

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday February 12th 2019 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, Jane Fountain, Stan Hebborn, Sue Hebborn, Margaret Holmes, Alysha Houlder-Moat, Kathryn Stallard, Pat Warwick.

Officers Present: Jane Scarrott Town Clerk

Also present: 3 members of the public.

1. APOLOGIES FOR ABSENCE RECEIVED

Apologies accepted from Keith Gilbert, Tina Cruz, Daniel Fishlock, Colin Hay and Darren Tortice.

2. NO DECLARATIONS OF INTERESTS MADE

3. CONFIRMATION OF MINUTES 22.01.19

The minutes of the meeting held on January 22nd 2019 were agreed as a true record of the meeting and were signed by the Chairman.

Noted that the Manager of Cranswick Country Foods has been contacted and asked to attend a future Town Council meeting. No response has yet been received and Cranswick Head Office will now also be approached.

4. REPORTS

4.1 Chairman's Report

Written report included in agenda pack for meeting.

Some discussion from report regarding the number of Council meetings and whether there should be only one meeting per month rather than the current two. It was strongly felt that the current calendar of two Full Council meetings per month remains appropriate.

4.2 Clerk's Report

Written report submitted in agenda pack.

Verbal update given:

- Great British Spring Clean 2019 will take place 22nd March to 23rd April.

The Council acknowledged that it would support a resident of Walnut Grove, Watton who has requested that a no cold calling zone be established for the whole of Walnut Grove.

It was suggested three places should be booked for Cemetery Training on June 26th and those attending will be agreed after the elections in May.

5. PUBLIC PARTICIPATION

Members of the public present requested support from the Town Council in objecting to planning application 3PL/2019/0010/F. As is accepted policy the Town Council was in agreement to submit comments as presented by the parish within which the application falls and therefore objections made by Saham Toney Parish Council will be supported. Objections from the Watton Neighbourhood Plan Drainage Group will also be endorsed.



6. FINANCES

6.1 Membership of Wayland Chamber of Commerce

It was resolved not to subscribe to Wayland Chamber of Commerce for 2019. A letter will be sent to the Chamber informing them of this and the reasons why. It was noted that a representative from the Council would still be willing to attend future meetings of the Chamber of Commerce.

6.2 Neighbourhood Plan Expenditure

It was resolved to include expenditure, estimated at £60 for Land Registry searches and printing costs for 168 letters, as requested by the Drainage Group, in the Neighbourhood Plan budget.

6.3 Hire of skip

It was resolved to hire a skip up to the value of £250 to enable rubbish to be cleared from the Town Council Unit.

6.4 Council Chamber lighting

It was resolved to accept the quote from the Council's preferred electrical contractor to replace lighting in the Council Chamber with LED lighting.

6.5 Jubilee Garden

It was resolved to allocate a budget of £200, from the grounds maintenance contingency pot, towards work at Jubilee Garden.

7. GROUNDS MAINTENANCE AND GARDENING CONTRACTS 2019

For reasons of commercial sensitivity it was resolved to pass a resolution to exclude the public and press at the end of the agenda items to allow private discussion of the grounds maintenance and gardening contracts.

8. ANNUAL TOWN MEETING 2019

It was resolved to allocate expenditure from the Events contingency pot to fund expenses associated with the Annual Town Meeting which will be held at the Queen's Hall.

9. MARKET TRAFFIC REPORT

Having considered new information the Council resolved to reverse a decision made in November 2018 and will now commission a report at a cost of £800 plus VAT, from Norfolk County Council Traffic Team, relating to Health & Safety aspects of the Wednesday Market.

10. WAYLAND HALL LAND REGISTRY APPLICATION

It was resolved, with one vote against, to consider all previous documentation fully and consider costs to challenge registration, before deciding how to proceed with registration of Wayland Hall.

Tina Kiddell requested that it be noted she voted against this resolution.

A further extension to the time to complete registration will be requested.

11. WATTON WORKING TOGETHER

It was resolved that the Town Council would act as facilitator for 'Watton Working Together'.

12. FACULTY APPLICATION

It was resolved to submit a Faculty application for replacing the grass in the ashes area at Watton Cemetery with gravel.



13. COMMUNICATIONS AND SOCIAL MEDIA POLICY

It was acknowledged that the Town Council Communications Policy is due for review and this will be undertaken by the HR Committee which will make recommendations to the Full Council. Consideration will be given to ensuring the Communications Policy is in line with the Social Media Policy and a procedure for dealing with persistent complaints and vexatious correspondence will be included.

Councillors were reminded that the Purdah period for Breckland, which will lead up to the Local Elections 2019, is 20th March to May 2nd.

14. PLANNING: To consider planning applications received for consultation

14.1 3PL/2019/0053/F - 3 bed dwelling and single garage - WATTON: Plot next to 115 Brandon Rd 115 Brandon Road Watton

The Town Council will object to this application citing the Watton Neighbourhood Plan Drainage Group comments.

14.2 3PL/2017/1087/F - Erection of 9 dwellings and ancillary works - Rear of 121A Brandon Road, Watton

The Town Council will object to this application citing the Watton Neighbourhood Plan Drainage Group comments.

A resolution to exclude the public and press was passed to consider the following:

1. Grounds Maintenance and Gardening Contracts 2019

It was resolved to continue with the current contactor to undertake Town Council grounds maintenance and gardening works for the 2019 season.

It was resolved to allocate £1000 to grub out the hedge to the west side of the Lovell Gardens Play Area.



Item 4.1

CHAIRMANS REPORT FOR THE 12TH FEB

Friday the 25th Jan was probably the busiest I've been since becoming Mayor of Watton.

It started out with an interview with Nick Conrad on BBC Radio Norfolk regarding the letters I've been receiving. I managed to turn it away from that and spoke at length about the Sky News report done the previous day and the work that we are trying to do to bring our High Street back to life. I advertised the big WATTON WORKING TOGETHER meeting which was held later that same day. I then rushed off to a 45-minute quick lunch at Thorpe House care home, the theme of which was a Burns lunch. This was an eye opener, such a lovely place with such great staff, eye-opening in that, there is only one designated nurse practitioner from Watton Medical Practise that covers the whole of all the care homes in our district of Watton. That's a lot of people. I was staggered to find that out.

From here I rushed to the launch of TRIPSTART in Dereham, this is a bus service opposed to the kickstart mopeds, run by the same people and supported by Breckland and the Department of Work and Pensions. It is a great idea and will help our youth get into work who cannot drive, it is accessed from the job centre and aimed at 18 to 25 yr. olds.

From here it was another rush back here to the office to get ready for our Watton Working Together Meeting, which I hasten to add was a huge success. From this meeting I'm hoping we will have more local support and partnership working to access funds for projects. Jane has sent out the run down of the evening. We have scheduled another meeting for the 25th Feb.

26th Jan I went along to the open day at Richmond Park Golf Course to see what was going on there. Pat came with me and Peter Bishop was there too, between us I think we asked a lot of questions. I must say I think it is a very exciting venture and it will, in one fell swoop lift Watton to new heights and indeed put us on the map.

29th Jan Jane Scarrott and I went to the meeting with Michelle Bibby from the YAB. It was a great interaction with the youth that were there, and a plan of action was formulated by the YAB. Jane and I are going with them on a tour of skate parks and a man who specialises in designing them will be coming along too. It is hoped that we will get a wish list that Michelle can then take to funding streams to ascertain needed funds. So, we are inching forever closer to the much-needed skate/pump/ park/track.

30th Jan several of us met with John Mullen from Breckland regarding the Market Town Initiative money, we have compiled or rather Sue Dent has, a shopping list to go to Breckland, and for us to express an interest in.

Later the same day I went to see the pantomime at the Queen's Hall. It was a good show with lots of local talent.

A couple of things I'd like us to think about and we can discuss at Council.

1. Our Town Meeting is fast approaching, it would be lovely if we could put some information up in the hall regarding all the work we have done this year, Neighbourhood Plan, drainage etc, maybe open the doors an hour before the

meeting and get people to mingle, network and have a couple of biscuits with a cup of tea. It would be a great PR exercise especially if we have it at the Queens Hall and have the bar open after the meeting. I really think it would be a good way to showcase the work we have done and to get the town together talking, which as you all know has been my theme throughout the year, WATTON WORKING TOGETHER.

2. With all the committees and working groups that we have on Council, do you think that it might be an idea to do as many other councils, Breckland included, to have a once a month meeting rather than the two a month now? It would help enormously in the office with admin and it would give us as Councillors a chance to follow up on things much more. As it is now, we don't get much time to have a meeting with regard to things that come up at Council, so therefore in some instances nothing gets done because we are then off on another track. Yes, it would make the meeting slightly longer and we would have to change our Standing Orders to reflect this, but I truly think it would be worth it. It would be much more time effective. Anyway, have a think and we can talk about it at Council.

Tina Kiddell

Chairman Watton Town Council

Item 4.2

Clerk's Report 04.02.19

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. TRO Road Closure Attleborough Road, Caston e-mailed forwarded 04.02.19
2. Police Connect 25.01.19
3. Breckland District Council (BDC) Warm Homes Partnership Funding 04.02.19
4. BDC Have You Wanted To Stand For Council 04.02.19
5. TRO Norwich Road 30.01.19
6. BDC Mat Ricardo v's The World 04.02.19
7. BDC Pilot Project Set To Break Employment Barriers 04.02.19
8. Hare & Barrel Nomination for Assets of Community Value 02.01.19
9. Community Action Newsletter 04.02.19

Update since last Town Council meeting:

- Correspondence has been sent to the Managing Director of Cranswick Foods and BDC Environmental Health re. the anti-social concerns around human waste being found in the Brandon Road area. It was noted that the Police have only received one report relating to the issues raised and at the recent Safer Neighbourhood Action Plan Meeting it was stressed that incidents do need to be reported.

Received following reply from Environmental Health:

"Further to your website submission regarding the above matter [human waste], this type of issue is something that would be dealt with by our Anti-social behaviour team. I have spoken to an officer from that team and he has advised me that at this time we have not received any complaints or representations from the residents affected. Until we receive complaints from those affected no investigation or action would be taken, should the residents wish to report the matter, antisocial behaviour can be reported online using the following link

<https://ocs.breckland.gov.uk/OCSBreckland/ServiceRequests/Default/NuisanceComplaint>. I would advise you to request that anyone affected by the issue first contact the police to report the matter and then contact our antisocial behaviour team to discuss the matter further."

- It was noted at the SNAP meeting that a crime prevention walk has been undertaken around Watton and that it has been suggested, amongst other actions, that improved lighting along Church Walk could be beneficial. A request has been made to obtain a copy of the report re. the walk.
- The Mayor agreed to attend the Wayland Business Breakfast to show support for Paul Adcock, who following the meeting joint chaired by Tina Kiddell and George Freeman, has been attempting to establish an association of High Street Traders as part of Watton Working Together.

- The Chairman of Watton Medical Practice Patients Participation Forum is pleased that relevant analysis of the Neighbourhood Plan will be shared with the group and has suggested that the Town Council might like to have a representative attend Forum meetings. It has been suggested this will be considered after the elections in May.
- Liz Whitcher has been booked to attend the relevant BDC Planning Committee Meeting to speak on behalf of the Town Council against the planning application 3PL/2018/0952/O - Erection of up to 180 dwellings at Thetford Road Watton.

Market Town Initiative

John Mullen BDC Market Towns Initiative Project Coordinator visited Watton again on Jan. 30th and from discussions at the meeting Sue Dent has compiled an Expression of Interest to be submitted to BDC re. a project for the High Street (attached). This initial draft can be amended or added to but John was keen for the Town Council to get something on the table as a basis for further discussion.

Cemetery Training

Wednesday 26 June 2019

£60 + VAT

10am – 2.30pm

Lunch included

2.5 CPD Points

Wereham Village Hall

Aims:

To provide an understanding of the legal, administrative and financial duties of parish and town councils for the provision, management and maintenance of civil cemeteries and both closed and open Church of England churchyards. To provide an understanding of the legal and practical issues around the safety testing, repairs and reinstatement of memorials.

This event is aimed at parish and town clerks, administrators and councillors who currently have responsibility for burial services or who may be running out of new grave space. It could also be of benefit to full and part-time cemetery staff.

Suggest unnamed places are booked as there is no certainty, thinking of the May elections, who may be available to attend!

Topics covered include:

- Burial law and record keeping
- Exclusive rights of burial – grants, transfers and extinguishing
- Cemetery regulations and fees
- Maximising burial space including grave re-use
- New burial space provision in Neighbourhood and District Local Plans
- Burial arrangements for other faith groups

- Closure and maintenance of Church of England churchyards
- Grave digging – legal duties and good practice
- Fixing, risk assessing and stability testing of memorials and monuments in cemeteries and churchyards

A representative from the Diocese of Ely will be invited along and a site visit to a nearby closed churchyard (weather permitting) will take place after lunch.

This course is led by Alan Fairchild MBE, FSLCC, Cemetery Advisor to the Society of Local Council Clerks, Member of the Ministry of Justice Burials & Cremation Advisory Group & Board Member of the British Register of Accredited Memorial Masons (BRAMM).

Breckland Outdoor Sport and Play Fund

Town Council received grant some time ago (Amount awarded: £2,865.00) to replace the 'Zig Zag Twister' and contribute to any other eligible equipment at the Sports Centre Play Area.

As the twister was repaired rather than replaced there is around £2000 left in this pot. Suggest that the TC looks to provide another piece of play equipment to spend the money.

Linmore Unit Lease

Update: The landlord of the Linmore Unit would be willing to allow Watton Town Council to remain in occupation beyond the expiry of the fixed term of the lease at a rent of £6,000 per annum, on the basis that the continuation tenancy could be brought to an end on minimum three months' notice thereafter.

6 year tenancy is offered at £5500 pa.

We are still investigating alternative premises.

Portal Avenue Trees

Concern has been raised regarding the trees being removed at Portal Avenue. There are trees to be removed in order to facilitate the approved planning permission but the majority are trees that have been highlighted for removal due to condition. This was as a result of a survey submitted and a tree works application which was approved last year. Details can be found under reference TRE/2018/0218/TPO.

Dates to note:

Thursday Feb. 14th – Clerks Essential Update - Clerk and Deputy booked to attend

Thursday Feb. 21st – Breckland Town & Parish Council Forum 5.45pm Dereham (TK, JF, PW and Clerk booked to attend)

Thursday Feb. 21st – YAB Conference Abbey Conference Centre Norwich

Monday Feb. 25th 5.30pm – Watton Working Together meeting

Thursday Feb. 28th - Children's Centre Steering Group meeting 1.00pm

Thursday March 7th - Breckland Town Council Clerk's meeting in Watton TC Office (hope this is ok?)

Tuesday March 12th - CWG meeting 6.00pm

Thursday March 14th - Norfolk ALC Spring Seminar (PW, JF and Deputy Clerk booked)

Wednesday March 27th- SNAP meeting

Also to note - the staff have days holiday to take before the end of the holiday year (March 31st) with days not taken to be carried over into April or lost.

Clerk to be on holiday from March 18th to April 1st with one more day's holiday still to book.

Deputy Clerk off Feb. 6th, 7th 8th with three days to take in April.

Support Clerk off Feb. 18th – 25th with three days to take in April.