

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday December 11th 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, Jane Fountain, Keith Gilbert, Colin Hay, Stan Hebborn, Sue Hebborn, Margaret Holmes, Kathryn Stallard, Darren Tortice, Pat Warwick.

Officers Present: Jane Scarrott Town Clerk

1. APOLOGIES FOR ABSENCE RECEIVED AND ACCEPTED

Apologies received from Tina Cruz and County Councillor Claire Bowes.

Alysha

2. NO DECLARATIONS OF INTERESTS MADE

3. CONFIRMATION OF MINUTES 27.11.18

The minutes of the meeting held on November 27th 2018 were agreed as a true record of the meeting and were signed by the Chairman.

4. REPORTS

4.1 Chairman's Report

Verbal report given:

- Nov. 30th am Market Town Initiative (MTI) meeting with Pat Warwick, Sue Dent, the Clerk and John Mullen, Breckland Council Market Towns Initiative Project Coordinator. Discussed Loch Neaton, Community Hubs and the Market. The Town Council needs clear ideas and to be project ready to stand a chance of securing any funding. MTI Funding can be applied for to bring people into the town and thus increase footfall to boost businesses within the High Street. One idea mooted which there may be funding for was to have more events in the High Street, with road closures if necessary.
- The Clerk is to investigate what parking restrictions are enforceable in the High Street on Wednesdays as it is felt there were no issues with parked vehicles in the past as the High Street has parking restrictions from 6.00am to 4.00pm on Wednesdays.
It was resolved to instruct the Market Supervisor to put cones in the High Street on Wednesdays to enforce the parking restrictions.
- Nov. 30th pm – walkabout town with George Freeman MP prior to Small Business Saturday. Shop keepers spoken to re-iterated that the Festive Market pulled in a lot of footfall with the Antique Shop reporting its best days trading ever. George suggested an Antique Roadshow type event in the High Street to include food and drink wagons along with an antique expert to value people's treasures. The Museum4Watton could be approached to be part of such an event and projects will begin to be researched e.g. Roadshow, Car Show, 40's weekend.
- Dec. 1st – Thursday Club Christmas Party. If a Community Hub were to be established in the town such groups could be better accommodated.
- Dec. 6th – Presented award to Brownie Georgia for designing the best Christmas card in her Brownie group.
- Dec. 7th - Attended amazing Yuletide Winter Reception at Lakenheath.
- Dec. 9th – Attended Town Carol Concert with lots of other people. Judged handmade stars which were all beautifully done.
Some discussion took place regarding whether the Town Carol Concert is organised on behalf of the Town Council and it was felt that clarification is needed.
- Dec. 10th – Diabetic Group Christmas Lunch.

[Handwritten signature]

- Dec. 11th Radio Norfolk broadcast following which the Town Council has been informed that there will be a temporary 4 month police attachment to the Watton Beat Manager role to provide additional resilience, visibility and engagement opportunities. A site visit is also being arranged to key locations suffering from anti-social behaviour. **It was resolved to write to the emergency services and First Responders to thank them all for the work they do for the community.**
- Noted by all that the Christmas lights in town look amazing but they have caused a lot of grief this year as some old lights are in need of replacing and it was suggested some investigation could be undertaken to see if there might be any financial advantage in purchasing lights being sold at the end of the season so to be ready for 2019.

4.2 Clerk's Report

Written report submitted with agenda pack.

Verbal update given:

- November and December Police Newsletters passed to Councillors.
- Timetable and promotional material received for local elections in May 2019.
- Director of Parking Protection to attend Town Council meeting on Jan. 8th @ 6.30pm to provide information regarding how parking on the grass at Bridle Road Play Area may be discouraged.
- Play area annual inspection reports for Bridle Road and Lovell Gardens Play Areas have been undertaken with the reports to be considered. No high risks have been identified.
- De-brief meetings have been held for the Festive Market and run. Notes will be e-mailed to Councillors.
- The Neighbourhood Plan questionnaire is being printed (will also be available on-line) and volunteers will be needed to hand deliver a hard copy to every household in Watton. A big thank you was offered to Councillor Jane Fountain for her hard work leading the Neighbourhood Plan project.

5. PUBLIC PARTICIPATION

No members of the public present.

6. ACCOUNTS

6.1 Payments for December were accepted as presented.

7. FINANCE COMMITTEE

7.1 The draft minutes from the Finance Committee meeting held on November 29th 2018 were noted.

7.2 Recommendation from Finance Committee

It was resolved that WTC will decide on 2 target areas to develop into projects for which funding can be requested. These projects will be discussed at single item agenda Council Meetings, or as timed items of at least one hour within Council Meeting agendas.

All agreed that the 2 areas to focus on should be the market and provision of facilities for the youth of the town. Meeting date set to focus on the market – **22nd Jan. 2019 6.00pm** and to consider youth provision – **26th February 6.00pm.**

8. FACULTY APPLICATION

It was resolved not to continue at present with a faculty application relating to gravelling the ashes area at Watton Cemetery.

Hopefully a meeting can be arranged with members of St. Mary's Church to consider matters relating to future grounds maintenance at the Cemetery.

It was resolved not to increase Cemetery Fees in the 2019 financial year.

9. PLANNING: response to planning applications received for consultation

9.1 3PL/2018/1430/F - Erection of one, two storey three bed house 113 Brandon Road, Watton

Objections raised on Highway grounds

9.2 3PL/2018/1457/HOU – Alterations and extension to dwelling 9 Charles Avenue Watton
No objections

9.3 3PL/2018/1450/HOU – Side Extension 85 Nelson Court, Watton

No objections

10. Resolution passed to exclude the press and public to update on confidential matters

It was noted that undertakers Andrew Francis Funeral Services Kings Lynn Ltd is accepted as users of Watton Cemetery and a letter has been passed to the company stating rules for use of the Cemetery.

10.1 It was resolved, following recommendation from the HR Committee which carried out the Appraisal process for the Town Clerk, and understanding that a similar process has been conducted for the rest of the staff, that the following increments be awarded to staff as from 1st April 2019;

Town Clerk	1 increment (pt 48 to pt 49)
Deputy Clerk	1 increment (pt 30 to pt 31)
Office Clerk	1 increment (pt 16 to pt 17)
Town Operative	1 increment (pt 16 to pt17)



Item 4.2

Clerk's Report 02.01.19

Correspondence forwarded by e-mail:

(please note some e-mails/newsletters are not received in a format that can be easily printed and thus they have not been included in agenda packs. Should you wish more information on anything not copied please contact the Office).

1. NHS Norfolk Parish Newsletter article - e-mailed 10.12.18
2. Norfolk ALC Newsletter 10.12.18
3. Recruitment to Norfolk Local Access Forum 13.12.18
4. Norfolk Community Funding News 13.12.18
5. Rural Communities Newsletter December 20.12.18 (*hard copy in pack*)

Hard copies of the notes from the Watton & Swaffham Partnership meeting held on 13.12.18 have been included in the agenda pack sent to Councillors.

Bulbs

Bonnie, who bought bulbs for planting, is extremely disappointed to learn that the project has stalled. Planting time has passed and the quality of the bulbs will have deteriorated.

A decision is needed as to what to do with the bulbs.

Wayland Hall heating

The annual boiler check at Wayland Hall identified a problem with the flue and thus the heating has been turned off at Wayland Hall since 13.12.18. It is cold!

Hopefully the parts needed to rectify the problem will be available w.b 01.01.19.

There will be an unexpected, and at present, unknown cost incurred.

Museum

Museum4Watton has re-painted the main entrance and stairway in Wayland Hall. This is a noticeable improvement but it has shown that other areas could also benefit from cleaning and decorating. The Town Operative will be asked to undertake the decorating of the Office foyer area if his time permits. He may also be willing to undertake a re-vamp of the upstairs toilet (provision has been made in the 2019 budget for possible works).

Audit

Stephen Christopher visited to undertake an interim audit on Dec. 18th and a copy of his draft report is attached under item 6.

In response to a call to the External Auditors re. finalising of the 2017 Audit I have received the following:

"Further to our telephone conversation on Wednesday, as promised, I can confirm that I have reviewed the file and there are no general 'compliance' queries outstanding. We will be in contact early January in respect of the challenge matter and hopefully be in a position to finalise shortly after that".

Watton Post Office

Watton Post Office will be moving to Watton Edwards News, 50 High Street, Watton, IP25 6AE on Monday 18 February at 1pm, which will restore a full-time Post Office to the area.

There will be two open-plan counters alongside the retail counter and it is planned to be open Monday to Saturday: 6am – 5.30pm and Sunday: 6.30am – 1pm. This is more than 75 hours of Post Office service a week for the people of Watton.

The interim mobile Post Office service that visits Watton Library on a Thursday afternoon from 1.30 - 3.30pm will continue to operate until the permanent new Watton Post Office opens on Monday 18 February at 1pm.

Dates to note:

Friday January 11th 11.00am Finance Committee Meeting (dates set until end of civic year – 15.02.19, 15.03.19, 12.04.19)

Monday Jan. 14th 9.30am – Meeting with Rob Walker Executive Director of Place Breckland Council

Tuesday Jan. 15th 10.00am - CWG meeting. Rev. Foster invited.

Tuesday Jan. 22nd – meeting to be held focusing on the market, 6pm start prior to the TC meeting

Friday Jan. 25th - George Freeman meeting 5.30pm

Thursday Feb. 21st – Breckland Town & Parish Council Forum 5.45pm Dereham

Prospective Councillor Event to be held on 12th February 2019 from 6.00pm at the Breckland Council Conference Suite in Dereham. Please share this date with anyone who is considering standing for election in May 2019. Breckland Council will be providing details of 'How to become a Councillor' in the near future.

Nice to receive!

"Me and my husband wanted to congratulate and thank you for the lovely Christmas lights stretching all the way along Watton high street – we're slightly guessing that these have been organised by the town council? 😊"

"The lights make the town look really nice and welcoming, I'm sure they will help to encourage more people to visit Watton and its shops".