

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday September 25th 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, Daniel Fishlock, Stan Hebborn, Sue Hebborn, Margaret Holmes, Alysha Houlder-Moat, Kathryn Stallard, Pat Warwick.

Also present: County Councillor Claire Bowes, PC Clarke and 5 members of the public.

Officers present: Jane Scarrott Town Clerk

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

Keith Gilbert and Colin Hay.

**2. DECLARATIONS OF INTERESTS MADE** relating to item 7.2:

Tina Kiddell, Jane Fountain, Stan Hebborn, Beryl Bunning and Pat Warwick all declared an interest as they are listed to receive expenses re-imburement.

**3. CONFIRMATION OF MINUTES 11.09.18**

The minutes of the meeting held on September 11th 2018 were agreed as a true record of the meeting and were signed by the Chairman.

**4. REPORTS:**

**4.1 Chairman's Report**

Written report circulated in agenda pack.

Verbal update given informing the meeting that Breckland District Council (BDC) has, at present, withdrawn the consultation relating to sale of open space land at East Road. Should this area be offered for sale the Town Council would be given first refusal. All Councillors were agreed that a letter should be written to BDC stating that the land should not be sold.

**4.2 Vice-Chairman's Report**

No report given.

**4.3 County Councillor's Report**

The County Councillor stated that she is willing to put money from her Member's Budget, to pay the parish contribution, if the Town Council is prepared to apply to the Norfolk County Council Parish Partnership Scheme to install entrance gates along the Thetford Road and a 20mph speed warning sign by Westfield School.

This proposal will be an agenda item at the next Full Town Council meeting.

Written report presented also referred to the County Council consultation into proposals which could change how early childhood services are delivered (agenda item 9).



#### 4.4 District Councillor's Report

Written report received from District Councillor Keith Gilbert had been e-mailed to Councillors.

He suggested an objection to the proposed sale of land at East Road should be sent to BDC.

Also of note: Breckland's Cabinet Meeting on November 27<sup>th</sup> is to be held in Watton. Following the meeting District Councillors and Cabinet Members plan to look at issues around the town.

#### 4.5 Police Report

PC Clarke gave a verbal update on crime statistics for the area. It was noted that reported crime was slightly higher this reporting period than last.

The Police held an Action Day on September 6<sup>th</sup> in Watton when there was a focus on the priorities set at the Safer Neighbourhood Action Panel (SNAP) meeting.

*The Police were thanked for doing "a grand job".*

The new Police Engagement Officer for the area, PC Paula Gilluley, will be invited to attend the next Full Council meeting.

#### 4.6 Clerks Report to include quotes relating to Cemetery Software

Prior to the Clerk's update the newly elected Chairman of the Cemetery Working Group (CWG) gave a verbal report of the CWG meeting held prior to the Town Council meeting.

The CWG discussed compiling a new action plan which is to include the following:

- i. Documents relating to the closure of St. Mary's Churchyard, including Town Council minutes, which have been collected from the Norfolk Records Office will be reviewed by the end of October 2018.
- ii. The date for agreed maintenance works to begin in the Cemetery will be confirmed by the next meeting of the CWG.
- iii. Councillors will be informed of the proposals received for a Tier 2 (T2) report to be commissioned and a decision will be made whether to proceed with this.
- iv. A review of the Cemetery rules will commence.
- v. A new explicit contract will be compiled for future maintenance of the Cemetery and Churchyard.

#### Cemetery Software

Councillors had been presented with quotes received to supply software which would map the Cemetery. However until all Cemetery records are in a format that can be scanned the software will not be of use. Looking forward, consideration will be given towards the need to possibly include provision in the 2019 budget for Cemetery software to assist administration and eventually map graves.



#### Golf Club Lease

BDC has notified the Town Council there is no intention to renew the agency arrangement with the Town Council in which the Town Council was undertaking administration of the lease of land owned by BDC at Richmond Golf Course. The Town Council will therefore no longer receive rent for this land.

#### Advertising at Queen's Hall

The Queen's Hall charges £10 per week for advertising space on railings and thus a charge will be incurred if posters are erected.

#### Post Office

Concern was voiced that there is still no news regarding when a Post Office is to be re-opened in Watton High Street and that the location of the temporary Post Office outside the library is not central and customers are struggling to access the service.

### **5. WORK IN PROGRESS UPDATE**

Councillors were presented with an updated 'Works in Progress' list which will be reviewed monthly.

It was suggested maintenance of Jubilee Garden should be added to this list and a report should be compiled relating to maintenance and fencing of Jubilee Garden.

### **6. PUBLIC PARTICIPATION**

- Concern was expressed regarding whether there is need to undertake a T2 Report in Watton Cemetery.
- It was asked when the Council will review burial fees.
- Comment was made that the acoustics in the Council Chamber are not good and members of the public struggle to hear what is said at Council meetings.

### **7. ACCOUNTS**

7.1 Budget Update and Bank Reconciliation for 10.09.18 were noted as presented.

7.2 Payments for September 2018 were approved as presented.

### **8. USE OF FACEBOOK**

This agenda item had been requested following concern that the Council meetings were being live streamed via individual Councillor's Facebook accounts. However, this was only a temporary measure which has now been addressed and thus no debate was felt to be necessary.

### **9. CLOSURE OF SURE START CENTRE IN WATTON**

*[Background: Norfolk County Council has launched an eight-week consultation into proposals which could change how early childhood services are delivered. The proposals include closure of 46 of the 53 Sure Start Centres in Norfolk, which would include the Centre at Westfield School in Watton.]*

All Councillors felt strongly that the Town Council should raise strong objections to this proposal to cut Sure Start Centres, which are a valuable and much needed resource. It is believed this action could have serious repercussions in Watton.

It was proposed and agreed by all that the Town Council should send objections to this proposal to Norfolk County Council, Norfolk County Councillor Claire Bowes, George Freeman MP and the Education Secretary and should also liaise with the Westfield Sure Start Centre and all relevant bodies, including Watton Medical Practise and neighbouring councils.

Once compiled the letter will be passed to Councillors before it is sent.

10. PLANNING: Response to planning applications received for consultation  
10.1 3PL/2018/1037/HOU - WATTON: 36 Jubilee Road Watton - Proposed rear single extension

*No objections*

- 10.2 3PL/2018/1078/CU - WATTON: 1 & 2 Breckland Business Park Norwich Road - Change of Use from warehouse (B2) to Leisure/Gym (D2)

*This is a retrospective application and the Town Council will raise concerns with inadequate parking and signage which may be beyond permitted parameters.*

- 10.3 3PL/2018/0625/F - Wayland Cottage Wood Lane Watton - To demolish one cottage and develop three new properties

*The Town Council, having reviewed amended plans, feel this application would be overdevelopment of the site. There are also highway concerns.*

- 10.4 3PL/2018/0965/F - WATTON: Garden Land adjoining 113 Brandon Road Watton - Erection of one, two storey four bed house

Application refused by BDC



#### **Item 4.1 Chairman's Report – 25<sup>th</sup> September 2018**

Wow what a mad weekend Watton had!! The charity ball on the Saturday and the carnival on Sunday.

It was a gamble doing the charity ball the way I did, but I'm pleased to say it paid off, as I hoped, in fact, better than I hoped.

I raised £4628.50 clear profit on the Saturday and £164 on the Sunday. Many Thanks to all the councillors that run the stall on Sunday. Thanks to the councillors that came to the charity ball. It was so nice to see you there. Thank You.

I have been lucky enough to have been on BBC Radio Norfolk three times in a week, firstly to promote the ball and the charities and then to promote Tina's Tommy Trail with a desert island disc type of thing going on too. Then early in the morning to comment about the banks closing on the high street, and the detrimental effect that it is having on our high street. Which brings me to a point that is close to my heart is that I'd like us to try and do something to help our high street in whatever capacity our remit will allow. There has not been enough money spent on it in a very long time, and it is looking tired. We will not attract any new business if the place looks shoddy. Remember the broken window effect, it sadly is having this look about it of late. With the amount of people that turned up for carnival on Sunday, we cannot say that we don't have the population to justify the expenditure. Nor can we say that we don't have the youth. I'm hoping our upcoming visit to Fakenham with the Watton and Swaffham focus group may throw up some ideas.

Since the decision to not take up the parish partnership offer of the signs outside Westfield school came about, I have been in undated with parents upset about council's decision. I mention this as I feel it is going to be as big an issue as the cemetery has been. This decision however affects the living and the youth, so feelings are running high.

I have advised the head teacher to keep a book of near misses, of which there are many, to compile a dossier with which we can show Norfolk county council, in the hope that they may do the work sooner, as this was councils' decision it was the only advice I could give.

We have a lot of issues coming up at the market surgery, some that we oversee and some we do not, I'm doing my best to listen and direct to where others may be able to help. I'm hoping we can get Steve Hitchman over for an update on some of these things, perhaps it might help if councillors can give me a list of anything the public has mentioned to you regarding various things about town.

Kind Regards

Tina Kiddell

Chairman Watton Town Council

I was very disappointed to hear that Council voted against applying for funding through the Parish Partnership Scheme for two highway safety schemes in the Town, which were recommended in a police report.

As you know, the schemes were for 'village gates' on the Thetford Road and flashing 20mph signage outside Westfield Infant and Nursery School.

Councillors requested a letter objecting to the Parish Partnership scheme be sent to the County Council and I was interested to be copied in on the reply from the Chairman of the Environment, Development and Transport Committee where he explained that the scheme works very well and is there to help fund highway schemes such as the ones in the report. Personally I have not had a single negative response towards the scheme from any of the other parish councils I represent.

With particular reference to the safety issues around Westfield School I know that the school staff, parents, PC Clarke, the Town Mayor and local residents are all very concerned and want to see something being done to help, as do I. I therefore have a proposal to make to council

The recommended schemes have to be applied for by the Council through the PP scheme but as Councillors are opposed to match funding any of the cost that the scheme requires, I propose that the Council makes the application and I fund the 50% required to match fund, from my members budget.

For the school signage this would be £1,000 from my budget matched by £1,000 by NCC. This would fund one flashing sign. I have spoken to the highways engineer today who is of the opinion that one sign should be sufficient because of the 'oneway' nature of the road but that we can certainly look at another one if required.

Regarding the gates, again I propose that if council are still opposed to funding any of the costs they apply for the gates through the PP Scheme and again I fund 50% of the cost through my budget. If council are willing to facilitate this I suggest that, as the size and cost of the gates vary, I liaise with the Highways engineer to supply those most appropriate and affordable.

As this will be a means of delivering two road safety schemes to the town at no cost to the Town Council I do hope councillors will agree this evening to ask the Clerk to begin the application process.

The County Council has launched an eight-week consultation into proposals to which could change how early childhood services are delivered to children aged 0-5 and their families.

The proposed service would:

- Bring the services out of the buildings and into the community, to the children and families who need them the most
- Help communities and parents offer local activities and groups
- Make it easier for families to access the information and advice they need, through providing better joined up online and digital services
- Change how we work to make sure we deliver in the best way for today's families

About a quarter of those families who live in areas of greatest need are not accessing children's centre services at the moment and we want to develop a service that gives them the support and help they need for their children. Remember that some rural Wayland villages have been identified as some of the most deprived in the country.

The current contracts for children's centres were originally awarded in 2011 and come to an end next year. The council wants to use this opportunity to create a new service that is consistent across the county and meets the needs of today's families.

The proposed new model is one element of a wide programme of transformation in Children's Services, aimed at working with families earlier and targeting services where they can have the greatest impact.

In developing the suggested model, the County Council has explored what works elsewhere in the country and researched which people are using Norfolk's current children's centres and how they access them.

It includes proposals for a base in each district of the county, in one of the county's current children's centres.

This base will be a touch-down space for staff working out in the community, as well as provide some space to deliver activities for families in need.

The council also wants to look at how any buildings that are no longer needed as children's centres can continue to be used for children and families.

The consultation runs until November 9 and is available online at [www.norfolk.gov.uk/childrenscentres](http://www.norfolk.gov.uk/childrenscentres)

## **District Councillor's report. – 24<sup>th</sup> September 2018**

Breckland Council have offered the green space, defined as amenity land, on East Road for sale. Signs were put up along the road asking for interest and comments. I have spoken to several people who were reading the notices and they were all appalled at the idea. I sent a strong objection when I was informed as a ward member.

I would ask the Council, if they feel the same way as me, to send an objection to Breckland. The person dealing with the matter is Catherine Rix, Land Transition Officer, Facilities management. The notice gave a time scale of 14 days for comments, so time is tight for a reply.

Breckland's Cabinet are holding their November meeting, on the 27<sup>th</sup>, in Watton. Following the meeting I have been asked to invite the Cabinet to look at any issues around the town. If the Council has any issues they would like me to raise please let me know so that I can add it to mine.



Watton Town Council  
Expenditure for September 2018

Supplier	Description	Incl vat	Invoice	Cheque	Date Paid	Pur Ord	Voucher
Breckland Council	Rates Wayland Hall Ground Floc	£302.00		Direct Debt	17.09.18		
Breckland Council	Rates Wayland Hall 1st Floor	£405.00		Direct Debt	17.09.18		
Breckland Council	Rates Linmore Court	£223.00		Direct Debt	17.09.18		
Breckland Council	Rates Toilets	£187.00		Direct Debt	28.09.18		
Breckland Council	Rates Market	£78.00		Direct Debt	28.09.18		
Breckland Council	Rates Clock Tower	£23.00		Direct Debt	05.09.18		251
E-on	Electricity Industrial Unit	£12.00		Direct Debt	03.09.18		248
British Gas	Electricity Toilets	TBC		Direct Debt			
Scottish Hydro	Wayland Hall Gas Quaterly	TBC		Direct Debt			
BT	Office Phone	£152.08		Direct Debt	25.09.18		
Npower	Electricity Wayland Hall	£112.00		Direct Debt	3.09.18		247
Anglia IT Solutions	IT September	£135.36	71565	Direct Debt	1.10.18		
Chapman Surveyors	Unit Rent	£1,500.00		Direct Debt	3.09.18		249
Cooleraid	Watercooler	£9.48	9793	203646	26.09.18		
EBS	Photocopy service charges	34.90	9060	203647	26.09.18		
Staff Costs	Salaries	£6,495.58		SO	20.09.19		
Swaffham Town Council	Project Support	£931.77		203669	15.10.18		
HMRC	PAYE	£1,796.70		203645	18.09.18		
Norfolk Pension Fund	Staff Pension	£2,175.64		203644	18.09.18		
Barclays	Bank Charges	£1.66			4.09.18		250
CGM Group	Toilet Cleaning	£1,185.40	7065	203670	15.10.18		
Myhills	Consumables	£23.64		203648	26.09.18		
Brian's Window Cleaning	Window Cleaning	£21.00		203665			
J.R Evans	Cemetery Skip	£130.00	719	203649	26.09.18		
Esso UK/Watton Service	Fuel	£39.38	70	203650	26.09.18		
ESPO	Desk	£187.20	1531	203651	26.09.18		
ESPO	Stationary	£42.70	8919	203652	26.09.18		
TTSR	Grave Digging Service	£500.00	2458	203653	26.09.18		
TTSR	Grounds Maintenance	£2,058.14	2507	203654	26.09.18		
Councillor	Travel Expenses	£29.50		203666	26.09.18		
phs Group	Waste disposal licence	£69.60	1853	203655	26.09.18		
CAN	Trustee Governance Training	£300.00	5393	203656	26.09.18		
Wicksteed	Playground Equip repair	£5,242.48	898	203657	26.09.18		
Titanium Fireworks	Firework Event	£4,284.00	1922	203641	17.09.18		
The Watton Society	Quiz x2 Teams	£12.00		203640	30.08.18		
Councillor	Office Mobile Phone	£80.00		203658	26.09.18		
Watton Twinning	Grant	£500.00		203642	12.9.18		
Loch Neaton	Grant	£500.00		203643	12.9.18		
Norfolk Stairlifts	Service	£102.00	1928	203659	26.09.18		
Councillor	Wayland Show	£15.00		203660	26.09.18		
Your Loving Memories	Last Post Remembrance Parade	£15.00	15	203661	26.09.18		
Councillor	Presents Xmas Market	£86.18		203662	26.09.18		
Councillor	Live Webcam	£24.99		203663	26.09.18		
Councillor	Travel Expenses	£47.25		203664	26.09.18		
		£30,070.63					
Current Account	Bank Stat shows on 14.09.18	243,645.23					
Business Premium	Bank Stat shows on 14.09.18	177735.20					
August 2018 income	£8,786.85						

Watton Town Council  
Income for Aug 2018

	A	B	C	D
1				
2		Memorials	£200.00	
3		Interment Platt	£750.00	C4
4		Grave Digging Fees	£250.00	C4
5		Interment Shaffer	£750.00	C2
6		Grave Digging Fees	£250.00	C2
7		Market Rent	£94.20	1844M
8		Market Rent	40.00	1842M
9		Market Rent	54.00	1843M
10		Market Rent	36.00	1845M
11		Market Rent	36.00	1848M
12		Market Rent	50.40	1846M
13		Market Rent	93.60	1841M
14		Mayors Charities	71.50	
15		Donation to Mayors Charities	15.00	
16		Festive Market Stall	15.00	
17		Festive Market Stall	15.00	
18		Festive Market Stall	15.00	
19		Festive Market Stall	10.00	
20		VAT return	6041.15	
21		<b>Total</b>	<b>£8,786.85</b>	