

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday April 23rd 2019 at 7.00pm

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

Councillors Present, Tina Kiddell, Beryl Bunning, Peter Bishop, Tina Cruz, Daniel Fishlock, Jane Fountain, Keith Gilbert, Stan Hebborn, Sue Hebborn, Alysha Houlder- Moat, Kathryn Stallard, Pat Warwick.

Officers Present: Jane Scarrott Town Council Clerk

1. APOLOGIES FOR ABSENCE RECEIVED AND ACCEPTED FROM

Colin Hay

2. DECLARATIONS OF INTERESTS MADE

Pat Warwick and Tina Kiddell declared an interest in item 6.1 as they are included on the payments for approval list.

Daniel Fishlock declared an interest in item 12.

Peter Bishop and Kathryn Stallard declared an interest in items 16.1 and 16.2.

3. CONFIRMATION OF MINUTES 09.04.19

3.1 The minutes of the meeting held on April 9th 2019 were agreed as a true record of the meeting and were signed by the Chairman.

3.2 Update from minutes of April 9th 2019

Item 9 - Noted that signed minutes will now be available and documents can be collected from the solicitors as resolved.

4. REPORTS

4.1 Chairman's Report

Verbal report given, hard copy of report filed

- The Motorbike Meet organised by the King's Arms, held on Sunday April 21st, was felt to be an extremely good event for the town.

It was **resolved** to adopt a policy to routinely write, or publish, a letter of thanks to businesses which bring visitors to the town.

- The Town Crier has offered to organise a Heritage Walk around the town with profit raised to be given to the Mayor's Charity.
- The market stall surgery held every other Wednesday by the Mayor has proved to be an invaluable engagement opportunity.

It was **resolved** to continue holding a surgery on the market with a rota to be compiled for Councillors to share the duty of manning the stall.

4.2 Vice-Chairman's Report

Nothing to report

4.3 County Councillor's Report

Councillor Claire Bowes not present due to ill health. No report received.

4.4 District Councillor's Report

Keith Gilbert had nothing to report other than all is quite quiet at Breckland District Council at present.



No other District Councillors present.

4.5 Police Report

Police not present. It was noted that recent crime figures were available at the Annual Town Meeting and were included in Councillors' agenda packs.

4.3 Clerk's Report

Written report submitted in agenda pack.

Verbal update given:

- Thanks voiced from the Neighbourhood Plan (NP) Steering Group for the work undertaken by Colin Hay, Peter Bishop and Kathryn Stallard to deliver the NP questionnaire and enter data from the questionnaire to Survey Monkey. A draft NP policies document should be presented in the near future.
- Noted that the Loch Neaton Charity is hoping to submit an application for s106 funding of around £30,000.

5. WORK IN PROGRESS UPDATE

Councillors had received a copy of the updated Watton Town Council's Work in Progress list in their agenda pack.

- Investigation is ongoing regarding purchase of audio-visual equipment for the Council Chamber. Equipment trialled at a past meeting was felt to improve the quality of sound recording and, as agreed, up to £2000 could be spent to purchase similar equipment.

6. FINANCE

6.1 Payments for April 2019 were approved for payment as presented, with the addition of a direct debit payment of £219.72 for BT Broadband.

It was **resolved** to engage consultancy support to finalise the end of year accounts, as in previous years, at a cost of £325 plus travel expenses.

6.2 The draft Finance Minutes for the meeting held on 12th April 2019 were noted.

6.3 Recommendations from the Finance Committee:

- i. It was **resolved** to accept the one year insurance quote from BHIB (underwritten by Aviva) as recommended by the Finance Committee.
- ii. It was **resolved** to enter into a 12 month contract with British Gas Lite for supply of electricity to the public toilets as recommended by the Finance Committee
- iii. It was **resolved** that £500 would be spent to advertise Town Council events in Wayland News as recommended by the Finance Committee

7. HR

7.1 Draft minutes from the HR Committee meeting held on April 11th 2019 were noted.

7.2 It was **resolved** to accept the draft Staff Handbook as presented and recommended by the HR Committee.

7.3 It was **resolved** to ratify the current Health & Safety Policy as reviewed and recommended by the HR Committee. Next scheduled review to be in 2021.



8. WORKING WITH THE YOUTH ADVISORY BOARD AND BENJAMIN FOUNDATION

If the Town Council is to continue partnership working with other groups it is suggested some formalisation and structure is needed to work within and give direction. Thus draft Terms of Reference were presented for consideration and this matter will be an agenda item again at the next meeting of the Town Council.

It was also **resolved** that, in order to provide updates on work undertaken, short reports from Council Committees and Working Groups (Finance Committee, HR Committee, Neighbourhood Plan Steering Group, Church Walk Working group and Cemetery Working Group) should be presented by the Chairman of each group at the first meeting of the new Council on May 14th.

9. SERVICE LEVEL AGREEMENT (SLA)

It was **resolved** that a draft Service Level Agreement be drawn up between the Town Council, the Benjamin Foundation and the Charlotte Harvey Trust which can be considered as a matter of urgency by the three parties.

10. POLICE LETTER OF SUPPORT

It was **resolved** to send a letter, signed by the Chairman, to Norfolk Constabulary in support of maintaining two Police Beat Managers in Watton.

10.1 It was **resolved** that, as requested, the Chairman should take part in a short informal video voicing the thoughts of the Town Council on current policing in the area. This should include that the Town Council is appreciative of current police support and efforts, especially in the current climate of cut-backs, but to note that two Beat Managers for the area would be beneficial.

11. RELOCATION OF HIGH STREET PLANTERS

It was **resolved** to ask the town Retail Group to compile a definitive plan as to where planters might be sited in Watton High Street.

12. HARE & BARREL

It was **resolved** to support the application being made by "The Community Group" to list the Hare & Barrel pub as an Asset of Community Value.

13. CEMETERY BENCH

It was **resolved** to accept a financial donation which would be used to replace a seat in the Cemetery with a recycled plastic bench to match two others recently replaced.

14. THETFORD ROAD ALLOTMENTS

It was **resolved** to accept the quote received from the preferred contractor to clear the allotment edge at the Thetford Road allotment site.

15. ABEL HOMES S106 AGREEMENT

It was **resolved** to write to Abel Homes thanking representatives for attending the Town Council meeting on 09.04.19 and to ask Abel Homes to confirm in writing, that any attenuation tanks under open spaces that are intended to be transferred to the Town Council under a s106 agreement, will be the sole responsibility of Anglian Water in perpetuity.

16. PLANNING: To consider consultation response to planning applications received since the last Full Council meeting



16.1 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 **resolved** to send a letter to Breckland District Council to request a longer period in which the Town Council could pass comment on this application with a view to holding a meeting to discuss the application with interested parties prior to drafting any recommendations.

16.2 3PL/2019/0384/D - Reserved matters application for 180 dwellings, provision of recreational facilities, site access & associated works, following outline application 3PL/2014/1253/O - Watton: Land Off Thetford Road Watton – *refer to above resolution*

16.3 3PL/2019/0381/HOU - Demolition of Existing Conservatory and Erection Garden Room and Kitchen/Utility Room Extension - Redhill Farm Redhill Lane Watton IP25 6RE

No objections

Ben Warwick
14.5.19.

CHAIRMANS REPORT FOR THE 23RD APRIL

This is my last report for council, so, id like to take this opportunity to thank you all for your support.

Friday 12th April, I attended the Mayor of Swaffham's civic reception.

Easter Sunday was the first bike meet in Watton organised by the Kings Arms, I know this was not a town council event, but I felt it needed to be mentioned as Harvey, single handidly put Watton on the map. Id like to suggest that we send him a congratulatory letter on an amazing achievement for the town. I have never seen so many bikes in the town.

Mike Wabe, our town crier has been in the office today and has said he will run and organise the Heritage walk which he has formulated, after taking a small remuneration will give the office the money from the walk to go into the mayoral charity pot.

I am on the market tomorrow, this I have found, is a valuable way to interact with the public and council have made some great contacts, its also a good way of advertising our events. Im not suggesting it always has to be the mayor that stands there, but I'd like to suggest that it is something that council would consider continuing, by having a presence in the market as an engagement tool.

That's all from me.

Tina Kiddell

Chairman Watton Town Council.

Clerk's Report 17.04.19

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 ALC 09.04.19
2. TRO Harvey Street April 29th – May 3rd 11.04.19
3. Police parish Newsletter 12.04.19 (copy in agenda pack)
4. Community Action Norfolk (CAN) Funding News 17.04.19
5. CPRE Rural Housing Seminar - date for diaries September 12th 2019. More info. to follow nearer the date.
6. TRO Cley Lane Saham Toney 17.04.19
7. Community Action Norfolk (CAN) Newsletter 17.04.19
8. Police Connect messages – 11.04.19 and 17.04.19

S106 Funding

Breckland District Council S106 Monitoring Office has provided the following information which shows S106 money Breckland is holding S106 which can be used for projects in your area.

The amounts we currently hold are listed below

Watton

3PL/2009/1084 & 2013/0798	£13,440.00	Spend by 23/03/2020
3PL/2013/0995	£4,480.00	Spend by 19/11/2019
3PL/2014/0330	£240.00 £21,840.00	Spend by 20/12/2020
3PL/2007/0262	£13,034.94 £52,655.96 £22,896.10	Spend by July 2022

All projects must comply with the obligation contained in the relevant S106 agreement, and must be approved by the Council.

Market Safety Report Update

Julian Fonseca BSc (Hons) CITS EngTech MCIHT MSoRSA, Engineer
Network Safety & Sustainability

Community & Environmental Services, Norfolk County Council

Julian is to compile a report as commissioned by the Town Council re. road safety.

Julian visited Watton on 10.04.19 and was guided around the market by Michelle Tina, and Keith as Market Supervisor.

He will shortly start writing up his report but his initial thoughts from walking around the market were that it generally appears to be working well. Julian acknowledged that some of the spilling out of stalls into the carriageway is undesirable but traffic

generally appeared to be well behaved, and the cones with hazard tape, whilst far from perfect were doing an acceptable job of denoting these areas.

VE Day 75

Please can Councillors look at the information supplied (in agenda packs for 09.04.19 and 23.04.19) and consider which events the TC might wish to register to take part in.

Thetford Road Allotments

Only one allotment (No.21) remains unlet for the forthcoming year but if work is to be undertaken to clear the edge of the site it would be helpful to use this empty allotment to spread some of the soil which is currently piled around the edge.

Dates to note:

Monday April 29th 10.30am – HR Com. Meeting

Friday April 12th 11.00am - Finance Com.Meeting

Thursday April 25th – 10.30am Watton & Swaffham Partnership Meeting at Swaffham

Friday April 26th – Civic Reception

Friday July 12th - Norfolk SLCC Summer Conference at Carrow Road

Please be aware of the dates for the meetings of the Town Council in May –

May 14th - first meeting of “new” Town Council (Declaration of Acceptance of Office Forms to be signed by all Councillors)

May 28th - Town Council meeting

Expenditure for April 2019

[illegible]