

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday January 22<sup>nd</sup> 2019 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, Daniel Fishlock, 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 from**

Alysha Houlder- Moat

**2. DECLARATIONS OF INTERESTS MADE**

Tina Kiddell item 7.1, Peter Bishop and Kathryn Stallard item 14.2 and Margaret Holmes item. 8.

**3. CONFIRMATION OF MINUTES 08.01.19**

The minutes of the meeting held on January 8<sup>th</sup> 2019 were agreed as a true record of the meeting and were signed by the Chairman.

**4. REPORTS**

**4.1 Chairman's Report**

Jan. 10<sup>th</sup> - Attended Pantomime Group practise performance.

Jan. 11<sup>th</sup> – Attended opening of Daisy Programmes new hub.

Jan 14<sup>th</sup> – Meeting held at Wayland Hall between members of the Town Council and officers from Breckland District Council (Chief Executive Anna Graves, Director of Place Rob Walker and Community & Environmental Services Manager Steve James). Informative meeting where ideas for what the Town Council would like to see for Watton in the future were voiced. Much was spoken of the possibilities for a skate park, wild water swimming, regeneration of the High Street and a community hub. A seven point plan was suggested and the Council has been told that it should gather information from the Neighbourhood Plan to back up evidence needed to apply for any funding. Breckland Officers indicated they would be in favour of the ideas raised and would assist as much as they are able. There are funds to access to hold events and the Town Council could request more road closures to enable community events. A solid plan is needed to access bigger funds to bring a bigger project to fruition, either through the use of s106 monies or the Market Town Initiative. It is hoped that the meeting on Jan. 25<sup>th</sup> with George Freeman MP will present a solid path to follow.

**4.2 County Councillor's Report – County Councillor Claire Bowes not present.**

**4.3 District Councillor's Report**

Keith Gilbert attended the meeting held by residents (over 80 present) against the planning application to convert the Hare & Barrel into a substance abuse clinic. It was noted that the decision for this application is now to be made by Breckland District Council Planning Committee.

**4.4 Police Report**

No Police present. Noted that the next Safer Neighbourhood Action Panel (SNAP) Meeting is to be held at Watton Fire Station on Jan. 30<sup>th</sup>.



#### 4.5 Clerk's Report

Written report submitted with agenda pack.

Verbal update given:

- Noted that Breckland District Council (BDC) Overview and Scrutiny Commission minutes of December 13<sup>th</sup> 2018 include information that a "Norfolk wide programme of action against fly-tipping would be rolled out by Norfolk County Council at the end of Jan. 2019 and Breckland would be very much involved with this".

The minutes also note "It was clarified that members would like to see an overview of the process of the section 106 monies and how it worked. Members raised concern as some had heard that parishes were not seeing the results of what the s106 monies had been allocated to"

Section 106 briefing note report, produced for BDC members, will be e-mailed to members of Watton Town Council.

- The delay in completing the planned maintenance works at Watton Cemetery was noted. The Town Council will make a decision at the next Full Council meeting as to whether or not to proceed with a faculty application to Norwich Diocese to request permission to place gravel between the ashes memorial tablets in the Cemetery. It has previously been agreed, as part of the maintenance quote, to purchase the gravel needed.

#### 5. WORK IN PROGRESS

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

**It was agreed to remove the action to produce business cards for the Council and defer this matter until after the local elections in May 2019.**

**It was agreed to no longer consider replacement of the ladder in the Clock Tower on the proviso that a recorded risk assessment has been undertaken regarding use of the ladder.**

*These two items will be removed from the Works in Progress list.*

#### 6. PUBLIC PARTICIPATION

*Members of the public were present to voice concerns regarding finding human waste along the Brandon Road together with toilet paper and other litter along the local footpaths.*

*Other matters of concern regarding cyclists riding without lights and speeding cars were also raised.*

**All agreed to move item 13. to this point on the agenda.**

It was noted that the Police, Breckland District Council and District Councillors have previously been made aware of the anti-social behaviour along Brandon Road and local companies have been approached to assist with solving the problems. However, residents are still finding human excrement on their doorsteps.

**The Town Council resolved to:**

1. **Contact the manager at Watton Cranswick to attend a future Town Council meeting to discuss concerns raised relating to hygiene issues.**
2. **Copy correspondence to Cranswick Head Office**



3. **Pass concerns to the Police at the next Watton SNAP meeting**
4. **Express concerns to Environmental Health**
5. **Write to the Chief Executive at Breckland District Council to inform of the actions taken by the Town Council**

**7. FINANCE**

- 7.1 Payments for January were accepted for payment as presented.
- 7.2 The draft Finance Committee Minutes of the meeting held on 11<sup>th</sup> January 2019 were noted. It was reported that the Town Council has finally been informed, by the External Auditor PKF Littlejohn, that no formal questions or objections have been received relating to the 2018/19 accounts.
- 7.3 Internal Audit Action Plan  
**It was resolved to accept the responses to the Interim Audit Action Plan 2018/19 as presented.**
- 7.4 Bank Reconciliation 18.12.18 and 07.01.19  
**It was resolved to accept the Bank Reconciliations as presented.**

**8. DONATION REQUEST FROM STEVENS ALMSHOUSES CHARITY**

Margaret Holmes, as a Trustee of the Stevens Almshouses Charity, gave a verbal update on the work of the Charity and the maintenance work needed on the building.

**It was agreed, with one against, to donate £3000 to the Stevens Almshouses Charity towards replacing four windows and three external doors.**

**9. TRAINING/EVENTS**

- 9.1 **It was resolved to pay for two Councillors and one member of staff to attend the Norfolk Association of Local Councils Spring Seminar on March 14<sup>th</sup> 2019.**
- 9.2 **It was resolved to pay for two members of Staff to attend an "Essential Update" Seminar on February 14<sup>th</sup> 2019.**
- 9.3 **There will be no representation from Watton Town Council at the 2019 Wayland Partnership Business Breakfast.**

**10. EVENTS SUPPORT GROUP**

**It was resolved to establish an Events Support Group as presented.**

**11. MARKET FEES 2019**

**It was resolved to keep market fees for 2019 at current charges of £9.00 for the first 10 feet with an additional 90p per extra foot.**

**12. WATTON MEDICAL PRACTICE PATIENTS PARTICIPATION FORUM**

Correspondence has been received from the Watton Patients Participation Forum regarding a meeting with the Town Council. More information will be sought to clarify the request before a decision is made.

It was noted however that relevant information from analysis of the Watton Neighbourhood Plan will be shared with the group.

**13. ANTI-SOCIAL BEHAVIOUR**

Considered earlier on the agenda after reports in public participation.

**14. PLANNING: response to planning applications received for consultation**



14.1 3PL/2019/0014/F Proposed residential conversion to create four individual apartments  
WATTON: 82 High Street Watton

Recommend Approval

14.2 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 –  
Land at Thetford Road Watton

It was agreed the Town Council should submit previous comments made relating to this application and that Liz Whitcher, as a member of the Watton Drainage Group, will be asked to represent the Town Council, at the relevant Breckland District Planning Committee meeting, to stress that there is now other known material considerations relating to drainage of this site that should be acknowledged.

Planning Application 3PL/2019/0010/F - 54 dwellings on land off Swaffham Road, Saham Toney. Saham Toney Parish Council has invited Watton Town Councillors to attend the Parish Council meeting on 4<sup>th</sup> February in order to submit comments which represent both councils. No Town Councillors will attend the meeting but District Councillor Keith Gilbert and members of Watton Drainage Group are talking to members of Saham Toney regarding this application.



## Clerk's Report 16.01.19

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. Norfolk Police and Crime Commissioners consultation - e-mailed 02.01.19 (PCC to visit Watton 28.01.19)
2. Norwich Western Link consultation 03.01.19
3. Norfolk ALC Newsletter 03.01.19 (*hard copy of information relating to the Future High Street Fund included in agenda pack*)
4. Breckland Council New Fund to Support Innovative Community-led Wellbeing Projects 10.01.19
5. Police Connect 11.01.19
6. Children's Services Briefing 14.01.19
7. Police Newsletter & Crime Stats 14.01.19 (*hard copy in pack*)

## Audit

The Town Council has now received further correspondence from the external auditor PKF Littlejohn. A response to the request for information relating to challenge correspondence sent to them has been compiled and will be sent before Jan. 31<sup>st</sup>.

## Land Registry – Wayland Hall registration

Ordnance Survey are to undertake a site visit on 17.01.19 to conduct a survey in relation to the registration of Wayland Hall.

## Breckland District Council (BDC)

Monday Jan. 14th Meeting with Anna Graves BDC Chief Executive, Rob Walker BDC Executive Director of Place and Steve James BDC Community & Environmental Services Manager. Attended by Tina Kiddell, Pat Warwick, Jane Fountain and Clerk.

Positive discussion around ideas for how Watton may develop over the next 25 years with regard to what community facilities are available. The Chairman to update verbally.

## Cemetery Working Group (CWG)

Members of the CWG met with Rev. Gerry Foster.

Notes from meeting:

Present: Peter Bishop - Chairman of CWG, Kathryn Stallard, Beryl Bunning and Rev. Gerry Foster

Meeting called to consider aspects of future Cemetery maintenance and the application made for a faculty to undertake specific work to the ashes area of the Cemetery.

Peter Bishop outlined matters relating to the maintenance of the Cemetery and Churchyard as they currently stand:

- The Town Council is responding to comments received since discussions began around the need to possibly provide future burial space for residents of Watton. Maintenance issues within the Cemetery have been identified and include a need to improve the gravel driveway and a means to stop vehicles driving on the grass.

- Quite major items of work have been agreed by the Town Council:

1. Self-set trees to the right hand side of the main access drive have been felled. Tree roots to the allotment end of the Cemetery are to be removed but roots nearer the entrance gate will be left in situ due to the close proximity to some graves. It is hoped by clearing the area towards the allotments that space will be created for future burials.

2. The front corner of the grassed area to the left of the access driveway to be rounded-off and curbed. Posts to be erected along the edge of the remainder of the grassed area adjacent to the driveway up to and including around the turning circle. This is designed to stop vehicles driving onto the grass and eroding the edge. Trees, including the weeping willow of which the trunk is split, may also be felled or trimmed in this 'newer' area of the Cemetery. Trees to be removed either due to safety concerns or to create more space.

3. Area for ashes to be increased, curbed and gravelled. Faculty application is needed for this work.

4. Once other works are completed the gravel driveway will be scraped and re-gravelled.

5. Fencing along the roadway has been replaced with hedging.

6. Benches in the Cemetery in need of repair are to be replaced.

- A three year contract for the routine grounds maintenance of the Cemetery and Churchyard has been compiled and will include the number of times grass cutting/strimming will take place per season, removal of grass clippings from headstones, maintenance of trees, hedges and the roadway, notification of fallen memorials and levelling of the surface of graves as the ground settles using soil from excavations.

- The initial application made to the Norwich Diocesan Advisory Committee to suppress the grass in the ashes interment area at Watton Cemetery and lay natural stone to replace the grass has not been recommended for approval by the Committee.

Reasons stated:

"The proposal is unsightly and impractical and therefore is not justified. To replace grass with stone in between cremated remains memorials is felt to be pastorally insensitive and could cause issues with water run-off".

The Town Council is at present considering whether or not to proceed to apply to the court for a faculty to authorise the works. This is expected to incur a charge.



If the work is not to be undertaken and the area remains grassed the cost of the quote for the grounds maintenance of the Cemetery for the future will rise. The Town Council has not budgeted for this possible increase and a decision needs to be made whether the Town Council will apply for a faculty to undertake the planned works or whether it will need to review the agreed contract for grass cutting to continue to include the ashes area.

It is possible the Council may need to revert to charging the Church if the Church wishes the Town Council to continue to cut the grass in what is perceived to be the open section of St. Mary's Churchyard.

- Letters have been sent to allotment holders to request that they are mindful and respectful of memorial services conducted in the Cemetery.
- The Cemetery Rules have been revised and will include that artificial flowers may be used at the Cemetery and Christmas wreaths can be laid between December 1st and January 31st.
- Noted that if the Town Council is to create a new Cemetery this may not be in the parish boundary as suitable land is unlikely to be available or affordable.

The Rev. Gerry Foster contributed the following points:

- More communication and engagement with members of the public could be beneficial to increase support for projects. A meeting to inform residents of the town of the plans for the Cemetery was suggested.
- Noted that shingle can be a difficult surface for wheelchairs and buggies.
- Any benches to be replaced at the Cemetery should have memorial plaques removed and inserted on new benches if possible.
- Stone masons will be approached again by Rev. Foster with regard to undertaking stability checks on memorials.
- Research was to be undertaken using the Town Council minute books retrieved from the Norfolk Record Office to try to ascertain the history of the Churchyard and the Cemetery. So far this has not taken place. In particular a definitive answer would be useful as to what part of the Churchyard has been closed and if any Churchyard area remains open. (The council will contact the Diocese again about this).
- Noted that grass cutting arrangements for the Cemetery and Churchyard are historic. The Council may have agreed to cut the Churchyard grass in exchange for use of the Church Room when Wayland Hall was out of use.

**Date for next meeting of the CWG: Tuesday March 12<sup>th</sup> 2019 6.00pm**

**Other Dates to note:**

Thursday Jan. 17<sup>th</sup> – Natural Flood Management Workshop – Pat Warwick, Jane Fountain and Clerk to attend.




Friday Jan. 25<sup>th</sup> - George Freeman meeting 5.30pm

Monday Jan. 29<sup>th</sup> am - Clerk and Deputy Clerk attending Election Training

Tuesday 12<sup>TH</sup> Feb. – 6.00pm Watton Sports Association asked to give verbal update re. grant received from TC in May 2018. 6.15pm Festive Market 2019 initial planning meeting

Thursday Feb. 21<sup>st</sup> – Breckland Town & Parish Council Forum 5.45pm Dereham



Resolution	Date of Resolution/Agenda item	Action	Lead	Current Position – 15.01.2019	Status
Investigate alternative storage space for council use	7 08.01.19	Research extension of the lease for 1 year only Look for alternative storage	Office	Agents asked about possibility of extension Town Operative to undertake research locally	
HR committee tasked with considering how to deal with nuisance and vexatious correspondence	4 08.01.19	To set date for meeting	HR Com	Date to be set	
Instruct Market Supervisor to put cones in the high street on Wednesdays to enforce the parking restrictions	4.1 11.12.18	To implement	Staff	Parking restrictions limit where cones can be positioned. To arrange visit from Highways to clarify if and where cones could be used. Copy of email from Parking operations below	

**From Martin Chisholm – West Norfolk Parking operations Manager dated 13.12.2018**

The use of cones is a matter that should be discussed with Highways, they can often be a hazard as well as an aide. Certainly you should ensure you have permission and the appropriate insurance before you place any obstruction on the highway. It may be worthwhile getting your local engineer to walk-the-course with you, they should be able to decipher the orders for you, our guys work simply on the lines/signs present at each location.










With regard to additional presence of our CEO's this might actually backfire on you; yesterday you had at last two traders with their vehicles parked next to their stall. This contravenes the orders, see below, the only provision for accompanying vehicles is for something like a fish/meat trader where the vehicle is the stall, not where the vehicle provides ad-hoc storage or a convenient place to sit as they both appeared.








12. Nothing in Articles 3(iv) and 6 of this Order shall prohibit a person to cause or permit an authorised vehicle which is constructed or modified to include a stall to wait and sell goods from that vehicle on Wednesday from 0600 hours to 1600 hours.

The more enforcement we undertake against the public the greater expectation there is of consistency so our CEO's would ultimately have the issue PCN's to these vehicles too. I cannot imagine that would go down very well with your traders.

I will task some extra visits from our CEO's but please be prepared for this not being universally appreciated.



Suggested maintenance of Jubilee Gardens and removal of fencing	Bollards agreed 02.10.17 5.3	Volunteers being sought	Sue Dent	Sue Dent Liaising with Charlie Brown from Wayland Partnership. TTSR removed fencing and replaced with bollards – work started 22.01.19	
Working Group to plant Bulbs in Church Walk	11.09.2018 4.1	Create working group	Office	Working party to plant bulbs on 20 <sup>th</sup> Jan 2019. TC agreed Memorial Garden as location on 08.01.19	
To reinstate water fountain at Memorial Garden	14. 08.2018 4.	To contact UK Power Networks	Office	Forms obtained from UK Power Networks need to research provision of unmetered supply.	
To undertake review of all Cemetery procedures and clarify Cemetery and Churchyard boundaries	24.04.18 4	To complete review	CWG	Remit to be established <b>Ongoing</b>	
To commission in-depth report before giving consideration to extending burial space at cemetery	10.07.2018 4.4	To commission report	Office	Decision to be made regarding which company to commission	
To investigate replacement of the trees in the high street planters	24.04.18 10	To discuss with contractor and NCC Highways suitability of planting either fruit or nut trees	Office	Further discussion needed Grounds maintenance contractor considers fruit or nut trees unsuitable for planters	
To seek new burial land for Watton	10.04.18 8.2	Research to be undertaken	CWG	Ongoing	
To register Wayland Hall	10.04.18 13.2	Land Registry application submitted 19.11.18	Office	Ongoing	
To review grounds maintenance contract to possibly include tree works	27.03.18 10	Contract under review	Council	Quotes have been requested – deadline for return is the 01.02.19	

To examine possibilities to provide facilities for young people	23.01.18 12		To undertake research which may include feasibility and consider budget allocation for pump track	NP Steering Group	Approaches being made to Academy - Youth Worker Michelle Bibby assisting. Meeting held with young people 08.11.18	
To obtain quotes to replace fence at Lovell Gardens	02.10.17 5.4		Quotes to be obtained To consider allocation in 2019 budget	Office	S106 funding authorised by BDC 23.01.19	
To obtain safety check on electrical fuse board and wiring at Wayland Hall	02.10.17 4.2		To obtain quotes to undertake necessary work once it is established what this is! To consider allocation in 2019 budget	Office	Quotes have been requested for 5 year electrical circuit testing and pat testing. To be an agenda item once 3 quotes have been received.	
To display photos of past mayors in Council Chamber	14/309		To collate photos and display	Office	Start made to obtain photos. May need to arrange photo session of some past Mayors. <b>Ongoing</b>	
Radar Site transfer of Open Space	24.04.2018 9.		TC agreed acceptance of land from BDC.	Office	Enquiries being made with BDC regarding any hand over. <b>Waiting to hear from Breckland Council</b>	
Survey of Wayland Hall	13/48		To investigate what survey work has been undertaken with a view to revisiting what is needed	Office	Awaiting clarification of works needed e.g boiler, electrical and plumbing	
To obtain audio-visual recording, projecting and sound amplifying equipment for Council Chamber	243.2		Finance Committee to review quotes which have been obtained so far with a view to include in 2019 budget	Office/ Finance Com	Quotes have been sought but no decisions made. Request for updated quotes made Sept 2018 no responses received.	



					13.11.18 Council resolved to commit £2000 towards two mics/speakers for use in the Council Chamber.	
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Watton Town Council  
Expenditure for January 2019

Supplier	Description	Incl vat	Invoice	Cheque	Date Paid	Pur Ord	Voucher
Breckland Council	Rates Wayland Hall Ground Floor	£302.00		Direct Debt	15.01.19		
Breckland Council	Rates Wayland Hall 1st Floor	£405.00		Direct Debt	15.01.19		
Breckland Council	Rates Linmore Court	£223.00		Direct Debt	15.01.19		
Breckland Council	Rates Toilets	£187.00		Direct Debt	25.01.19		
Breckland Council	Rates Market	£78.00		Direct Debt	25.01.19		
Breckland Council	Rates Clock Tower	£23.00		Direct Debt	07.01.19		
E.on	Electricity Industrial Unit	£6.00		Direct Debt	02.01.19		
Npower	Electricity Public Toilets	£59.00		Direct Debt	02.01.19		
Npower	Electricity Wayland Hall	£112.00		Direct Debt	02.01.19		
Scottish Hydro	Gas Wayland Hall	£819.87		Direct Debt	28.01.19		
Anglia IT Solutions	IT for January	£135.36		Direct Debt	02.02.19		
Anglia IT Solutions	Annual Hosting	£187.48		203798	22.01.19		
Teletrac Navman	Van Tracking	£50.40		Direct Debt	01.02.19		
BT	Phone Services	£150.35		Direct Debt	27.12.18		
BT	Internet Services	£219.72		Direct Debt	29.01.19		
Cooleraid	Watercooler	£18.96	1856	203799	22.01.19		
EBS	Photocopy service charges	£66.07	2685	203800	22.01.19		
Staff Costs	Salaries	£6,495.38		SO	20.01.19		
Swaffham Town Council	Project Support	£1,126.94		G098	22.01.19		
HMRC	PAYE	£1,796.90		203796	15.01.19		
Norfolk Pension Fund	Staff Pension	£2,175.64		203797	15.01.19		
Barclays	Bank Charges	£1.66			09.01.19		
CGM Group	Toilet Cleaning	£1,185.40	9481	203828	31.01.19		
Myhills	Consumables	£4.25		203802	22.01.19		
SFC Ltd	Consumables	£139.88		203803	22.01.19		
J.R Evans	Cemetery Skip	£130.00	1076	203804	22.01.19		
Esso UK/Watton Service	Fuel	£35.63		203806	22.01.19		
TTSR	Grave Digging Service	£630.00	2953	203807	22.01.19		
TTSR	Gardening Contract	£4,688.92	3017	203808	22.01.19		
Staff A James	Phone Top up	£10.00		203809	22.01.19		
Watton Sports Centre	Hire of Hall for 11.11.18	£240.00	98082	203810	22.01.19		
Future Environomics	NP Project Management Nov 18	£1,546.88	128	203812	22.01.19		
Future Environomics	NP Project Management Dec18	£496.88	133	203813	22.01.19		
Survey Monkey	NP Professional Plan	£408.00		Bacs	30.01.19		
Breckland Council	By Election	£6,531.88	8529	203814	22.01.19		
Auditing Solutions Ltd	Internal Audit Service	£516.00	5772	203815	22.01.19		
Norfolk County Council	Road Closure - Antique Fair	£36.00		203795	07.01.18		
M.C.L	Annual Maint. Boiler	£110.40	6547	203816	22.01.19		
Councillor Tina Kiddell	Expenses	£18.90		203817	22.01.19		
Land Registry	Land Search	£9.00		Direct Debt	22.01.19		
ESPO	Office paper	£72.90	2082	203818	22.01.19		
Thetford Town Council	Mayors Charity Ball	£54.00		203819	22.01.19		
Norfolk ALC	Election Training	£72.00	2393	203820	22.01.19		
Ross Halsey Electrical	2018 Christmas Lights	£8,605.50	1301	203823	22.01.19		
Stevens Almshouses	Donation	£3,000.00		203824	24.01.19		
NPTS	Essential Update Seminar	£90.00	17959	203825	25.01.19		
Wayland Partnership	Business Breckfast	£11.50		203827	30.01.19	Event Cancelled Cheque returned	
	<b>Total</b>	<b>£43,182.15</b>					
Current Account	Bank Stat shows on 07.01.2019	317,703.67					
Business Premium	Bank Stat shows on 07.01.2019	177868.14					
December 2018 income		10000.33					