

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday July 23rd 2019 at 7.00pm

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

Councillors Present: Pat Warwick - Chairman, Peter Bishop, Beryl Bunning, John Chocqueel-Mangan, Tina Cruz, Jane Fountain, Keith Gilbert, Alysha Houlder-Moat, Keith Prince, Don Saunders, Kathryn Stallard, Les Waller.

Officers Present: Jane Scarrott Town Clerk

Also present: 3 members of the public

A silence was held prior to the meeting in memory of Jan Godfrey.

**1. APOLOGIES FOR ABSENCE RECEIVED:**

Stan Hebborn, Sue Hebborn and Tina Kiddell.

**2. DECLARATIONS OF INTERESTS MADE;**

Beryl Bunning declared an interest in item 7.1 as she is listed to receive an expenses payment.

**3. CONFIRMATION OF MINUTES 09.07.19**

3.1 The minutes of the meeting held on July 9th 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 09.07.19:

- A reply has been received to the correspondence sent to the SAAA regarding the 2017/18 Audit. This will be shared with Councillors.
- The Town Operative has removed the grit bin from Church Road in anticipation of the area where the bin was located being asphalted to eliminate the need to strim around the bin.
- A letter has been sent to all allotment holders regarding the idea to appoint a voluntary Allotment Co-ordinator.
- It was requested that the possible provision of a temporary skate park in the town be an agenda item for the next Town Council meeting.
- "London Bridge" to be an agenda item for the next Full Council meeting.
- The Finance Committee will consider a recommendation to Full Council as to whether or not cyber insurance should be purchased

**4. REPORTS**

4.1 Chairman's Report - verbal report given:

The Chairman has attended:

- 12.07.19 Norfolk Society of Local Council Clerks (SLCC) seminar
- 14.07.19 High Sheriff celebration at Great Yarmouth
- 15.07.19 Watton Chamber of Trade meeting
- 17.07.19 PPG Day at Cotessey Clinic
- 18.07.19 Presented prizes at Wayland Gallery
- 19.07.19 Summer Reception at Kings Lynn
- 20.07.19 Watton Sports Centre car show and Twinning afternoon tea

4.2 Vice-Chairman's Report- verbal report given:

The Vice-Chairman also attended the SLCC seminar and the Twinning Tea.



Noted that Councillors agenda pack included Neighbourhood Plan questionnaire analysis and emerging draft objectives and policies.

#### 4.3 County Councillor's Report

County Councillor Claire Bowes was not present at the meeting.

#### 4.4 District Councillor's Report

District Councillor Keith Gilbert reported that Breckland District Council has held a minutes silence for Jan Godfrey.

Keith also stated that the Watton planning applications, 3PL/2018/9052/O and 3PL/2017/1087/F, which were considered at the Breckland Planning meeting on 22.07.19 were approved.

Thanks were voiced for Keith who spoke at the planning meeting and for District Councillors Claire Bowes and Tina Kiddell who had submitted letters to the Planning Committee with concerns against application 3PL/2018/9052/O.

#### 4.5 Police Report

July Police Parish Newsletter included in the agenda pack sent to all Councillors.

#### 4.6 Clerk's Report.

Written report submitted in agenda pack.

Verbal update given:

- The faculty application to suppress the grass and lay gravel in the ashes area at Watton Cemetery remains ongoing and further information is awaited from the Diocese.

Councillors would like greater understanding of s106 agreements and **it was resolved** that the Breckland District Council s106 Officer will be asked to visit the Town Council to explain.

### 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. Further listed actions have now also been completed since the list was distributed:

- Letter sent to allotment holders re. Allotment Rep.
- Church Road grit bin removed.
- 5 Norfolk Day flags to be passed to shop keepers.

### 6. PUBLIC PARTICIPATION

Liz Whitcher addressed the meeting to give a report of the Breckland District Council Planning Committee meeting she attended on Monday July 22<sup>nd</sup>. Liz also requested support for the Watton Drainage Group to contact the developers of the planned build at 121A Brandon Road to inform them of local drainage issues in the hope that potential flooding issues might be alleviated.

Liz was thanked for speaking on behalf of the Town Council at the planning meeting and encouraged to implement her suggestion to talk with the developers.

### 7. FINANCE

7.1 Payments for July 2019 were approved for payment as listed.

7.2 Draft Finance Committee Minutes from the meeting held on June 11th 2019 were noted  
Recommendations from Finance Committee

- i. **It was resolved** that the Chairman and PEPSO should meet with the organisers of the Watton Antiques Street Fair 2019 to review this year's event and informally discuss running the event again in 2020.
- ii **It was resolved** that a request will be made to the Charlotte Harvey Trust to allow the Council to site a temporary storage unit on its land.
- iii **It was resolved** that a request will be made to Breckland District Council for the s106 Officer to attend a meeting of the Town Council to explain the basics of and procedures relating to s106.

#### **8. ACADEMY FIELD**

It has come to light that covenants on the school field may mean it is not feasible to site a skate park in this location. It was resolved to send a letter to the Youth Advisory Board informing them of the covenants and stating that the Town Council is supportive of the YABs ambitions.

#### **9. ARCHIVE POLICY**

**It was resolved** to accept the Archive Policy as presented.

#### **10. WAYLAND SHOW 2020**

**It was resolved** that the Council would be happy to work with the Wayland Show to run an International Food Court at the 2020 Wayland Show and to supply use of the Town Council gazebos for the day at an estimated cost of £180.

#### **11. MARKET TOWN INITIATIVE (MTI) MEETING**

**It was resolved to** contact Breckland District Council to request that notice of the proposed MTI meeting on August 12<sup>th</sup> be sent to the Town Council by an officer. The Town Council will then decide who should attend the meeting to represent the Town Council.

#### **12. JUBILEE GARDEN**

Some discussion took place regarding the management of Jubilee Garden, which although good efforts have already been made to engage with the community to try to keep the garden tidy, the area is still in need of tlc.

**It was resolved** that the PEPSO should make a concerted effort to co-ordinate community activity in Jubilee Garden.

**It was resolved** to arrange a tour of Council managed sites.

Once Councillors have looked around the open space sites within the parish, with the grounds maintenance contractor, ideas can be brought back to a future Town Council meeting for consideration.

#### **13. TIME CAPSULE PLAQUE**

**It was resolved** to accept the quote of £78.00 to re-face the Time Capsule Plaque at Wayland Hall.

#### **14. BRIDLE ROAD**

**It was resolved** to consider maintenance works for Bridle Road once Councillors have undertaken a site inspection.

#### **15. SERVICE LEVEL AGREEMENT**

A Statement of Intent has been compiled by the Benjamin Foundation to confirm the basis of the partnership between the Benjamin Foundation, the Charlotte Harvey Trust and Watton Town Council.

The Council will consider the Statement again after it has been accepted by the Charlotte Harvey Trust.

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

16.1 3PL/2019/0692/HOU - Demolish Existing Garage and Erect Single Storey Flat Roof Extension to rear, to include a new garage - WATTON: 2 Town Green Road Watton

No objections

16.2 3PL/2019/0770/HOU - Remove existing conservatory, erect single storey extension to rear - 50 Dereham Road Watton IP25 6EZ

No objections

16.3 3PL/2019/0793/HOU - Proposed rear and side extensions - WATTON: 83 Norwich Road Watton

No objections

16.4 3PL/2019/0799/F - Change of use of ground floor shop/first flat to two residential units - 10-12 Middle Street Watton IP25 6AG

Objection will be recorded due to no onsite parking and loss of commercial premises.

*Benjamin*  
13.8.19

## Item 4.6 Clerks Report

### Clerk's Report 15.07.19

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. Litter Pick poster e-mailed 15.07.19
2. News from Breckland District Council x2 11.07.19
3. George Freeman Surgery Poster 10.07.19
4. Norfolk Police and Crime Commissioner Q & A 16.07.19
5. Police Newsletter and Crime Stats – sent with agenda pack
6. Police Connect Message 16.07.19

### Projects, Events and Promotions Support Officer (PEPSO)

Appraisal undertaken 03.07.19 with HR Committee to meet on Weds. 31<sup>st</sup> July to review.

### S106

The amounts currently held by Breckland Council 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 (Needs spending or will have to be returned to deve
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.

For reference, appendix A which is attached to the agenda pack, includes a s106 briefing note issued to Breckland District Councillors and research compiled by Liz Whitcher.

### Market stalls

To encourage greater uptake for the gazebos it is being suggested that all should be erected each Wednesday for use by Market Traders free of charge for a set period of time. This will be an agenda item for the next Town Council meeting.

### London Bridge

The Chairman, Vice-Chairman and myself learned a lot about what might be expected on the death of a senior royal when we attended the SLCC seminar on July 12<sup>th</sup> (on a different topic completely we also were introduced to the need for cyber insurance). The following is

information from the Town Crier and it is suggested this matter be an agenda item at the next Town Council meeting.

The correct legal terminology for the death of the Sovereign is “Demise of the Crown”. The new monarch succeeds to the throne immediately on the death of, in this case, the Queen, and is then proclaimed as such after the Accession Council of Privy Councillors meet at St James’ Palace.

In London, the proclamation of the new Sovereign is read from the balcony of St James’ Palace. The Earl Marshall will raise his baton and the state trumpeters will sound a fanfare. The Garter King of Arms will read the proclamation after this brief ceremony comes to an end. The proclamation will be followed by a salute of guns from Hyde Park and a peal of bells from Westminster Abbey. An escort of Household Cavalry in open carriages will go through the streets making the proclamation at Charring Cross, Temple Bar and lastly from the steps of the Royal Exchange. Later in the day, proclamations will be made in Edinburgh, Windsor and York as well as at Guildhalls, Shire Halls and Town Halls throughout the country. At each city and town, the proclamation is made at several different spots according to either tradition or the decision of the relevant Councils. The Common Cryer and Sergeant of Arms to the City of London will follow suit with further proclamations from the Mansion House and Guild Hall.

Hopefully, the text of the proclamation will be easily available, thus a watch should be kept on the Buckingham Palace website – [www.royal.gov](http://www.royal.gov) and the Privy Council website – [www.privy-council.org.uk](http://www.privy-council.org.uk) and the National Association of Civic Officers website – [www.leicester.go.uk/naco](http://www.leicester.go.uk/naco)

Proclamation Day takes place soon after the Sovereign’s death, and in 1952 it was 2 days after the King’s death.

It is therefore recommend that consideration be given to the following:

Who will read the proclamation (if the city/town as a Town Crier then he/she should be the natural choice)?

In what locations will it be read?

What arrangements will be made to inform the public in advance of the reading of the proclamation?

Who will be invited to be present?

The platform party will consist of whom?

***Please note copies of the slides from July 12<sup>th</sup> Seminar which include further information on Cyber Insurance and London Bridge emailed to all Councillors with agenda pack as App 6.***

### **Planning Committee**

On behalf of the Town Council, Liz Whitcher is booked to speak at the July 22nd Planning Committee meeting on application number is 3PL/2018/0952/O land at Thetford Road Watton Erection of up to 180 dwellings, the provision of open space and recreational facilities, with site access and associated highways and infrastructure works.

**Dates to note:**

July 27<sup>th</sup> – Norfolk Day (shop trail being compiled)

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

July 31<sup>st</sup> – HR Committee meeting

13<sup>th</sup> August – TC Meeting

16<sup>th</sup> August – Finance Com. Meeting

27<sup>th</sup> Aug. – TC meeting

8<sup>th</sup> Sept. – Civic Service

29<sup>th</sup> Sept. 2pm – Town Crier Heritage Walk (advance booking needed via the Town Crier's website)



Watton Town Council  
Expenditure for July 2019

Supplier	Description	Incl vat	Invoice	Method	Date Paid	Pur Ord	Voucher
Breckland Council	Rates Wayland Hall Ground Floor	£309.00		DD	15.07.19		
Breckland Council	Rates Wayland Hall 1st Floor	£373.00		DD	15.07.19		
Breckland Council	Rates Unit Linmore Court	£228.00		DD	15.07.19		
Breckland Council	Rates Public Toilets	£191.00		DD	25.07.19		
Breckland Council	Rates Market	£55.00		DD	25.07.19		
Breckland Council	Rates Clock Tower	£23.00		DD	05.07.19		
E.on	Electricity Industrial Unit	£6.00		DD	01.07.19		
Npower	Electricity Public Toilets	£119.00		DD	01.07.19		
Npower	Electricity Wayland Hall	£92.00		DD	01.07.19		
Scottish Hydro	Gas Wayland Hall	£1,030.53		DD	27.07.19		
BT	Internet Services	£219.72		DD	29.07.19		
Anglia IT Solutions	IT Services	£135.36	3755	DD	01.07.19		
Teletrac Navman	Van Tracker	£50.40	2216	DD			
Cooleraid	Watercooler	£9.86	5520	Bacs	23.07.19		
bbt Group	Photocopy service	£121.51	639	Bacs	30.07.19		
CGM Group	Toilet Cleaning	1185.40	2406	Bacs	23.07.19		
CGM Group	High Window cleaning WH	150.30	2449	Bacs	23.07.19		
Staff Costs	Salaries	£6,864.06		SO	20.07.19		
Swaffham Town Council	Project Support	£1,164.31	G041	Bacs	23.07.19		
HMRC	PAYE	£1,897.32		203962	22.07.19		
Norfolk Pension Fund	Staff Pension	£2,321.41		203963	22.07.19		
Barclays	Bank Charges	£1.66					
Myhills	Consumables	£11.84		203965	23.07.19		
Esso UK/Watton Service	Fuel	£93.51	70	Bacs	13.08.19		
TTSR	Grounds Maintenance	£1,534.91	3319	Bacs	23.07.19		
TTSR	Cemetery Grounds Maintenance	£1,185.00	3320	Bacs	23.07.19		
TTSR	Grave Digging	£315.00	3335	Bacs	23.07.19		
TTSR	Grave Digging	£130.00	3292	Bacs	23.07.19		
TTSR	Gardening Contract	£4,794.00	3318	Bacs	23.07.19		
TTSR	Allotments & Add Shed Works	£1,740.00	3362	Bacs	23.07.19		
The Wayland News	Advert	£75.00	7104	Bacs	23.07.19		
Jewson	Post Mix	£16.73	1040	Bacs	23.07.19		
Seaton	16 1M Traffic Cones	£351.06	1296	Bacs	23.07.19	0144/019	
Cllr Beryl Bunning	Expenses	£13.05		203966	23.07.19		
Staff Sue Dent	Facebook post boast	£15.00		203967	23.07.19		
Staff Sue Dent	Facebook Antiques Fair	£24.84		203968	23.07.19		
Future Environomics	Project Management	£1,275.00	160	Bacs	23.07.19		
Secure it	SSL Certificate	£234.00	7562	Bacs	23.07.19		
Alexandra	Staff boots	£27.54	6267	Bacs	23.07.19	0145/019	
Smart Signs	Cemetery A Board Vinyl	£75.00	2601	Bacs	23.07.19		
Wayland First Response	Donation	£3,500.00		203960	11.07.19		
Watton Rotary Club	Grant	£200.00		203959	11.07.19		
Watton Twinning	Grant	£500.00		203961	11.07.19		
Staff S Abrahams	Wages Overpayment	£289.12		203964	16.07.19		
Weatherfield	Watton Festive Market Marquee	£406.40		Bac's	23.07.19		
Kings & Barnhams	Annual Maintenance PA Button	£195.50	9951	Bacs	23.07.19		
Shaw & Son Ltd	x2 Register of Graves Books	£403.20					
Cllr Beryl Bunning	Expenses	£11.25		203969	23.07.19		
CPRE Norfolk	x2 Councillors - Confrence	£50.00		Bacs	30.07.19		
	<b>Total</b>	<b>£34,014.79</b>					
Current Account	Bank Stat shows on 08.07.2019	<b>166,801.75</b>					
Business Premium	Bank Stat shows on 08.07.2019	<b>178,134.31</b>					
	June 2019 income	<b>£2,773.40</b>					