into Middle Street with a temporary road closure on a Wednesday.

## From Breckland Council

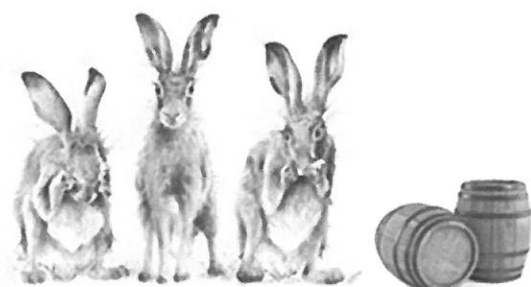
### Keeping Breckland safe

As part of National Licensing Week (18-22 June), Breckland Council is shining a spotlight on the essential work that goes on behind the scenes by its Licensing team, licensees, operators and regulators, ensuring safety and standards are adhered to across the district.

The Breckland Council Licensing team works on a daily basis with vast array of businesses and individuals who require licensing support and appraisal. From kennels to charity collections, bingo halls to betting shops and scrap metal dealers to street traders, the Licensing team works tirelessly to ensure that these businesses, amenities and leisure activities meet the standards that we all expect from them.

Cllr Alison Webb, Executive Member for People and Information at Breckland Council commented: "Our licensing officers work with existing and prospective businesses to ensure they are operating legally and keeping local people safe. As well as being responsible for enforcement and inspection, we offer a wide range of support through our Environmental Health Training and Consultancy (EHT&C) service, whose primary purpose is offering expert advice and training on all levels of licensing, plus assistance with application forms.

To find out more about Breckland Council's licensing activity, visit <https://www.breckland.gov.uk/licensing>, or if you have concerns and would like to report something to the council's Licensing team, visit <https://www.breckland.gov.uk/reportit>



## **Celebrating the Hare & Barrel June/July 2018**



**The Trustees, Patrons and Staff are  
pleased to invite you to a  
private viewing of the  
Hare and Barrel Exhibition  
at the  
The Wayland Dragonfly Gallery,  
Watton IP25 6AR  
on Friday 29<sup>th</sup> June from  
7.00 to 8.30pm  
Wine and light refreshments  
Includes a 'sneak preview'  
of the Sensory Garden**

*RSVP to [Richard@wayland.org.uk](mailto:Richard@wayland.org.uk)  
by Monday 25<sup>th</sup> June*

From Chief Inspector Wheatly:

"Every few years the Chief Officer team has a shake-up of Chief inspectors to broaden our knowledge. After 4 and half years at the helm of Breckland I have been informed I will be moving to a new department within the constabulary and my replacement will be C/Insp Lynne Cross.

I have had the pleasure of working in this district on and off for the last 18 years, going through every rank to reach the district lead. Partnership working has greatly assisted me throughout my career. There has been some challenges over the last few years and there will always be more that follows, however, having been in the district for so long I have always been able to pick up the phone for advice and support.

We are all good at identifying issues within the community, having worked, lived and raised a family in Breckland I can honestly say it is a safe place to live and a beautiful area. I will still be about in the area from time to time. I could not handover to a better person than Lynne Cross she will be an asset to the Breckland team.

My last working day on the district is yet to be decided it may be a few weeks. Insp Jon Papworth and Insp Jo Walmsley will remain in their current posts.”

**Future meeting dates:**

29.06.18 - 9.00am Site visit with TTSR 10.30am Neighbourhood Plan meeting

30.06.18/01.07.18 Open Gardens/Yard Sales

12.06.18 – Financial Committee meeting

18.06.18 – HR Committee meeting

Watton Town Council  
Expenditure for June 2018

Supplier	Description	Incl vat	Invoice	Cheque	Date Paid	Pur Ord	Voucher
Breckland Council	Rates Wayland Hall Ground Floor	£302.00		Direct Debt	15.06.18		95
Breckland Council	Rates Wayland Hall 1st Floor	£405.00		Direct Debt	15.06.18		96
Breckland Council	Rates Linmore Court	£223.00		Direct Debt	15.06.18		97
Breckland Council	Rates Toilets	£187.00		Direct Debt	25.06.18		98
Breckland Council	Rates Market	£78.00		Direct Debt	25.06.18		99
Breckland Council	Rates Clock Tower	£23.00		Direct Debt	05.06.18		93
E-on	Electricity Industrial Unit	£12.00		Direct Debt	01.06.18		91
Anglia Water	Wayland Hall	£55.26		Direct Debt	25.06.18		100
Anglia Water	Water Public Toilets	£276.61		Direct Debt	25.06.18		101
British Gas	Electricity Toilets	£241.03		Direct Debt	02.07.18		102
Scottish & Southern	Gas Wayland Hall	£865.22		Direct Debt	16.07.18		103
BT	Office Phone	£152.69		Direct Debt	26.06.18		104
Npower	Electricity Wayland Hall	£78.00		Direct Debt	01.07.18		105
Anglia IT Solutions	IT June 2018	£135.36		Direct Debt	01.07.18		106
Anglia IT Solutions	New Laptop	£661.33		203555	27.06.18		107
Chapman Surveyors	Unit Rent	£1,500.00		Direct Debt	01.06.18		92
Teletracnavman	Tracking Service	£50.40		Direct Debt			
Cooleraid	Watercooler	£9.48		203556	27.06.18		108
EBS	Photocopy service charges	60.20		203582	29.06.18		109
Staff Costs	Salaries	£6,894.73		SO	20.06.18		110-115
HMRC	PAYE	£1,964.68		203552	18.06.18		116
Norfolk Pension Fund	Staff Pension	£2,309.55		203553	18.06.18		117
Barclays	Bank Charges	£1.66			05.06.18		94
CGM Group	Toilet Cleaning May	£1,173.22		203557	27.06.18		118
CGM Group	Toilet Cleaning June	£1,173.22		203577	27.06.18		119
Brian's Window Cleaning	Window Cleaning	£21.00		203538			149/150
J.R Evans	Cemetery Skip	£127.20		203559	27.06.18		120
Esso UK/Watton Service	Fuel	£45.14		203560	27.06.18		121
Futruue Environomics	Project Management May	£990.00		203561	27.06.18		122
Councillor	Tombola Drum	£48.70		203562	27.06.18		123
Councillor	Paint for Tombola Drum	£10.10		203563	27.06.18		124
Councillor	Expenses	£68.61		203564	27.06.18		125
Councillor	Mayoral Allowance	£125.00		203580			126
TTSR	Gardening Contract April 2018	£4,688.92		203565	27.06.18		127
TTSR	Cemetery Gates	£2,016.00		203566	27.06.18		128
TTSR	Grounds Maintenance May 2018	£2,058.14		203567	27.06.18		129/130
TTSR	Grounds Maintenance June 2018	£2,058.14		203574	27.06.18		131/132
Watton Sports Centre	Project donation	£7,000.00		203551	18.06.18		133
Wayland Plumbing & Heatin	Overflow Wayland Hall	£98.40		203568	27.06.18		134
Paul Burdick	Scribe Training	£174.60		203569	27.06.18		135
Wayland Partnership	Engaging Communities Event	£10.00		203549	18.06.18		136
Norfolk County Council	Festive Market Road Closure	£36.00		203550	18.06.18		137
Scribe	Paul Burdick Half Day Consultanc	£252.00		203570	27.06.18		138
Nicholas Hancox	Legal Advice	£547.20		203571	27.06.18		139
Councillor	Expenses	£4.34		203572	27.06.18		140
Councillor	Expenses	£49.95		203573	27.06.18		141
Wayland Show	Stall	£36.00		203554	19.06.18		143
Shaws	Register of Graves Book	£160.00					
Milne Safety	Market Safety Assessment	£450.00		203575	27.06.18		142
Councillor	123-reg renewal	£50.26		203576	27.06.18		144
ESPO	Cleaning Products	£73.72		203578	27.06.18		145
St Mary's Church	Civic Service Organist Fee	£38.00		203579	27.06.18		146
Staff	Sundries	£53.60		203581	27.06.18		147
Staff	Office Mobile	£115.00					
		£40,238.66					
Current Account	Bank Stat shows on 11.06.18	316,348.95					
Business Premium	Bank Stat shows on 11.06.18	177631.05					
Income May 2018		£2,236.45					



Watton Town Council  
Income for May 2018

	A	B	C	D
1				
2		Memorials	£300.00	
3		Interment & EROB	£800.00	
4		Interment	£100.00	
5		Interment	£450.00	
6		Market Rent	40.00	1815M
7		Market Rent	54.00	1816M
8		Market Rent	36.00	1817M
9		Market Rent	50.40	1819M
10		Market Rent	93.60	1814M
11		Market Rent	36.00	1820M
12		Market Rent	50.40	1818M
13		Market Rent	108.00	
14		Rent 10, 11	40.00	
15		Rent 17, 21	40.00	
16		Credit	38.05	
17				
18				
19		<b>Total</b>	<b>£2,236.45</b>	