

Minutes of the meeting of WATTON TOWN COUNCIL meeting held on

Tuesday May 14th 2019 at

Wayland Hall, Middle Street, Watton, Norfolk IP25 6AG

Councillors Present:– Pat Warwick - Chairman, Peter Bishop, Beryl Bunning, Jane Fountain, Keith Gilbert, Stan Hebborn, Sue Hebborn, Tina Kiddell, Keith Prince, Kathryn Stallard.

Officers Present: Jane Scarrott Town Clerk

5 members of the public

1. ELECTION OF CHAIRMAN

Pat Warwick was nominated and seconded as Chairman and with no further nominations duly elected.

2. CHAIRMAN SIGNED DECLARATION OF ACCEPTANCE OF OFFICE

3. OUTGOING CHAIRMAN PRESENTED WITH PAST CHAIRMAN BADGE

4. ELECTION OF VICE-CHAIRMAN

Jane Fountain was nominated and seconded as Vice-Chairman and with no further nominations duly elected.

5. REPRESENTATIVES TO OUTSIDE BODIES

It was accepted that those Councillors who have previously attended meetings of other bodies will continue to do so and will report back to Watton Town Council.

Pat Warwick attends meetings of the Twinning Association, Wayland Partnership and Wayland Chamber of Trade. Tina Kiddell attends meetings of Watton Sports and Social Club. The Chairman and Vice-Chairman will attend Watton and Swaffham Partnership Meetings.

6. NO APOLOGIES – all Councillors present.

7. DECLARATIONS OF INTERESTS MADE

Stan and Sue Hebborn declared a personal interest in item 20.3.

8. DISPENSATION

It was resolved that all Councillors should be granted a four year dispensation relating to the Charlotte Harvey Trust.

9. AGENDA PACKS

It was resolved that Councillors should receive a hard copy of the agenda pack for Town Council meetings if they have so requested.

10.1 CONFIRMATION OF MINUTES 23.04.19



The minutes of the Town Council meeting held on 23rd April 2019 were accepted as a true record of the meeting and duly signed by the Chairman.

10.2 UPDATES FROM MINUTES OF 23.04.19

- Item 9 09.04.19 – paper relating to Church Walk collected from solicitors 08.05.19
- Item 4. 23.04.19 - Letter of thanks sent to Harvey Woodyatt for arranging the Motorbike Meet on 21.04.19 and thanks to be published in the Wayland News.
- Item 4. 32.04.19 – Provisional dates for Heritage Walks to be led by the Town Crier set for 14.06.19 and 08.09.19.
- Item 4. 23.04.19 - Rota to be completed by Councillors to share duty of manning market stall.
- Item 6 23.04.19 – End of year accounts completed, insurance quote accepted, electricity supply contract for the public toilets signed and advertisement space booked in the Wayland News for TC events.
- Item 8 23.04.19 – Nothing to report but to consider further at the TC meeting on 28.05.19. To include consideration of draft Terms of Reference for Council Youth Partnership Group.
- Item 9 23.04.19 – Partnership Working – The Benjamin Foundation has now suggested that they first put together a letter of engagement which briefly details partnership arrangements and outlines plans for the next 6 months. Ongoing.
- Item 10 23.04.19 – Letter sent to Police re. maintaining two Beat Managers in Watton. Acknowledgement of receipt received.
- Item 11 – The retail Group has not yet been approached regrading compiling a definitive plan as to where planters might be sited in Watton High Street.
- Item 12 - The Hare & Barrel is to re-open as a pub and hotel with no further action to be taken to convert it to a rehabilitation centre. Therefore the application to list the Hare & Barrel as an Asset of Community Value has been withdrawn. It was resolved to write to those who fought the change of use to say “well done!”
- Item 15 23.04.19 - Confirmation received from Abel Homes that:

“I can confirm that the attenuation tanks and drainage underneath the open spaces will be adopted and maintained in perpetuity by Anglian Water and in the case of the attenuation under Entrance Green by NCC in perpetuity.”

Paul LeGrice FCA BSc (Hons)

Managing Director



- Item 16.1 23.04.19 - Meeting held re. planning applications 3PL/2018/0952/O and 3PL/2019/0384/D. TC has until 21.05.19 to submit comments relating to 3PL/2018/0952/O.

11. GENERAL POWER OF COMPETENCE (GPOC)

It was resolved that Watton Town Council meets the conditions prescribed by the Secretary of State (General Power of Competence) (Prescribed Conditions) Order 2012 and thus is able to use the General Power of Competence.

12. REPORTS:

12.1 CHAIRMANS REPORT – no report given.

12.2 VICE-CHAIRMAN'S REPORT – no report given.

12.3 CLERK'S REPORT

Written report presented in agenda pack for meeting.

- **It was resolved** to hold an Events Working Group meeting on May 21st starting at 6.30pm and to hold interviews for co-option of Councillors on May 28th prior to the start of the Town Council meeting.
- Councillors were reminded to complete and return their Declaration of Pecuniary Interest Forms, if necessary, to Breckland District Council and were also asked to sign and return General Data Protection Regulations forms, as issued within agenda packs, to the Town Council Office.
- Councillors asked to join rota to man fortnightly Wednesday market stall surgery.

12.4 HR COMMITTEE REPORT RECEIVED AND NOTED

12.5 FINANCE COMMITTEE REPORT RECEIVED AND NOTED

12.6 CEMETERY WORKING GROUP REPORT RECEIVED AND NOTED

12.7 WATTON NEIGHBOURHOOD PLAN (NP) STEERING GROUP REPORT RECEIVED AND NOTED

It was noted that one member of the Steering Group has stood down and that Councillors would be welcome to join the Steering Group.

12.8 CHURCH WALK WORKING GROUP REPORT RECEIVED AND NOTED

12.9 PEP SO QUARTERLY REPORT RECEIVED AND NOTED

13. **It was resolved** that the PEP SO 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. TERMS OF REFERENCE

Terms of Reference for the HR and Finance Committees were presented and noted.



Terms of reference for the NP Steering Group were noted **with a resolution made** to amend membership of the group so that members of the Group need not be members of Watton Town Council.

14.1 ELECTED MEMBERS OF THE TOWN COUNCIL HUMAN RESOURCES (HR) COMMITTEE:

- Peter Bishop
- Beryl Bunning
- Jane Fountain
- Stan Hebborn

14.2 PETER BISHOP ELECTED AS CHAIRMAN OF THE HR COMMITTEE

14.3 ELECTED MEMBERS OF THE TOWN COUNCIL FINANCE COMMITTEE:

- Peter Bishop (as Chairman of HR)
- Kathryn Stallard
- Tina Kiddell
- Sue Hebborn
- Pat Warwick

14.4 KATHRYN STALLARD ELECTED AS CHAIRMAN OF THE FINANCE COMMITTEE

14.5 CONFIRMED COUNCIL MEMBERS OF NP STEERING GROUP:

- Jane Fountain
- Pat Warwick
- Keith Gilbert

It was suggested when co-option has taken place to fill the five vacancies remaining on the Town Council, following the recent local elections, new Councillors could be invited to join the Steering Group.

14.6 ELECTED MEMBERS OF THE CHURCH WALK WORKING GROUP:

- Kathryn Stallard
- Keith Gilbert
- Stan Hebborn

15. CHEQUE SIGNATORIES

Those listed as cheque signatories will remain with Tina Kiddell volunteering, and accepted, to replace Margaret Holmes as a signatory on the Town Council Barclays Bank accounts.

It was noted that Peter Bishop is not a bank signatory.

15.1 Peter Bishop was confirmed as Watton Town Council Internal Control Officer.

15.2 **It was resolved** that Accounting Solutions should remain as Internal Auditors for Watton Town Council for 2109-20.

16. PUBLIC PARTICIPATION

Alysha Houlder-Moat gave a verbal presentation to the Council of her plans to publish a Geocaching history route around Watton and asked for support for this initiative.

All Councillors had no objection to the presented plans and were, in principal, supportive of and welcoming of the activity to be brought to Watton.

17. WATTON SPECIAL EXPENDITURE

Watton Town Council is concerned that special expenses for Watton 2019/20 are somewhat higher than in Dereham and Thetford. This has been explained in that the higher cost is due to the amount of repairs and maintenance on footway lighting carried out in Watton when compared to elsewhere.

It was resolved that a strongly worded letter should be sent to Breckland District Council to request a breakdown of the special expenses charge for Watton for this and previous years.

18. GREEN BOOK TERMS FOR ALL STAFF

It was resolved to follow the recommendation from the HR Committee that all new staff would be appointed under National Joint Council "Green Book" Terms and that existing staff, not already employed under these terms, be offered the opportunity to move to them.

19. GROUNDS WORK AT JUBILEE GARDEN

Councillors felt the quote received to undertake maintenance work at Jubilee Gardens, including repair of the trellis, was more than expected and a breakdown will be requested and other quotes sought.

20. PLANNING: CONSULTATION RESPONSES

Noted that District Councillor Keith Gilbert is now a member of the Breckland District Council Planning Committee and thus he may choose to abstain from commenting on applications brought before the Town Council for consultation.

20.1 3PL/2019/0442/HOU - Single storey extensions to side & rear of dwelling -
WATTON: Audley House 121A Brandon Road Watton

No objections

20.2 3PL/2019/0251/O - Outline application for six dwellings - Land to Rear 3 & 3a
Dereham Road Watton

Town Council raised objections to this application previously on grounds of overdevelopment. Highways are objecting on access issues which could result in insufficient parking and there may be drainage matters to consider. Response will be compiled with input from the Watton Drainage Group.



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

Investigation will be made as to why these trees now need to be felled as the original plans did not necessitate this loss.

21. A resolution was passed to exclude the press and public to update on confidential matters relating to the Cemetery and current legal matters.

21.1 It was resolved to make a Small Claims Court Application at the cost of £70.00 to recoup £584 owed to the Council.

21.2 A complaint has been received regarding an interment of ashes at Watton Cemetery. It was agreed that this matter needs further investigation to ensure a fair picture of events is obtained.

Rehwarick

Clerk's Report 08.0519

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 & Crime Commissioner (PCC) Newsletter 25.05.19
2. PCC and Chief Constable Q & A session in Kings Lynn - e-mail dated 07.05.19
3. Norfolk Community Foundation Newsletter - grant funding 03.05.19
4. Community Action Norfolk (CAN) Newsletter 01.05.19 and Training Newsletter 02.05.19

Market Safety Report Update

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

Community & Environmental Services, Norfolk County Council

Draft report received following visit by Julian to Watton Market on 10.04.19.

Report to be considered at the Town Council meeting on 28.05.19.

To note – It is planned to erect one of the new marquee market stalls at the market on 29.05.19 as a promotional exercise.

Grounds Maintenance Works

- Tree survey undertaken on trees in Church Walk and the two large trees by the roadside in the Churchyard. Works suggested to be undertaken in the next nine months and therefore quotes are being sought.

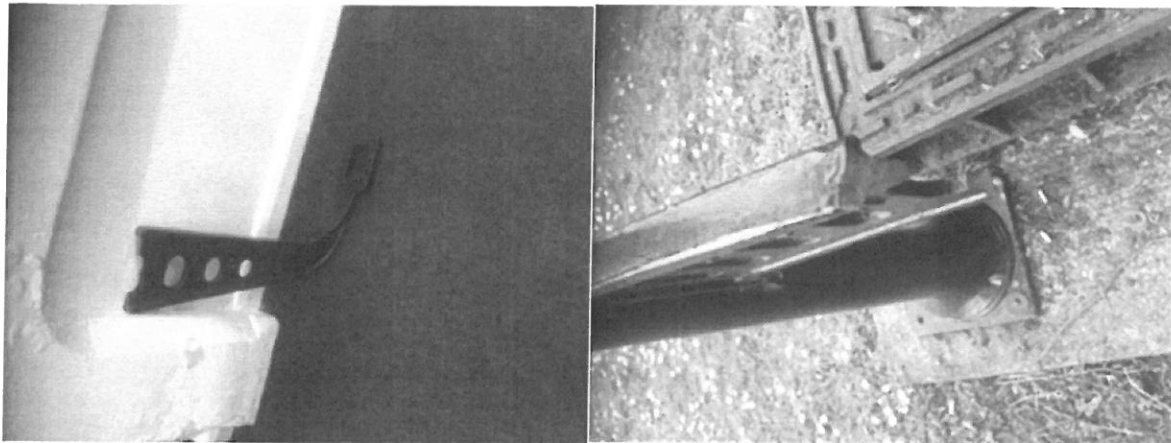
List of works which the Town Council has commissioned (preferred contractor engaged):

1. Cemetery A Boards to notify of service in the Cemetery
2. Fencing, Bark and Notice Board at the Sports Centre – DC11 grant
3. Notice Board at the Cemetery
4. Clear edge of Thetford Road Allotments in preparation for siting of Community Shed (shed and base to be investigated)
5. Replace Jubilee Gardens Wooden Post
6. Repair Goal Post at Bridle Road Play Area
7. Replace Cemetery Bench with Recycled Bench – money donated from resident

We are also researching the cost of new notice information/rule boards for the Play Areas.

Weigh Bridge

Photos below show the broken arm of the weigh bridge sited at Memorial Garden. It is not known how this was broken but for safety reasons the Town Operative has now removed the whole arm.



Town Crier

The Town Crier gave a proclamation on 08.05.19 at the Wednesday Market to announce the birth of the latest Royal baby.

Electrical Inspection

The 5 year fixed electrical circuit testing took place at Wayland Hall on the 7th and the 8th of May. Report awaited.

End of Year Accounts

The Town Council accounts have been completed for the year ending 31.03.19 and will be presented to the Town Council on 11.06.19, following the visit from Stephen Christopher, the TC Internal Auditor, scheduled for 03.06.19.

Dates to note:

May 21st – Events Working Group Meeting

May 22nd – Clerk's quarterly meeting with Rob Walker, Breckland District Councillor
Director of Place

May 24th - Town Council Finance Committee Meeting

May 28th - Town Council Meeting - Chris Hutchins from Museum4Watton has asked to address the Council

June 3rd – Visit from Internal Auditor

June 14th – History Walk scheduled to be led by Town Crier – more inf. will follow

June 26th – Cem. Training booked for three Councillors – to consider who will attend at the TC meeting on 28.05.19

Staff Holidays:

MC – 16th to 22nd May

AJ – 20th to 24th May