

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday November 27th 2018 at 7.00pm

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

Councillors Present: Tina Kiddell – Chairman, Peter Bishop, Beryl Bunning, Tina Cruz, Jane Fountain, Keith Gilbert, Colin Hay, Stan Hebborn, Sue Hebborn, Margaret Holmes, Alysha Houlder-Moat, Kathryn Stallard, Pat Warwick.

Officers Present: Jane Scarrott Town Clerk

1. APOLOGIES FOR ABSENCE RECEIVED AND ACCEPTED from

Daniel Fishlock and Darren Tortice

2. DECLARATIONS OF INTERESTS MADE

Tina Kiddell, Pat Warwick, Jane Fountain, Alysha Houlder-Moat and Margaret Holmes declared interest in item 8 as they have association with groups making grant applications.

3. CONFIRMATION OF MINUTES 13.11.18

The minutes of the meeting held on November 13th 2018 were agreed as a true record of the meeting and were signed by the Chairman.

4. REPORTS

4.1 Chairman's Report

Not a lot to report today. It's been the quiet before the Christmas rush.

Pat, Jane F, the Clerk and I went to a meeting with Charlotte Brennan the s106 Officer at Breckland.

It was a very good meeting and it would seem there is more money for us to gather projects to apply for funding in the future.

The Clerk and I also spoke with Claire Bowes who popped into the Office. We asked her about signs and the NCC report regarding the market. The signs from the carnival were taken down by Breckland in response to complaints from other market towns and this course of action was implemented across the board.

The market report that Council voted not to have is not something Claire Bowes would be able to pay for. Her remit is to help with projects that derive from reports such as this. She has said that she may very well be able to help with any implementation from such a report.

Having just returned from doing my market surgery I feel it is a very sad oversight on Council not to have agreed a report that may well have highlighted problems and provided solutions to safety issues for our market traders. We cannot give the traders a letter that states a report is needed when it is our responsibility as a Council to look after them and it is us that is refusing to pay for the report. The reason Highways will not pay for it is that the report is for the market and not the road. The market is ours! This I do feel is something that really does need looking at again.

4.2 County Councillor's Report – County Councillor Claire Bowes was not present at the meeting but sent the following written report:

Early Years Review

As Councillors will be aware the consultation closed two weeks ago. The responses will now be evaluated and until officers report on those I am obviously not in a position to give an update. However I can advise council that I attended one of the consultation sessions in Dereham and had a long conversation with senior officers there during which I explained the particular situation in



Watton and argued that the Breckland Hub would be better placed in Watton than in Attleborough, as proposed. I also completed the online consultation myself and made the same representations and I have encouraged my other Division parish councillors to do the same, as I am sure you yourselves have.

Market Safety Survey

I understand that Councillors have asked whether I would fund a Market Traffic Safety Survey in the High Street from my Member's budget. I am unable to do this as the budget is limited to "small highways works" and doesn't cover surveys. Of course if any small highways works are recommended as a result of a survey that Council commissions, then I could look at helping fund those through my budget, or if more significant schemes are recommended council could consider match funding through the Parish Partnership Scheme. If council have not already done so it might also be worth taking advice from Breckland's Market Town Initiative Team on this.

4.3 District Councillor's Report

As required as a Licensing Authority Breckland Council has recently agreed a statement of the principles which they propose to apply when exercising their functions.

4.4 Police Report

No Police present. Noted that there is a Safer Neighbourhood Action Panel meeting at Watton Fire Station on 30.11.18.

A letter will be sent to the Chief Constable to invite the new Police Inspector for the Watton Area to a future Town Council meeting.

4.5 Clerk's Report

Written report submitted with agenda pack.

Verbal update given:

- Beryl Bunning was thanked by Council for leading with the successful Festive Market held on 25.11.18. Sue Dent was also thanked for her hard work supporting both the Festive Market and the Fireworks Evening. A Festive Market debrief meeting is to be held Wednesday December 5th @ 4.00pm.
- **It was resolved that Town Councillors will be posted a hard copy of the Full Council agenda pack on the Thursday prior to a meeting unless they specifically state they do not want to receive this.** Standing Orders will be amended to reflect this with an addition to be made that the Clerk will ascertain at the start of each Council year whether or not Councillors wish to receive hard copies of the agenda pack.
- **It was resolved that a meeting will be held at 6.00pm before the Full Council meeting on January 22nd to discuss the Wednesday Market.** Councillors will be supplied with copies of all recent reports relating to the market.

5. WORK IN PROGRESS

Councillors noted the updated 'Works in Progress' list presented.

6. PUBLIC PARTICIPATION - No members of the public present

7. ACCOUNTS

7.1 Payments for November were accepted for payment as presented. Additional gratuities as verbally stated were also accepted for payment:



Donations for groups which assisted at the Fireworks Event

Norlslar First Aid	£500
Army Cadets	£500
Rotary Club	£100
Inner Wheel	£100
Police Cadets	£100
Watton Fire	£100
Watton Guides	£50
Alux staff	£100

A refund for the Fairground of £300 was also agreed.

Donations for groups which assisted at the Festive Market will be confirmed at the next Town Council meeting but in principle it was agreed to donate £75 to Watton First Responders, £50 to the Daisy Choir, £50 to Breckland J's and to refund the stall fee paid by the Methodist Church as a gesture of thanks for use of the Church buildings and facilities on the day of the Festive Market.

- 7.2 The Finance Committee Minutes of the meeting held on 15th November 2018 were noted
7.3 Budget 2019

It was resolved to accept the final draft of the 2019 Budget as presented.

- 7.4 2019 Precept request

It was resolved to set the 2019 precept request at £368725.

8. GRANTS

- 8.1 The grant application received from Watton District Guide Association was considered and **it was resolved to refer the application back to the applicant to request clarification of the accounts submitted.** If further explanation is received the application will be re-considered at the Full Town Council meeting on March 26th 2019.
- 8.2 **The grant application received from St. Mary's Church was considered but it was resolved not to support the application.**
- 8.3 **The grant application received from Watton Thursday Club was considered and it was resolved to grant £500 as requested.**
- 8.4 **The grant application received from Stevens Almshouses Charity was considered and it was resolved to refer the application back to the applicant to suggest a donation request is made rather than a grant application.**
- 8.5 A representative from Citizens Advice Mid Norfolk gave a verbal presentation to members of the Town Council prior to the meeting in support of the grant application made.
It was resolved to grant £500 as requested to Citizens Advice Mid Norfolk.
- 8.6 **The grant application received from The Daisy Programme was considered and it was resolved to refer the application back to the applicant to request clarification of the accounts submitted.** If further explanation is received the application will be re-considered at the Full Town Council meeting on March 26th 2019.

9. s106 FUNDING APPLICATION

It was resolved to make an application to Breckland District Council to draw on s106 funds in tranches, with the first tranche to replace the fencing around Lovell Garden Play Area and additional tranches to replace play equipment at the site.

It was resolved that if s106 funding is received to accept the quote from the preferred contractor to replace the fencing at Lovell Garden Play Area.

10. CHILDREN'S SERVICES CONSULTATION



Refer to item 4.2, report from County Councillor Claire Bowes.

11. GROUNDS MAINTENANCE SPECIFICATION 2019

It was resolved to accept the grounds maintenance specification for 2019 as previously presented.

11.1 Bunding at Bridle Road

Consideration was given as to what could be done to discourage residents from driving over and parking on the grass at Bridle Road Play Area.

It was resolved that more information will be obtained regarding enforcement of parking restrictions to be presented to the Council in January 2019.

12. CHRISTMAS WREATHS

It was resolved to permit one Christmas wreath per grave to be laid between December 1st and January 31st. A notice will be placed in the Cemetery to this effect and this rule will be incorporated into the new Cemetery Rules with advice that wreaths will be removed after Jan. 31st.

13. PLANNING: response to planning applications received for consultation

No planning applications received for consultation.

14. Resolution made to exclude the press and public to update on confidential matters relating to Watton Cemetery

14.1 It was resolved to invite a local funeral director to meet with the Chairman of the Cemetery Working Group to consider their future use of Watton Cemetery if all rules of the Cemetery are adhered to.



Item 4.5 Clerk's Report

Town Clock

Smiths of Derbyshire attended on November 20th to sort out the clock which was not striking so hopefully all is now back working as it should.

Christmas Lights

Just to note the light curtain on the clock tower may need replacing next year as many strands are not lighting.

Working Together Annual Conference

Pat Warwick and I attended the Working Together Annual Conference held on 7 November 2018.

Copies of the presentations can be found below:

www.communityactionnorfolk.org.uk/sites/content/vcse-conference-presentations-2018#overlay-context=

Future Dates TO NOTE:

Thursday November 29th - Finance Committee Meeting 11.00am

Thursday November 29th - Annual Community Partnership meeting to be held on the 29th November at 1pm at Watton Children's Centre.

Friday November 30th - second visit by George Freeman

Friday 7th December am - Clerk and Deputy Clerk attending "Scribe" training

Sunday 9th December – Town Carol Service

Thursday 13th December – Swaffham and Watton Partnership Meeting

Tuesday 18th December – visit from Internal Auditor re. interim audit

Watton Town Council
Expenditure for November 2018

Supplier	Description	Incl vat	Invoice	Cheque	Paid	Pur Ord	Voucher
Breckland Council	Rates Wayland Hall Ground Floor	£302.00		Direct Debt	15.11.18		
Breckland Council	Rates Wayland Hall 1st Floor	£405.00		Direct Debt	15.11.18		
Breckland Council	Rates Linmore Court	£223.00		Direct Debt	15.11.18		
Breckland Council	Rates Toilets	£187.00		Direct Debt	25.11.18		
Breckland Council	Rates Market	£78.00		Direct Debt	25.11.18		
Breckland Council	Rates Clock Tower	£23.00		Direct Debt	05.11.18		
E.on	Electricity Industrial Unit	£6.00		Direct Debt	01.11.18		
Anglia Water	Wayland Hall	£76.71		Direct Debt	24.12.18		
Anglia Water	Public Toilets	£82.34		Direct Debt	24.12.18		
Anglia Water	Industrial Unit	£45.67		Direct Debt	22.11.18		
Npower	Electricity Public Toilets	£59.00		Direct Debt	01.11.18		
Npower	Electricity Wayland Hall	£112.00		Direct Debt	01.11.18		
Anglia IT Solutions	IT	£135.36		Direct Debt	29.11.18		
Land Registry	Land Search	£42.00		Direct Debt	30.11.18		
Land Registry	Land Search	£6.00		Direct Debt	04.12.18		
Cooleraid	Watercooler	£9.48	1360	203725	28.11.18		
Cooleraid	Annual Maintenance	£30.00	2902	203757	28.11.18		
EBS	Photocopy service charges	£100.26	790	203751	28.11.18		
Staff Costs	Salaries	£6,495.58			20.11.18		
Swaffham Town Council	Project Support Sept 18	£1,119.58	G055	203750	28.11.18		
Swaffham Town Council	Project Support Nov 18	£1,322.18	G078	203750	28.11.18		
HMRC	PAYE	£1,796.70		203721	16.11.18		
Norfolk Pension Fund	Staff Pension	£2,175.64		203722	16.11.18		
Barclays	Bank Charges	£1.66			05.11.18		
Brian's Window Cleaning	Window Cleaning	£21.00		203676	22.11.18		
CGM Group	Toilet Cleaning one off	£106.80	7911	203727	28.11.18		
Myhills	Consumables	£38.10		203728	28.11.18		
J.R Evans	Cemetery Skip	£130.00		203729	28.11.18		
Esso UK/Watton Service	Fuel	£60.34	70	203730	28.11.18		
ESPO	Cleaning Products	£76.86		203752	28.11.18		
TTSR	Grave Digging Service	£380.00	2733	203731	28.11.18		
TTSR	Grounds Maintenance	£2,058.14	2786	203732	28.11.18		
TTSR	Painting of 12 large metal planters	£900.00	2784	203733	28.11.18		
Staff	Phone Top Up	£10.00		203734	28.11.18		
Mark Bunning	Cast Iron weighted feet for gazebo	£106.95		203735	28.11.18		
Councillor	Expenses	£75.15		203736	28.11.18		
Alexandra	Safety Boots	£17.34	7363	203737	28.11.18		
Duff Morgan	Van Service	£262.25		203714	28.11.18		
Duff Morgan	Courtesy Car Hire	£12.50		203715	28.11.18		
The Royal British Legion	Supply of 1 poppy	£18.50		203738	28.11.18		
Kings and Barnhams	Fire Alarm Maintenance	£307.28	6988	203739	28.11.18		
Seaton	Safety Barriers	£795.00	5826	203740	28.11.18		
Your Loving Memories	Bugular Commonweath Event	£15.00		203741	28.11.18		
Weatherfields	Xmas Market Marquee	£319.99		203713	01.11.18		
Weatherfields	Festoon Lights for Marquee	£108.01		203716	28.11.18		
Viridor	Bins - Fireworks	£120.00	47AB	203742	28.11.18		
Mervyn Lambert	Lighting Towers and Gas Oil	£1,389.60	6424	203743	28.11.18		
Future Environomics	Project Support July - Oct	£1,597.50	125	203744	28.11.18		
National Pen	WTC Personlised Pens x200	£139.14		203745	28.11.18		
Aplant	Traffic Engineer & Equipment FW	£1,280.00		203746	28.11.18		
Smart Signs	Christmas Market Signs x7	£25.00	601	203747	28.11.18		
RunningImp	Fun Run Numbers	£53.36		203748	28.11.18		
Wayland Mens Shed	Festive Market Donation	£40.00		203768	30.11.18		
City of Norwich Band	Festive Market entertainers	£525.00		203717	14.11.18		
TS Fearless Band	Festive Market Donation	£200.00		203720	14.11.18		
First Responders	Festive Market Donation	£75.00		203769	30.11.18		
Razz & Pearl	Festive Market entertainers	£225.00		203719	14.11.18		
DJ Tim	Festive Market PA System	£75.00		203718	14.11.18		

Watton Town Council
Expenditure for November 2018

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