

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday June 11th 2019 at 7.00pm

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

Councillors Present: Pat Warwick – Chairman, Beryl Bunning, Peter Bishop, John Chocqueel-Mangan, Tina Cruz, Jane Fountain, Keith Gilbert, Stan Hebborn, Sue Hebborn, Alysha Houlder-Moat, Don Saunders, Kathryn Stallard, Leslie Waller

Officers Present: Jane Scarrott Town Clerk

Also present: County Councillor/District Councillor Claire Bowes

1. APOLOGIES FOR ABSENCE RECEIVED AND ACCEPTED FROM

Tina Kiddell

2. NO DECLARATIONS OF INTERESTS MADE

3. CONFIRMATION OF MINUTES 28.05.19

3.1 The minutes of the meeting held on May 28th 2019 were signed by the Chairman as a true record of the meeting.

3.2 Update on matters from the previous meeting:

- The rota for manning the Town Council market surgery stall is still quite short of volunteers.
- British Gas has submitted a report and quote for replacing the boiler at Wayland Hall. This will be passed to the Finance Committee to consider with a recommendation to be brought back to Full Council.
- The Town Council has received £1500 from Breckland District Council to be put towards the cost of a Community Shed. The shed is to be located at the Thetford Road Allotment Site and should be erected by 21st June 2019.
- Investigation is ongoing as to whether flag poles for the High Street can be obtained through Market Town Initiative Funding.

4. REPORTS

4.1 Chairman's Report

Verbal report given:

- The Chairman is to meet with Claire Bowes to discuss how the Town Council might be involved with the Wayland Show and she will report back to the Council after the meeting. It is suggested the Town Council and Wayland Partnership could possibly assist with management of the Food Tent at the Show.
- Noted that the Safer Neighbourhood Action Panel (SNAP) meetings are to be held quarterly in future, rather than every two months as has been the case.
- The Chairman has attended another meeting of the Community Hub Steering Group which is looking to use the Charlotte Harvey Trust premises in Harvey Street.
- The Chairman has chosen the Wayland Men's Shed and Loch Neaton as her Mayor's Charities for this year.

4.2 Vice-Chairman's Report

The Vice-Chairman has attended the Wayland Partnership Meeting on June 3rd, a meeting on June 4th with a rep. from Anglia Water, who spoke of the need to reduce the use of plastics (arranged through the NP Drainage Group), and the Community Hub Meeting on June 6th.

4.3 Clerk's Report.

Written report submitted in agenda pack.

Verbal update given:

- The Council has been asked whether the Remembrance Service this year is to be held at the Methodist Church, St Mary's Church or Watton Sports Centre.
- The street lights in the High Street are to be repainted by Highways by the end of September 2019.

5. TWINNING UPDATE

Beryl Bunning informed those present of the activities of the Twinning Association. The Town Council is twinned with Weeze in Germany and members of the Watton Association visited Weeze earlier this year. It is hoped that young families may join the Twinning Association to match with young residents of Weeze. All Councillors will be invited to the Twinning Association Cream Tea which is happening soon.

6. PUBLIC PARTICIPATION

No Members of the public were present, but County Councillor Claire Bowes was invited to give an update from the County Council.

7. RECYCLING BINS

Breckland District Council (BDC) has confirmed that they currently receive recycling credits for the glass and textiles recycled through the banks located at the public toilets in Watton. The shoe bank is not provided under the Breckland scheme so Breckland does not claim credits for this bank.

The Town Council could sign up to the recycling credits scheme but it was suggested the Town Council could perhaps manage the scheme itself rather than through BDC.

The bins are well used but there is often rubbish fly tipped by the bins and the Council should consider whether the bins should remain and if the provision of the bins outweighs the cost of clear up. Other bins are located both at Tesco and Wayland Partnership. Stan Hebborn offered to research options and it was resolved that the pros and cons of taking ownership of the bins will be considered once a report has been brought back to a future Town Council meeting.

8. RISK MANAGEMENT PLAN

The Town Council Risk Management Plan was accepted as presented.

9. WAYLAND SHOW

As mentioned in the Chairman's Report the current organisers of the Wayland Show are looking for additional help to run the next Wayland Show.

It was resolved that, in principal, the Town Council would be willing to be involved and this matter will be referred to a future meeting once the Chairman has met with Claire Bowes.

10. FINANCE

10.1 The Internal Auditors Report was presented to Councillors and noted. The Finance Committee will draft responses to the 4 recommendations made by the Internal Auditor which will then need to be agreed by Full Council.

10.2 Section 1 of the Annual Governance Statement was considered, agreed and signed by the Chairman and Clerk.

10.3 Section 2 of the Annual Governance Statement was accepted and signed by the Chairman.

10.4 **It was resolved** to amend the Barclays Bank mandate to include Tina Kiddell and Pat Warwick as signatories in place of Margaret Holmes and Daniel Fishlock.

10.5 It was resolved to accept the works to the trellis and fencing at Jubilee Garden as presented at a cost of £1800.

11. LETTER TO SAAA

It was resolved that the Council submits a letter of complaint to the SAAA in relation to the 2017/2018 external audit work undertaken by PKF Littlejohn and that the Chair of the Town Council, Chair of Finance Committee and the Town Clerk should draft the letter, and having shared this with Councillors, submit the complaint.

12. HERITAGE EVENT 2020

It was resolved that a Heritage event centred around the history of Watton and its market should be held in 2020. The timing of the event could be linked to Norfolk Day if this is practical. A budget for the event will need to be considered.

Budgeting for events must be considered and some discussion took place regarding the role of the Swaffham and Watton Projects, Events and Promotions Support Officer (PEPSO) with regard to how funding for projects might be sourced. It was hoped this role might bring in funding to support the salary for the position. It was noted that the two target areas the Council has resolved to focus on are Youth Provision and the Market.

It was resolved to conduct a formal review of the PEPSO position with the Clerk, the Clerk of Swaffham Town Council and the Chairman of both Councils to be involved.

13. BIKE EVENT 2020

Correspondence has been received from the organiser of the Bike Meet held in Middle Street earlier in the year suggesting that the Town Council might like to run a similar event in 2020 which could be expanded upon, with possible consideration for a High Street road closure for any future such event.

It was resolved that a response to the correspondent will be drafted to thank them for their e-mail but to say that the Council will be discussing any future events it may manage in due course. Consideration needs to be given to how many road closures would be permitted in any one year.

14. AUDIO EQUIPMENT

The Council continues to investigate how to boost the sound at Council meetings, so all present at the meetings can hear what is said and also to ensure the live streaming of meetings is audible. Councillor Stan Hebborn is leading on this and continues to research the cost of suitable equipment.

15. STANDING ORDERS

Future consideration will be given to whether an addition should be made to Standing Orders to clarify procedure should a Town Council meeting be inquorate.

16. STREET LIGHTING

It was resolved to invite an Officer of Breckland District Council to speak at a Watton Town Council meeting in September to give a full and detailed report on the lighting in Watton over the last 5 years. The report should include reference to programmes of replacement, repair and maintenance and also budgetary decisions in terms of comparisons with other Breckland Towns. The verbal report should be supported by a written report submitted before the meeting.

17. SAFFRON CLOSE 20MPH ZONE TRAFFIC REGULATION ORDER

Norfolk County Council is promoting a Traffic Regulation Order to implement a 20mph zone on the new housing development on Saffron Close, off Swaffham Road, Watton.

Watton Town Council are in support of this.

18. PATIENTS PARTICIPATION FORUM

It was resolved that Pat Warwick should be the Town Council representative on the Patients Participations Group at Watton Doctors Surgery.

19. ATTENDANCE AT CONFERENCES

It was resolved that Councillors or staff who wish to attend training or conference events should be able to do so and that expenses would be refunded in line with current policy.

20. INCOME FROM EVENTS

Item 20 was moved to be considered as part of item 12.

21. REPLACEMENT POPPIES

It was resolved to spend £150 to purchase replacement poppies for display for November 11th Remembrance. Stan Hebborn will lead to raise funds for the Royal British Legion through sponsorship of the poppies.

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

22.1 3PL/2019/0533/HOU - Erection of a timber framed open fronted car port - WATTON:

No objections

22.2 3PL/2019/0577/F - Change of use of part of existing car park to garden area for nursery, including 1.8 close boarded fence, convert one existing window to door way for access to and from the main building - WATTON: Happy Feet Day Nursery St Giles Road Watton

No objections

22.3 3PL/2019/0584/VAR - Variation of Condition No 7 3PL/2018/0275/VAR - Revised siting of 6 parking spaces - WATTON: 3 & 3A Dereham Road Watton – Amendment - Location Plan amended in line with previous approval

Breckland planners will be asked whether the correct site plan has been provided with the application, before comments are made by the Town Council.

22.4 (not on the agenda)

3PL/2019/0569/HOU Single Storey Flat Roof Extension to rear, 4 Princess Close Watton

No objections

Pat Warwick
25.6.19

Item 4.3 - 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. Breckland Local Plan and Policies Maps - The Town and Country Planning (Local Planning) (England) Regulations 2012.

Notification of re-consultation on all Main Modifications to the Breckland Local Plan
The new Local Plan is currently subject to independent examination by the Planning Inspector Jonathan Manning BSc (Hons) MA MRTPI, who will determine whether the plan is sound and legally compliant. The Inspector has reviewed written representations and explored Matters and Issues through a series of public hearing sessions held last year. As a result, the Inspector proposed amendments to the plan, known as Main Modifications. Main Modifications materially alter the Plan or its policies and can only be recommended by the Inspector to resolve problems that would otherwise make the submitted Plan unsound or not legally compliant.

Breckland Council consulted on the Main Modifications to the Local Plan between 18th February 2019 and by 5pm on 1st April 2019. An extended consultation on Main Modifications MM18, MM119 and MM148 ran from 3rd April 2019 – 15th May 2019.

The Council is re-consulting on all main modifications to the Breckland Local Plan.

Following the previous consultation exercises it has come to light that the wording of several modifications was not accurately presented in the corrected version of the Plan that was published. (Documents EX125B, 125B Part 1, EX125B Part 2 and EX125B part 3) and that there were some inconsistencies with and omissions from the Schedule of Main Modifications document (EX 123). As a result the Council has prepared a revised Schedule of Main Modifications (EX 135) and is re-consulting on all main modifications. Any comments made during the previous consultations will still be taken into account, but representors will need to ensure that they have fully understood the changes proposed and that nothing has changed in the revised Main Modification schedule (Document EX 135)

The only document published for consultation is the Main Modifications Schedule

(Document EX 135) Representors should not refer to the corrected version of the Plan (Document EX 123 as this is out of date and does NOT form part of this consultation.

Representors should satisfy themselves that they have accurately understood the changes as per the Schedule of Main Modifications (Document EX 135).

The updated schedule is available, on the BDC website

<https://www.breckland.gov.uk/article/10585/Consultation-on-the-Main-Modifications-to-the-Local-Plan>

Representations must be received by 5pm on Friday 12 July 2019. Representations made after this date will not be accepted.

2. Planning Portal News 30.05.19 – e-mailed 04.06.19

3. Norfolk Police and Crime Commissioner PCC News Round-Up May 2019 e-mailed 04.06.19

4. CAN's Sector Newsletter e-mailed 05.06.19

5. Democracy in action

Breckland Council has announced a series of dates for its 2019/20 Cabinet Roadshow, which will give residents an opportunity to speak with senior councillors as they hold their meetings in the district's market towns over the course of the year.

Council Leader and Cabinet Chairman Cllr Sam Chapman-Allen decided to hold alternate Cabinet meetings across Breckland market towns to make it easier for residents to attend these meetings and speak directly to Cabinet members about key issues. It comes following the success of last year's Cabinet roadshow.

Cllr Chapman-Allen said: "Last year's Cabinet roadshow events were well-attended by local residents and proved to be an incredibly helpful way of receiving public feedback and talking with people about matters affecting them locally. Our Cabinet meetings are already held in public, but by taking them into the district's market towns we hope to encourage more people to get involved in the democratic process and I look forward to welcoming residents to the upcoming meetings."

Breckland's Cabinet is chaired by Cllr Sam Chapman-Allen and is made up of six other councillors: Cllr Gordon Bambridge, Cllr Paul Claussen, Cllr Philip Cowen, Cllr Mark Robinson, Cllr Paul Hewett and Cllr Alison Webb.

During the roadshow, members of the public will be invited to ask questions of the Council's Leader and Cabinet between 9.30-10am. The Cabinet meeting will then formally begin at 10am and residents are invited to remain for the duration.

The events will alternative between Breckland main office in Dereham and venues across the district:

- Swaffham Town Hall - 25 June
- Attleborough (venue tbc) - 14 October
- Dereham (venue tbc) - 3 February 2020
- **Watton (venue tbc) - 16 March 20**
- Thetford (venue tbc) - 27 April 2020

Meeting agendas will be published on the council's website a week before each meeting.

For more information, [visit https://www.breckland.gov.uk/councilanddemocracy](https://www.breckland.gov.uk/councilanddemocracy)

Electrical Installation Condition Report – Wayland Hall

Report received with overall assessment deemed to be UNSATISFACTORY.

Quotation to undertake remedial works:

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|---------------------------------------|----------|
| Cat 2 (potentially dangerous) works | £280.00 |
| Cat 3 (improvement recommended) works | £1800.00 |
| Further investigation works | £140.00 |
| Sub-Total ex VAT | £2220.00 |

No further quotes have so far been sought and this matter needs to be a future agenda item.

Town Crier and Heritage Walk Reminder

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

www.towncriermike.co.uk

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

£6.00 per person with proceeds to the Mayors Charities.

Dates to note:

June 14th – History Walk scheduled to be led by Town Crier

Saturday 15th June and Sunday 16th June 2019 Watton Open Gardens & Yard Sale

Weekend 10am – 4pm

June 19th – BDC Photo launch of market stalls?

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

July 5th – Norfolk Councils Seminar

July 7th – Antique Street Market

July 9th – Town Council Meeting

July 23rd – Town Council Meeting

July 27th – Norfolk Day

July 29th - Alex James and Jane Lambert to attend Portable Appliance Testing (PAT) course