

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday May 28th 2019 at 7.00pm

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

Councillors Present: Pat Warwick - Chairman, Peter Bishop, Jane Fountain, Tina Kiddell, Keith Prince, Kathryn Stallard,.

Officers Present: Jane Scarrott Town Clerk

Also present: 1 member the public.

**1. APOLOGIES FOR ABSENCE RECEIVED:**

Beryl Bunning, Stan Hebborn, Sue Hebborn and Keith Gilbert.

**2. NO DECLARATIONS OF INTERESTS MADE**

**3. CONFIRMATION OF MINUTES 14.05.19**

3.1 The minutes of the meeting held on May 14th 2019 were agreed as a true record of the meeting and were signed by the Chairman.

3.2 Update from matters raised at the meeting on 14.05.19

- Rota for manning the Wednesday market stall is still to be filled.
- Noted that the Neighbourhood Plan (NP) Steering Group is investigating whether a High Street Design Appraisal can be commissioned through the NP. Breckland District Council has stated that if an Urban Design Statement was available Market Town Initiative funding could possibly be used to help fund suggested outcomes.
- Item 17 – Further information has been received from Breckland District Council regarding Watton Special Expenses charged towards maintenance of street lights in Watton.

*It was noted that this matter has been discussed by the Finance Committee and a recommendation is to be made at the next Full Council meeting that Breckland District Council will be asked to send an officer to a future meeting of the Town Council to explain a complete breakdown of footway lighting charges over the past years. What work has been undertaken for the cost identified in the budget, and why is the special expenses bill apparently so high for Watton compared to other towns?*

- Item 19 Breakdown received of quoted work to the trellis and fencing at Jubilee Garden.
- Item 21 Further information received relating to concern raised regarding grave digging.

**4. CO-OPTION**

The five places on the Council, following the local elections on May 2<sup>nd</sup>, were each considered with resolutions passed to co-opt the following new members:

Position 1. Candidate 4 Don Saunders

Position 2. Candidate 6 Tina Cruz

Position 3. Candidate 2 John Choqueel -Mangan

Position 4. Candidate 5 Alysha Houlder-Moat

Position 5. Candidate 3 Leslie Waller

## **5. REPORTS**

5.1 Chairman's Report - No report given

5.2 Vice-Chairman's Report- No report given

5.3 Police Report

No report but reminder given of the next Safer Neighbourhood Action Panel meeting to take place on June 5<sup>th</sup> 2pm at Watton Fire Station.

5.4 Clerk's Report.

Written report submitted in agenda pack.

Verbal update given:

- Information shared re. D-Day 75 Bootprint Stickers
- Correspondence regarding the 2018 Watton Bike Meet - to be a future agenda item
- Notification of the Society of Local Council Clerks Seminar 05.07.19 – next agenda item
- British Gas has visited Wayland Hall as requested to investigate supply and installation of a new boiler. A report is awaited.

## **6. WORK IN PROGRESS UPDATE NOTED**

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

## **7. RECORDING OF RESOLUTIONS**

**It was resolved** that resolutions made at Full Council meetings shall be collated in a tabular form throughout each Council year. The Town Clerk will ensure that the information is updated on a regular basis. The purpose of the resolutions table will be to assist Councillors in tracking decisions taken by Full Council, and it should be made available to Councillors when requested.

## **8. PUBLIC PARTICIPATION**

Chris Hutchins addressed the Council informing those present of suggested plans to incorporate the Council Chamber into space used by the Museum4Watton. Chris will provide more definitive written plans for the Council to consider.

## **9. FINANCES**

**9.1 Payments for May 2019 were approved for payment as presented.**

**9.2 The draft Finance Minutes for the meeting held on 24<sup>th</sup> May 2019 were noted.**

**9.3 It was resolved** to apply for a Unity Bank Corporate card with a monthly expenditure limit of £500.

## **10. HR**

**10.1** Minutes from the HR Committee meeting held on May 1<sup>st</sup> 2019 were noted.

**10.2 It was resolved** to accept the Complaints Policy as presented subject to minor alteration to replace the word 'school' with 'Council' as appropriate.

## **11. WATTON MARKET**

**11.1** The Market Safety Assessment Report commissioned from Norfolk County Council had been shared with Councillors and will be a future agenda item again, once further costs can be obtained for recommendations made (provision of signage and larger road cones to be used on market days).

## 12. YOUTH PROVISION

**12.1 It was resolved to** adopt the Terms of Reference for Youth Engagement in principal as presented, but as a working document which may be subject to further consultation and amendment. It was noted that youth groups are being consulted with the view of getting all involved parties to meet.

### 12.2 Planning application for skatepark

**It was resolved** to defer any decision regarding whether or not the Town Council would make an application for planning permission for a skate park on an identified site until plans have been received from the Youth Advisory Board.

## 13. COMMUNITY SHED

**It was resolved** to purchase a metal shed to be erected at the Thetford Road allotment site. Budget of £2000 set for purchase and siting (£1500 grant offered from Breckland District Council).

## 14. CEMETERY TRAINING COURSE

Pat Warwick and Jane Fountain will attend Cemetery Training on June 26<sup>th</sup> with a third place also to be allocated.

## 15. FLAG BRACKETS

Flag brackets were purchased and erected in the High Street for Norfolk Day 2018. However, several of the High Street fixings have proven to be unsuitable and investigation is ongoing of possible purchase of more substantial brackets and whether an application can be made for Market Town Initiative Funding.

**It was resolved** that the flags purchased last year would be offered to shop keepers in the High Street for use in Norfolk day displays.

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

The Town Council has reiterated its previous objections to development to the rear Of Dereham Road application 3PL/2019/0251/O and has further objected to the deletion of car parking on the basis of sufficient parking in the area as this is not true for parking in the area is limited. Local residents have concerns regarding drainage issues following the removal of trees. Having consulted with the drainage group they have advised that their investigations indicate that there is a natural spring along the route of Harvey Street, immediately adjacent to the site. Further investigations have yet to be carried out. We would ask that the developer be required to look into any implications this might have in respect of the proposed development. If the district is minded to grant this application can consideration be given to a condition requiring tree planting being imposed to ameliorate the impact of the development on drainage issues within the vicinity of the site.

16.1 3PL /2019/0522/F Erection of two storey dwelling WATTON: Land adjacent 1 East Road, Watton

No objection

## **Item 5.4 Clerk's Report 21.05.19**

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. Wayland Partnership meeting June 3<sup>rd</sup> 7pm College Farm Thompson – mail fwd 21.05.19
2. Norfolk Association of Local Councils Workshop for Councillors fwd 21.05.19
3. Norfolk Constabulary Rural Communities Newsletter fwd 21.05.19
4. Planning Portal Newsletter 21.05.19
5. Geocaching (Alysha Houlder-Moat) e-mail dated 17.05.19 – Future agenda item for Council to consider supporting 'Cache in Trash out' event on July 20th
6. Norfolk Community Foundation Newsletter - grant funding fwd 21.05.19
7. Breckland District Council Landlords Forum e-mail dated 17.05.09 and Arts Programme dated 20.05.19

### **Town Crier and Watton Heritage Walk**

Mike Wabe represented Watton at the Town Crier British Championships in Cromer on 18.05.19. He came 2<sup>nd</sup> and also won a second competition for the Bob Walker Shield.

The Heritage Walk to be led by Mike is to take place on June 14<sup>th</sup> details are on the TC website and places can be booked via Mike:

[www.towncriermike.co.uk](http://www.towncriermike.co.uk)

<https://www.facebook.com/TownCrierMike/>

£6.00 per person with proceeds to the Mayors Charities.

### **Faculty Application Update**

The Chancellor has reviewed the Town Council's faculty application regarding removal of grass at the cemetery. She has issued an instruction that the PCC should be given special notice, which was done 20.05.19. This is a legal notice giving them 28 days in which to either file their written comments or objections which will be taken into account by the Chancellor when determining the application, or if they wish to formally oppose the application this is their opportunity to join the proceedings. This will also apply to anyone who raises any objection from the Public Notice being displayed.

The application will be reviewed again on 24<sup>th</sup> June after the expiry of the 28 day notice to the PCC, and expiry of the Public Notice display period. If any objections are received the Council will be informed and given the chance to respond.

### **PAT Testing Course**

Portable Appliance Testing (PAT) course can be booked for The Town Operative and another to attend on 29<sup>th</sup> July in Wymondham. Full day course at £145 plus VAT per person.

### **Watton Medical Practise Patients Participation Forum**

The Chairman of the Patients Participation Forum has asked that the Council considers sending a Rep to meetings of the Forum. Meetings are held every six weeks on a Monday evening 5-7pm.

### **Market Town Initiative (MTI)**

Meeting held with Stefan Clifford Locality Team Leader Breckland Council to discuss MTI and s106 funding which is to be spent by November 2019.

Loch Neaton Charity is putting a proposal together to apply for s106 funding and it was suggested an Urban Design Appraisal could be commissioned to obtain an independent professional assessment in regard to making improvements in Watton High Street which is thought to looking "tired". Short and long term plans are needed which Breckland Council could then be asked to support through MTI funding.

### **Planning**

To note the Gladman application 3PL/2018/0952/O has been withdrawn from the Planning Committee agenda for 28.05.19.

### **Dates to note:**

June 3<sup>rd</sup> – Visit from Internal Auditor

June 3<sup>rd</sup> – Wayland Partnership meeting 7.00pm College Farm Thompson

June 14<sup>th</sup> – History Walk scheduled to be led by Town Crier

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



Watton Town Council  
Expenditure for May 2019

Supplier	Description	Incl vat	Invoice	Cheque	Date Paid	Pur Ord	Voucher
Breckland Council	Rates Wayland Hall Ground Floor	£309.00		DD	15.05.19		
Breckland Council	Rates Wayland Hall 1st Floor	£373.00		DD	15.05.19		
Breckland Council	Rates Unit Linmore Court	£228.00		DD	15.05.19		
Breckland Council	Rates Public Toilets	£191.00		DD	25.05.19		
Breckland Council	Rates Market	£55.00		DD	25.05.19		
Breckland Council	Rates Clock Tower	£23.00		DD	05.05.19		
E.on	Electricity Industrial Unit	£6.00		DD	01.05.19		
Npower	Electricity Public Toilets	£119.00	46395	DD	01.05.19		
Npower	Electricity Wayland Hall	£92.00	57900	DD	01.05.19		
Anglian Water	Unit Water Supply	£41.32	34910	DD	22.05.19		
Anglian Water	Wayland Hall Water Supply	£64.25	36890	DD	24.06.19		
Anglian Water	Public Toilets	£687.43	22255	DD	24.06.19		
Scottish Hydro	Wayland Hall Gas	£1,090.71	530004	DD	07.05.19		
Anglia IT Solutions	IT Services May	£135.36	3271	DD	01.06.19		
Cooleraid	Watercooler	£9.86	3755	203911	28.05.19		
bbt Group	Photocopy service	£37.93	6211	203943	28.05.19		
CGM Group	Toilet Cleaning - April	1185.40	1040	203912	28.05.19		
CGM Group	Cleaning of Bus Shelters - April	252.00	1123	203913	28.05.19		
CGM Group	High Window cleaning WH April	110.40	1124	203914	28.05.19		
CGM Group	Window Cleaning WH - April	150.30	1125	203915	28.05.19		
Staff Costs	Salaries	£6,864.06		SO	20.05.19		
Swaffham Town Council	Project Support	£1,164.31	G024	203916	28.05.19		
HMRC	PAYE	£1,897.32		203908	22.05.19		
Norfolk Pension Fund	Staff Pension	£2,361.25		203909	22.05.19		
Barclays	Bank Charges	£1.66			04.05.19		
Myhills	Consumables	£35.38		203917	28.05.19		
J.R Evans	Cemetery Skip	£130.00	1419	203918	28.05.19		
Esso UK/Watton Service	Fuel	£39.39	7584	203919	28.05.19		
TTSR	Grounds Maintenance	£1,534.91	3247	203920	28.05.19		
TTSR	Cemetery Grounds Maintenance	£1,185.00	3248	203921	28.05.19		
TTSR	Fence Repair Lovell Gardens	£156.00	3214	203922	28.05.19		
TTSR	Re-fence Sports Centre Playarea	£2,400.00	3174	203923	28.05.19		
Future Environomics	Project Management March/April	£1,518.75	152	203924	28.05.19		
Kings Lynn & West Norfolk	NP Questionnaire Printing	£1,145.10	2739	203925	28.05.19		
Staff	Civic Reception Flowers	£19.00		203926	28.05.19		
ESPO	Stationary	£55.12	6481	203927	28.05.19	0140/019	
ESPO	Stationary/Office Equipment	£127.39	4392	203928	28.05.19		
The Third Agers	Civic Reception Entertainment	£60.00		203929	28.05.19		
The Daisy Programme	Mayors Charity	£3,200.00		203906	26.04.19	0141/019	
Watton Sports Association	Mayors Charity	£3,066.77		203905	26.04.19		
Queens Hall	Refreshments Civic Reception	£107.15	419	203930	28.05.19		
BHIB Ltd	Local Council Insurance	£3,789.20	9534	203931	28.05.19		
R.Halsey Electrical	3 extra lights in the Chamber	£140.00		203932	28.05.19		
Scribe	Annual Software Licence	£584.40	469	203934	28.05.19		
Paul Burdick	End of year consultancy	£502.30	198	203935	28.05.19		
HM Courts & Tribunal Service	Small Claims Court	£70.00		203910	22.05.19		
Ravencroft	Tree Inspection Church Walk	£294.00	1085	203936	28.05.19		
Watton Edwards News LTD	Champagne Flutes Civic Reception	£24.00		203937	28.05.19		
Jewson Limited	Maintenance Sundries	£25.46	7214	203938	28.05.19		
Mark Bunning Photography	Mayor 19/20 Photos	£20.00	1701	203939	28.05.19		
Glasdon UK Limited	Litter/Dog Waste Bins	£734.50	4855	203940	28.05.19		
Steven Smiths	Food Civic Reception	£1,360.00		203941	28.05.19		
Britannia Training	Pat Testing x2	£348.00	4610	203942	28.05.19		
The Wayland News	Full Page Colour Advert	£125.00	7089	203945	28.05.19		
	<b>Total</b>	<b>£40,246.38</b>					
Current Account	Bank Stat shows on 13.05.2019	<b>198,681.44</b>					
Business Premium	Bank Stat shows on 13.05.2019	<b>178001.18</b>					
	April 2019 income	<b>£1,288.80</b>					