

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday August 28th 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, Daniel Fishlock, Keith Gilbert, Stan Hebborn, Sue Hebborn, Kathryn Stallard, Pat Warwick.

Officers Present: Jane Scarrott Town Clerk

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

Margaret Holmes, Tina Cruz and Alysha Houlder-Moat

**2. NO DECLARATIONS OF INTERESTS MADE**

**3. CONFIRMATION OF MINUTES 14.08.18**

The minutes of the meeting held on August 14th 2018 were agreed as a true record of the meeting and were signed by the Chairman.

**4. CO-OPTION TO FILL TWO CURRENT CASUAL VACANCIES**

- Colin Hay was proposed, seconded and with 8 votes (two abstentions and no other candidate proposed to fill the first vacancy) elected to the post of Town Councillor.
- Darren Tortice was proposed, seconded and with 9 votes (one abstention and no other candidate proposed to fill the second vacancy) elected to the post of Town Councillor.

**5. REPORTS**

**5.1 Chairman's Report**

Written report circulated as part of agenda pack.

- The Chairman attended the Abel Homes launch of the Hare's Green development in the town.
- Watton Sports Centre hosted an activities event for young people on 28.08.18. Little information was given to Councillors prior to this event but links have been formed with Youth Workers who attended the event.

**5.2 County Councillor Report**

County Councillor not present.

**5.3 District Councillors Report**

District Councillor Keith Gilbert reported that there is currently 11 planning enforcement cases in the Watton area which have not been satisfactorily addressed by Breckland Council.

**It was proposed and agreed by all to write to Breckland Council Chief Executive and Head of Planning to ask for an update on the outstanding planning enforcement cases.**

**5.4 Police Report**

No police present.

**5.5 Clerk's Report**

Written report submitted with agenda pack.

Verbal update given:



- Watton Society Annual Quiz 2018 is to be held on October 3<sup>rd</sup> 2018. The Town Council plans to enter two teams.
- E-mail forwarded to Councillors with quotes for IT software which could support Cemetery administration. To be considered at a future meeting.

## **6. PUBLIC PARTICIPATION - No members of the public present.**

## **7. FINANCE REPORT**

7.1 Finance Committee draft minutes for the meeting held on 17.08.18 were received as presented.

## **8. ACCOUNTS**

8.1 Budget Update and Bank Reconciliation

Budget Update dated 28.08.18 and Bank Reconciliation dated 13.08.18 were accepted by all.

8.2 Payments for August 2018

Payments for August accepted as presented.

## **9. HIGHWAYS REPORT AND RECOMMENDATIONS**

Following a further meeting with the Highway Engineer for the area and County Councillor Claire Bowes, consideration was again given to the Town Council financially supporting highway improvements along the Thetford Road and around Westfield School.

It was proposed that the Town Council contribute, through Norfolk County Council Parish Partnership Scheme, towards the installation of entrance gates along the Thetford Road to deter speeding. A recorded vote (copy attached) resulted in 2 votes for but 8 against.

A second proposal to contribute to traffic calming measures around Westfield School was also refuted by 9 votes against to 1 for (recorded vote -copy attached).

A third proposal was accepted by all to write to Norfolk County Council to express concern about the lack of care the County appears to show for younger people in that the Highways Department is reluctant to fund traffic measures recommended in an Improvement Notification Report.

## **10. PLANNING APPLICATIONS FOR CONSULTATION:**

10.1 3PL/2018/0768/F - New detached dwelling - 67 Dereham Road, Watton

*Objection raised - overdevelopment of site*

10.2 3PL/2018/0952/O - Erection of up to 180 dwellings, the provision of open space and recreational facilities, with site access and associated highways and infrastructure works - Watton: Land at Thetford Road, Watton

*It was noted the documents submitted for this application are very much the same as submitted for the original application with only minor amendment. It was felt the Drainage Report is misleading as it notes there are no issues with flooding or drainage. The Watton Drainage Group is considering a response to this.*

*The Council will object to this application on the grounds of its proximity to SSSI Wayland Wood and will recommend that there may be material changes since the original planning permission was granted. Development which has taken place in the area should suggest housing need be re-assessed and consideration should be given to the Drainage Report compiled as part of the*

*Watton Neighbourhood Plan supporting documents. Recommendation will also be that the same conditions be applied to this application as on the original permission.*

10.3 3PL/2018/0958/HOU - Rear Single Storey Extension – Watton: 31 Stevens Close Watton  
*No objections*

10.4 3PL/2018/0098/F - Erection of Summer House for Beauty Business Use (Sui Generis) - 1 Paddock Close - Amended red line to reflect applicants land ownership  
*Comment that application is lacking in detail and that if permission is granted conditions should be set.*

10.5 3PL/2018/0965/F - Erection of one, two storey four bed house - WATTON: Garden Land adjoining 113 Brandon Road Watton  
*No objection in principal but concern that the visibility splay on to Brandon Road is not owned by the applicant and egress is from a narrow track.*

10.6 3PL/2018/0939/VAR - Variation of conditions 2, 3, 5, 7 and 8 on 3PL/2017/1094/VAR to allow for a revised layout - GRISTON: Former RAF Watton Technical Site Norwich Road, Griston and Carbrooke  
*No comments as outside parish boundary.*

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

**11.1 LEGAL MATTERS UPDATE**

No update at present (still awaiting information from Breckland Council re. lease of land at Richmond Golf Club and Radar Site s106 agreement).



## Item 5.1

### Chairman's Report for 28<sup>th</sup> Aug

I want to talk about the meeting that Jane [clerk] Pat and myself had in the office on the 21<sup>st</sup> of August with Claire Bowes and Ben Rayner from Norfolk County Council Highways. We talked extensively about the market and have come up with some ideas that we could pitch to Breckland to tick the boxes required for the money to be released for the market stalls that we have agreed to purchase alongside Swaffham. Sue Dent is working on some ideas. We will update council as more information comes to light. Suffice to say, this is defiantly going to happen as Breckland really want to work with us on the Market Town Initiative. Ben is also going to find out a ball park figure of totally pedestrianizing Middle Street, which would enable us to make the area more attractive and open up a focal point where we could potentially have an information sign and more of a café culture vibe going on. Again, we will update as we know more on this.

Part of the meeting was to discuss police recommendations regarding Westfield School and the gates coming in to Watton on the Thetford Road.

Claire Bowes has already allocated money from her county pot to pay for the installation of these gates, Ben has said that they would most defiantly be covered by the Parish Partnership money. In total this would cost us in the region of £680. Any future developments in the area would mean that the developer would have to work around the gates.

In my professional opinion as a driver it would be a cheap and easy way to reduce speed coming into Watton particularly as there is a bend in the road straight after where you would pass the gates, this is a scenario that is not covered by the Rospa report, but is most defiantly an ongoing issue as I'm sure you all know with the complaints of speeding along that stretch.

Westfield School. It is suggested that two flashing signs of a 20 mile an hour warning would be all that is needed currently, it was felt that the other recommendations would at this time be too cost prohibitive. It is my feeling this would dramatically help slow the traffic down around the school at busy times and would go a long way in the safety of the children. Bottom line figure for this venture would be £2000 from us. Again, Parish Partnership money would be paying 50% and Claire Bowes has said that she would put £1000 in to our side of costs, so, £2000 is all it would be.

This could come out of next year's budget, we just must agree it now so that the order for them can go in and they would both (the signs, and the gates) be put in around April, it is then that we would have to pay the money.

After this Meeting I took John Mullen who is our new man at Breckland who works on the Market Town initiative for a walk around town with Pat, we highlighted areas where we felt that he might be able to help. One of them was Cookies Café. Apparently Breckland would be happy to buy such a place for us to use as a youth café, obviously we would have to lease it off them, charities can get rate relief. It has given us much food for thought.

I will give a short verbal update on the night to bring you all up to speed on what is in my diary between writing this and our meeting.

Tina Kiddell

Chairman WTC

**Future Dates TO NOTE:**

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

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

Deputy Clerk annual leave 21<sup>st</sup> and 22<sup>nd</sup> Sept.

Market Supervisor off Sept. 26<sup>th</sup>

August 26<sup>th</sup> SNAP meeting 2pm Fire Station

August 28<sup>th</sup> Finance Meeting 11.00am

**Clerk's meeting with Rob Walker Executive Director Place Breckland Council and South Holland District Council**

- Noted that any new waste bins requested may incur an emptying charge
- Breckland is creating virtual tours of attractions within the District – launch planned for Sept. 10th

**Swaffham Partnership Meeting -9.08.18 – Notes attached**

**Town Clock serviced on 15.08.18 by Smiths of Derbyshire and appears to be working well**

**To note:**

- **Local government finance:** The Government's consultation on the local government finance settlement contained welcome news. In 2018-19, the Government decided to defer the setting of referendum principles for town and parish councils for three years, albeit conditional upon us taking steps to mitigate the need for council tax increases and the Government seeing evidence of restraint in the increases. In 2018-19, the average Band D parish precept increased by 4.9% (£3.02), compared to a 6.3% increase (£3.63) in 2017-18, with this the lowest year on-year increase since 2015-16. In view of this, the Government is not looking to apply referendum principles to town and parish councils for the foreseeable future.

Minutes of the meeting of WATTON TOWN COUNCIL Finance Committee held on

Friday August 17th 2018 at

Wayland Hall, Middle Street, Watton, Norfolk IP25 6AG

Councillors Present: Kathryn Stallard – Chairman of the Committee, Peter Bishop, Sue Hebborn, Tina Kiddell and Pat Warwick.

Officers Present: Jane Scarrott Town Clerk

**1. APOLOGIES**

No apologies received.

**2. NO DECLARATIONS OF INTEREST MADE**

**3. MINUTES**

3(i) The Minutes of the Meeting held on 12.07.18 were accepted as a true record and signed by the Chairman.

3(ii) Matters arising from the minutes not covered elsewhere:

- The Town Operative has stated he is willing to purchase a mobile phone for work use and be reimbursed for the cost. If he is unable to do this a member of the Finance Committee will purchase a phone for the use of the Town Operative.
- The Grant Policy has been amended, as suggested at the last meeting, to reflect General Data Protection Regulations.
- Peter Bishop offered to inspect the benches in the Cemetery with the Town Operative with a view to replacing those past repair when the grounds maintenance work is undertaken in the Cemetery in October.
- It was noted Barclays Bank has informed the Council that the Council is no longer to benefit from holding a Community Account and that once the account has been changed bank charges are likely to be increased. Progress is being made to open an account with Unity Bank which it is hoped may offset Barclay's new charges.

**4. EXPENDITURE MADE SINCE THE LAST MEETING AND CURRENT BUDGET POSITION**

No expenditure noted since the last payment list presented to Council on July 28<sup>th</sup>.

Spending agreed by the Council since April which has not been within the original set budget allocations was considered with it noted that approximately £44600 will need to be taken from the Community Improvement Fund to cover the additional expenditure.

Other unplanned costs to purchase flag poles and flags and to undertake clearing of the Cemetery will be taken from the relevant contingency pots within the budget.

It was suggested £2000 should be vired from the Events contingency in the budget to create a new code heading of "Commemorative" in the Events cost centre.

It was noted that the allowance in the budget of £25000 to undertake maintenance work to Wayland Hall should cover the planned work to the roof including associated costs.



## **5. REVIEW OF COMMUNITY IMPROVEMENT FUND (CIF)**

The rate of calls upon the CIF was noted. In the light of virements already agreed within the first 4 months of the financial year, the fund will fall to approximately £72400 by the end of the financial year 2018/19. It was agreed consideration must be given to include expenditure within future budgets which will cover known costs such as the part salary for the new Projects, Events and Promotions Support Officer and any Market Initiative contributions.

## **6. RESPONSE LETTER TO MEMBER OF THE PUBLIC**

Members of the Finance Committee agreed that the draft response compiled by the Chairman of the Committee to reply to a member of the public who has questioned accounting procedures will form the basis of the reply to be sent. Members of the Finance Committee will be sent a copy of the reply prior to this being sent to the member of the public.

## **7. PURCHASE OF ADDITIONAL FLAGS**

It was recommended that additional flags for the High Street to commemorate Armed Forces Day and Remembrance Day will be purchased up to an agreed cost of £200.

## **8. PAST MAYOR'S BADGES**

Investigation will be undertaken regarding purchase of past mayor's badges. The price for purchase of 10 badges has been given as an estimated £1000. The Deputy Mayor's jewel is in need of repair and the Mayor's chain is due to be cleaned with the names of the past three mayor's to be engraved. It was suggested a local jeweller be approached to possibly undertake this work.

## **9. TOWN VAN**

Discussion took place regarding the options to replace the town van with a larger model. General consensus was that this is not an appropriate time to consider replacing the van but the situation could be reviewed in 18 months time.

A local company has quoted £40 per panel to wrap the town van and this price will be checked once enquiries have been made as to whether wrapping the van and adding a notice stating "no tools are kept in this vehicle" could reduce the cost of insurance. It was agreed up to £200 will be spent on wrapping or signage for the van. Watton Town Council plus the web site address and phone number to be either wrapped or signed on the van.

## **10. HIGHWAYS MATTERS**

The Council is waiting for more information from the Highway Engineer regarding possible projects to alleviate speeding and parking problems around Westfield School and speeding along the Thetford Road. Concern was expressed that in terms of funding for the necessary work, the Town Council's remit and funding does not extend to Highways. It was felt that should Watton Town Council agree to financial support for either of the projects through the Norfolk County Council Highways Parish Partnership Scheme, residents would be subjected to double taxation through both the Watton Town Council Precept and Norfolk County Council tax. It was noted that support for a

resolution of the current issues at the two sites could be expressed appropriately by letters from Watton Town Council to the bodies responsible, raising these as matter for urgent attention.

#### **11. PUBLIC TOILETS OPENING HOURS**

It was agreed the contractors will be asked to unlock the public toilets on a Wednesday at 6.30am rather than 7.00am as at present. This will incur an additional cost of £2.96 per week.

#### **12. DONATIONS POLICY**

Item for the next agenda.

#### **13. GROUNDS MAINTENANCE AND GRAVE DIGGING CONTRACTS**

It was suggested a small working group comprising Stan Hebborn as Chairman of the Cemetery Working Group, Tina Kiddell, Kathryn Stallard and Peter Bishop should be tasked with reviewing the grounds maintenance contract and grave digging contract with a view to taking recommendations to the Full Council. It could be a suggested option that TTSR should be considered as the preferred contractor for a further year.

#### **14. DATE OF NEXT FINANCE COMMITTEE MEETINGS:**

September 28<sup>th</sup> at 11.00am

October 16<sup>th</sup> at 11.00am to begin consideration of 2019 budget



Watton Town Council  
Expenditure for August 2018

[illegible]

Watton Town Council  
Income for July 2018

	A	B	C	D
1				
2		Memorials	£350.00	
3		Grave Digging Fees	£130.00	C1
4		Interment	£800.00	C1
5		Market Rent	£94.20	1836M
6		Market Rent	40.00	1834M
7		Market Rent	54.00	1835M
8		Market Rent	36.00	1837M
9		Market Rent	36.00	1840M
10		Market Rent	50.40	1838M
11		Market Rent	36.00	1822M
12		Market Rent	9.00	1832M
13		Market Rent	50.40	1839M
14		Mayors Charity Donations	177.00	
15		Mayors Charity Donation	20.00	
16		<b>Total</b>	<b>£1,883.00</b>	



# Watton Town Council

## Voting record

Meeting Date ..... 28.8.18 .....

Item Number ..... Item 9 ..... Installation of car towards entrance gates  
The Road.

For	Against	Abstain	Name
	✓		Peter Bishop
	✓		Beryl Bunning
			Tina Cruz Abs
	✓		Daniel Fishlock
	✓		Jane Fountain
	✓		Keith Gilbert
	✓		Stan Hebborn
	✓		Sue Hebborn
			Margaret Holmes Abs
			Alysha Houlder-Moat Abs
✓			Tina Kiddell
✓	✓		Kathryn Stallard
✓			Pat Warwick

Item Number ..... Item 9 ..... Contribution to highway improvements around  
Westfield School.

For	Against	Abstain	Name
	✓		Peter Bishop
	✓		Beryl Bunning
			Tina Cruz Abs
	✓		Daniel Fishlock
	✓		Jane Fountain
	✓		Keith Gilbert
	✓		Stan Hebborn
	✓		Sue Hebborn
			Margaret Holmes Abs
			Alysha Houlder-Moat Abs
✓			Tina Kiddell
	✓		Kathryn Stallard
	✓		Pat Warwick