

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday October 23rd 2018 at 7.00pm

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

Councillors Present: Peter Bishop, Beryl Bunning, Tina Cruz, Jane Fountain, Keith Gilbert, Margaret Holmes, Kathryn Stallard, Darren Tortice, Pat Warwick.

Officers Present: Jane Scarrott Town Clerk

Also present: 1 member of the public.

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

Daniel Fishlock, Colin Hay, Stan Hebborn, Sue Hebborn, Tina Kiddell and Alysha Houlder- Moat.

**2. DECLARATIONS OF INTERESTS MADE**

Beryl Bunning declared a pecuniary interest in item 7.2 as listed to receive expenses reimbursement.

**3. CONFIRMATION OF MINUTES 09.10.18**

The minutes of the meeting held on October 9th 2018 were agreed as a true record of the meeting and were signed by the Chairman.

**4. REPORTS**

**4.1 Vice-Chairman's Report**

(Chairman absent)

- The Vice-Chairman has attended the Mayor of Dereham's Civic Service, a tribute held in Thetford to mark the 125<sup>th</sup> anniversary of the death of Duleep Singh and the Twinning Association Oktober Fest.
- It was noted that the Neighbourhood Plan (NP) Steering Group has resumed meetings with Wayland Academy and that notes from all meetings of the Group will be passed to all members of the Town Council. The NP questionnaire is in the process of being compiled with volunteers to deliver hard copies of the questionnaire.
- The fence around the War Memorial has been painted by the Town Operative with appearance noticeably improved.

**4.2 County Councillor's Report**

No report given.

*It was commented that written reports from the County Councillor and District Councillors who are not present at the Town Council meeting are not provided.*

**4.3 District Councillor's Report**

District Councillor Keith Gilbert gave a reminder that Breckland District Council will be holding a cabinet meeting in Watton Town Council Chamber on November 27<sup>th</sup>. Members of the public will be able to address the Cabinet between 9.30am and 10.00am and Keith will have the opportunity to raise matters with Cabinet members in a walk around the town after the meeting.

It was noted that commercial advertising posters are an issue around the town. **All agreed** that Norfolk County Council Highways should be approached to take action to remove illegal adverts.

**4.4 Police Report**



No Police present.

#### 4.5 Clerk's Report

Written report submitted with agenda pack.

Verbal update given:

- A date has been set to meet with the manager of Watton Sure Start prior to drafting a letter from the Town Council against the proposed closure of Sure Start Centres.
- E-mail forwarded to Councillors relating to planning application for Hornsea Project 4 Wind Farm.

### 5. WORK IN PROGRESS

Councillors had previously been presented with an updated 'Works in Progress' list. Discussion took place regarding the agreed purchase of barriers to site in the High Street on market days in place of the cones and tape currently used to help safeguard stalls. Norfolk County Council Highway Engineers have stated that they would not want a change to the status quo, as barriers can cause more problems than they resolve, and that any temporary signage (as has been suggested) would be classed as illegal.

All were in favour of purchasing 10 barriers. A 20mph speed limit in the High Street will also be requested.

### 6. PUBLIC PARTICIPATION

*Member of the public present to report safety concerns relating to the road junction for Watton Green. [Highways are aware of issues in this area and have visited the location recently with a view to rectifying the problems].*

*Conditions relating to development at Redhill Park were questioned and enquiries will be made whether a footpath along the road from the Redhill site to the town was a planning condition for this site.*

### 7. ACCOUNTS

#### 7.1 Budget Update and Bank Reconciliation

- Councillors were presented with a Bank Reconciliation dated 08.10.18
- Councillors were presented with a first draft for the 2019 budget. The Chairman of the Finance Committee explained in some depth the suggested budget figures. This first 'wish list' indicates an increase of £48000 for budgeted expenditure which could result in quite a substantial rise in precept request. The Finance Committee will meet twice more before the final budget draft is presented to Full Council. All Councillors were asked to pass any comments to the Finance Committee.

7.2 October payments for approval were accepted as presented.

It was also agreed by all that £1076.40 as invoiced, with the possibility of an additional similar sum if necessary, would be spent to replace Christmas lighting to enable the same display as 2017.

### 8. WAYLAND ACADEMY ACHIEVEMENT EVENING

**It was agreed** by all that a gift of £25 would be made to Wayland Academy to support the Wayland Academy Achievement Evening 2018.

### 9. YOUTH MEETING

It was agreed by all that £50 would be allocated from the events contingency fund in the budget to support a meeting to be held with young people of Watton during National Youth Work Week 2018.

#### **10. PUMP TRACK**

**It was agreed** by all that a sum of money would be included in the 2019 budget towards provision of a pump track, skate park or similar facility and the Project, Events and Promotions Support Officer would be tasked to find as much funding as possible in 2019 for this project.

#### **11. PLANNING: response to planning applications received for consultation**

11.1 3PL/2018/1169/F - Installation of an ATM Retrospective - WATTON: 52 High Street Watton

11.2 3PL/2018/1170/A - Internally illuminated fascia sign Retrospective - WATTON: 52 High Street

Both above are retrospective applications and no response will be made.



23.11.18.

## Market Towns Initiative

Breckland District Council has confirmed approval of support for the Swaffham and Watton market stalls project and Sue Dent is now taking a lead on this with the intention of a launch of the project in Spring 2019.

The October Swaffham & Watton will be held in Fakenham on Oct. 18<sup>th</sup> with a verbal update to be given at the TC meeting.

## Highways

John Cotton is the new Highway Engineer for the Watton area and he visited the TC Office on 17<sup>th</sup> Oct. with County Councillor Claire Bowes to discuss on going matters:

- Possible road closure for Middle Street on market day
- Parking at Westfield School
- Parking in the High Street on Wednesdays and associated safety concerns with the location of the market. It may be that Norfolk County Council could be approached to undertake a traffic survey.
- Licence for bulb planting in verges

## Correspondence

### Breckland District Council election costs

Parish elections are scheduled to take place on Thursday 2nd May, 2019 and it is, therefore, timely to remind you of the estimated costs of an election for your parish.

The cost of the parish election is to be a shared cost on an equitable basis where the elections are held on the same day as District Council Election. It is estimated that the cost of a contested election for the Town of Watton is in the region of £4469.00 (where the cost shared with the District Council election) and £6368.00 (where the cost is not shared with the District Council election).

The figure provided is an estimate and should not be taken as the final recharge figure.

Uncontested Elections will be charged at a flat rate of £75 to cover administration costs. This is in addition to, and does not replace, recharges to Parish Councils where a by-election falls outside of the 4 yearly District and Parish Elections.

It is anticipated that recharge invoices will be sent to you between June and November 2019.

We will be in contact with you in early 2019 regarding the process/procedures to follow for the elections in May.

### Future Dates TO NOTE:

Friday October 9th - George Freeman visit 10.30am

Friday October 30th - second visit by George Freeman

### **AGM of Citizens Advice Mid Norfolk**

Invitation to the 2018 AGM of Citizens Advice Mid Norfolk to be held this year in the Anglia Room, Breckland Council, Elizabeth House, Walpole Loke, Dereham Norfolk NR19 1EE on Tuesday 6th November 2018 at 7.30pm. There will be some finger food and refreshment after the meeting.

The annual report is available on <http://www.midnorfolkcab.org.uk> and other information for the meeting will be available on the night and will be presented by the Board.

### **First Aid Course**

TTSR is running a first aid course in Dereham on the 17th November 2018 8am -2pm.

The cost is £65 plus Vat per person and it gives the person a basic certificate in first aid. Three places on offer.

### **Hornsea Project Four Offshore Wind Farm - EIA Scoping Notification and Consultation**

Watton Town Council has been consulted as the onshore element of the proposed Hornsea Scheme as it includes an area within the boundary of the Town Council, and as such, the Council is a statutory consultee for the EIA Scoping consultation. The Council has a duty under Regulation 11(3) of the Regulations.

**Community Action Norfolk Newsletter** – e-mailed to Councillors 17.10.18

Watton Town Council  
Expenditure for October 2018

Supplier	Description	Incl vat	Invoice	Cheque	Date Paid	Voucher
Breckland Council	Rates Wayland Hall Ground Floor	£302.00		Direct Debt	15.10.18	
Breckland Council	Rates Wayland Hall 1st Floor	£405.00		Direct Debt	15.10.18	
Breckland Council	Rates Linmore Court	£223.00		Direct Debt	15.10.18	
Breckland Council	Rates Toilets	£187.00		Direct Debt		
Breckland Council	Rates Market	£78.00		Direct Debt		
Breckland Council	Rates Clock Tower	£23.00		Direct Debt	05.10.18	
ICO	Data Protection Fee	£35.00		Direct Debt	16.10.18	
E.on	Electricity Industrial Unit	£6.00		Direct Debt	01.10.18	
Scottish Hydro	Wayland Hall Gas	£19.86		Direct Debt	28.10.18	
BT	Internet Services	£219.72		Direct Debt	29.10.18	
Npower	Electricity Public Toilets	£59.00		Direct Debt	01.10.18	
Npower	Electricity Wayland Hall	£112.00		Direct Debt	01.10.18	
Anglia IT Solutions	IT	£135.36	71798	Direct Debt	01.11.18	
Teletracnavman	Tracking Service	£40.10	3971	Direct Debt	01.11.18	
Cooleraid	Watercooler	£18.96	591	203673	23.10.18	
EBS	Photocopy service charges	53.34	9999	203709	24.10.18	
Staff Costs	Salaries	£6,495.38			20.10.18	
Swaffham Town Council	Project Support	£913.77				
HMRC	PAYE	£1,796.90		203668	17.10.18	
Norfolk Pension Fund	Staff Pension	£2,175.64		203667	17.10.18	
Barclays	Bank Charges	£1.66			05.10.18	
CGM Group	Toilet Cleaning	£1,185.40	7779	203712	29.10.18	
Myhills	Consumables	£21.79		203674	23.10.18	
SFC Ltd	Consumables	£67.44		203675	23.10.18	
Brian's Window Cleaning	Window Cleaning	£21.00				
J.R Evans Skip Hire	Cemetery Skip	£130.00	800	203677	23.10.18	
Esso UK/Watton Service	Fuel	£36.80	7136	203678	23.10.18	
ESPO	Stationary	£26.50	2803	203679	23.10.18	
ESPO	Cleaning Products	£117.29	5002	203680	23.10.18	
TTSR	Grave Digging Service	£565.00	2595	203681	23.10.18	
TTSR	Grounds Maintenance	£2,058.14	2644	203682	23.10.18	
TTSR	Gardening Contract	£4,688.92	2643	203683	23.10.18	
Councillor	Economy roller banner	£52.79		203684	23.10.18	
Community Action Norfolk	Membership	£50.00		203685	23.10.18	
Roman Roofing	Wayland Hall Roofing works	£11,580.00		203686	23.10.18	
The Wayland News	Full Page Colour Advert	£135.00	6730	203687	23.10.18	
PFK Littlejohn LLP	Annual Return	£960.00	2822	203688	23.10.18	
Ashill Fire Protection	Annual Service - Extinguishers	£189.60	8087	203689	23.10.18	
Hallmark	Porta Loos Fireworks	£966.00		203690	23.10.18	
DVLA	Van Tax	£250.00		203691	23.10.18	
North & Hawkins	Inspection following roof work WH	£240.00	702	203692	23.10.18	
Jewsons	Postcrete	£16.15	8519	203693	23.10.18	
Councillor	Festive Market Banner	£67.51		203694	23.10.18	
Councillor	Batteries/Tickets	£5.00		203695	23.10.18	
Councillor	Christmas Presents	£125.00		203697	23.10.18	
The Third Agers	Band for Remembrance Day	£40.00		203698	23.10.18	
Fundraising Boxes Ltd	Slot buckets with lids	£300.54	4743	203672	17.10.18	
Wayland Academy	Gift to achievement evening	£25.00		203710	23.10.18	
Unity Bank (WTC)	Opening Balance	£500.00		203699	23.10.18	
Ross Halsey Electrical	Replacement Xmas Lights	£1,076.40		203700	23.10.18	
Loyal Company of Town Crier	Town Crier Subscription	£35.00		203701	23.10.18	
Councillor	Expenses	£32.40		203702	23.10.18	
Staff	Remembrance Flags	£18.87		203703	23.10.18	
Mark Bunning Photography	Gazebo weights	£64.71	2355	203704	23.10.18	
Running Imp	Santa Medals - Fun Run	£226.19	8700	203705	23.10.18	
Smart Signs	3x Vinyl signage for Van	£100.00	2301	203706	23.10.18	
Youth Advisory Board	YAB Meeting	TBC				
TTSR	Christmas Tree	£633.00	2674	203708	23.10.18	

