



Watton Town Council

Wayland Hall, Middle Street, Watton, Thetford, Norfolk IP25 6AG Telephone: 01953 881007
Website: www.wattontowncouncil.gov.uk Town Clerk: Mrs Jane Scarrott clerk@wattontowncouncil.gov.uk

To All Members of the Council

You are hereby summoned to attend the Meeting of the Full Council to be held at Wayland Hall Council Chamber, Middle Street, Watton, Norfolk IP25 6AG on Tuesday 14th May 2019 at 7.00pm for the purpose of transacting the following business.

J. Scarrott – Town Clerk

8th May 2019

| ITEM | AGENDA | PAGE |
|------|--|------|
| 1. | To elect the Chairman/Town Mayor for the year 2019/2020 – nominations to be made at the meeting | |
| 2. | Chairman to sign the Declaration of Office as Chairman and Town Mayor | |
| 3. | To present the out-going Chairman with their Past Chairman's Badge | |
| 4. | To elect the Vice Chairman for the year 2019/2020 | |
| 5. | To appoint representatives to outside bodies | |
| 6. | To accept Apologies for Absence | |
| 7. | To note Declaration of Members personal, prejudicial and disclosable pecuniary interests in respect of items on the Agenda | |
| 8. | To agree to grant Dispensation to Councillors in relation to The Charlotte Harvey Trust | |
| 9. | To consider whether Agenda Packs should be provided in hard copy as well as electronically – Tick sheet to be completed at the meeting. | |
| 10. | Minutes | |
| 10.1 | To confirm that the minutes of the meeting held on 23 rd April 2019 are a true and accurate record | |
| 10.2 | To receive update on matters arising from the minutes of the meeting held on 23 rd April 2019 not already on the agenda. | |
| 11. | To resolve that the Council meets the prescribed conditions to use the General Power of Competence | |
| 12. | To receive Reports: | |
| 12.1 | Chairman's Report | |
| 12.2 | Vice Chairman's Report | |
| 12.3 | Clerks Report | |
| 12.4 | HR Committee | |
| 12.5 | Finance Committee | |
| 12.6 | Cemetery Working Group | |
| 12.7 | Watton Neighbourhood Plan Steering Group (Verbal Report at meeting) | |
| 12.8 | Church Walk Working Group | |
| 12.9 | To note PEPSO quarterly Report | |
| 13. | To resolve that the PEPSO be asked to attend the next full Council Meeting to participate in a discussion with Councillors on the progress and future development of the Council's agreed target project areas, i.e. the Market and Youth Provision. | |
| 14. | To note Terms of Reference for HR and Finance Committees and NP Steering Group | |
| 14.1 | To elect HR Committee Members | |
| 14.2 | To elect Chairman of the HR Committee | |
| 14.3 | To elect Finance Committee Members | |
| 14.4 | To elect Chairman of the Finance Committee | |
| 14.5 | To confirm Council Members of Watton Neighbourhood Plan Steering Group (NP) | |
| 14.6 | To elect Church Walk Working Group Members | |

| | | |
|------|--|--|
| 15. | To confirm Cheque Signatories for Town Council Bank Accounts | |
| 15.1 | To appoint councillor as Internal Control Officer (Financial Regulations 2.2) http://www.wattontowncouncil.gov.uk/wp-content/uploads/2018/07/Financial-Regulations-Jan-2016-FINAL2.pdf | |
| 15.2 | To agree that Accounting Solutions will remain as Internal Auditors for Watton Town Council for 2019-2020 | |
| 16. | Public Participation | |
| 17. | To note response from Breckland Council regarding increase of special expenditure for Watton | |
| 18. | To confirm all staff to be employed under the National Joint Council Green Book Terms as recommended by the HR Committee | |
| 19. | To accept quote from preferred contractor of £1,800 for works on the trellis and fencing at Jubilee Gardens | |
| 20. | Planning: To consider consultation response to planning applications received since the last Full Council meeting | |
| 20.1 | 3PL/2019/0442/HOU - Single storey extensions to side & rear of dwelling - WATTON: Audley House 121A Brandon Road Watton http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2019/0442/HOU | |
| 20.2 | 3PL/2019/0251/O - Outline application for six dwellings - Land to Rear 3 & 3a Dereham Road Watton http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2019/0251/O | |
| 20.3 | 3PL/2019/0487/VAR - Variation of Condition No5 on 3PL/2014/1378/F - with regard to removal of trees - Ex RAF Officers Mess Site(Heritage Park)Portal Avenue Watton/Carbrooke IP25 6HR http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2019/0487/VAR | |
| 21. | To pass a resolution to exclude the press and public to consider legal matters and Cemetery complaint | |
| 21.1 | To agree £70.00 fee for Small Claims Court Application | |
| 21.2 | To note complaint received regarding Grave Digging at Watton Cemetery | |