

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday August 13th 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, Stan Hebborn, Sue Hebborn, Don Saunders, Kathryn Stallard, Tina Kiddell, Leslie Waller

Officers Present: Jane Scarrott Town Clerk

1. APOLOGIES FOR ABSENCE RECEIVED AND ACCEPTED FROM

Keith Prince and Alysha Houlder-Moat

2. NO DECLARATIONS OF INTERESTS MADE

3. CONFIRMATION OF MINUTES 23.07.19

3.1 The minutes of the meeting held on July 23rd 2019 were signed by the Chairman as a true record of the meeting.

3.2 Update on matters from the previous meeting:

- Item 5 - No responses received to letter sent to allotment holders re Allotment Rep. the Town Council Office will now liaise with allotment holder who did offer to take on this role.
- Item 6 - Liz Whitcher continues to assist with drainage matters and has begun to approach developers.
- Item 7 – It was agreed at the Charlotte Harvey Trust (CHT) meeting held on August 1st that the Town Council should continue to investigate the possibility of siting a storage unit on its land as there would be no objection from the CHT to this proposal.
- Item 8 – The Youth Advisory Board has been informed of Covenants on Academy field.
- Item 11 – Market Town Initiative meeting took place on August 12th. The Breckland s106 Officer will now be approached to attend a future Town Council Meeting.
- Item 12 – PEPSO is arranging further activity in Jubilee Garden. Promotional event planned for August 22nd.
- Item 12 – Tour of Council managed sites scheduled for the morning of August 23rd.

Much discussion took place about what the meeting held on August 12th was about and why the Town Council as a body had not been invited to the meeting.

It was resolved, with one abstention, to write to Breckland District Council to make representation from Watton Town Council that Town Councils should be contacted to determine Council representation at meetings.

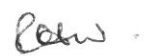
4. REPORTS

4.1 Chairman's Report

Verbal report given:

Since the last full Council meeting, I have attended the following events:

- 27.07.19 Barbecue RAF Mildenhall
- 29.07.19 Wayland Partnership meeting
- 30.07.19 Loch Neaton Charity AGM
- 01.08.19 Benjamin Foundation (BF) meeting, CHT meeting and Wayland Chamber of Trade meeting
- 02.08.19 Presentation of Watton in Bloom awards



- 03.08.19 Blenheim Fete
- 04.08.19 Pantomime Group Dog Show/Benjamin Foundation Fun Day
- 06.08.19 Funeral of Jan Godfrey
- 07.08.19 Watton market to welcome Charlie Houlder-Moat back from her charity walk
- 08.08.19 Neighbourhood Plan meeting
- 12.08.19 PPG meeting

4.2 Vice-Chairman's Report

The Vice-Chair has attended:

- 22.07.19 Norfolk Day event staged by the Evening WI when Jane Fountain spoke about the Watton Neighbourhood Plan and Liz Whitcher spoke of the work of the Watton Drainage Group. Also attended a fund raising event for the Dementia café at Vicarage Walk
- 29.07.19 Wayland Partnership meeting
- 30.07.19 Loch Neaton Charity AGM
- 31.07.19 HR Committee meeting
- 01.08.19 BF meeting and CHT meeting
- 02.08.19 Trip to Dereham Paint Hut to collect paint to decorate interior of CHT building
- 03.08.19 Working party at Loch Neaton
- 04.08.19 Pantomime Group Dog Show/BF Fun Day
- 08.08.19 NP meeting which included conference call with Aecom re. further possible Masterplanning for Watton High Street
- 12.08.19 meeting at Kings Arms
- 13.08.19 HR Committee meeting

4.3 Clerk's Report.

Written report submitted in agenda pack. Twinning Association minutes distributed to Councillors prior to the meeting with Budget Update presented to Councillors at the meeting.

5. PUBLIC PARTICIPATION

No members of the public present.

6. HR

- 6.1 Draft HR minutes from the meeting held on July 31st 2019 were noted
- 6.2 **The Appraisal Policy was ratified as presented.**
- 6.3 **The Sickness and Absence Policy was ratified as presented.**

7. CIVIC POLICY

Several amendments were suggested to the Civic Policy which will be incorporated before the Policy is presented back to Full Council for ratification.

8. COUNCIL DECISIONS

It was resolved to accept the document "Council Decisions Extracted from Minutes Books", and agreed that:

- An electronic and a paper copy should be retained in the Council Office as an historical record of decisions taken by Watton Town Council and its predecessors.
- Electronic "read only" copies should be provided to Councillors.

- Information extracted from Council documents in the future can be added to the centrally held electronic copy with the agreement of the Town Clerk (the agreement to be noted at the end of the document, and a copy of the original document to be retained.)

It is noted that the information contained in the document is a matter of public record.

9. CEMETERY

9.1 Recommendations from the Cemetery Working Group (CWG)

- The recommendation from the CWG to send the letter to the Diocese, as presented, regarding the on-going Faculty Petition was ratified.
- It was agreed to accept the invitation to meet with the Reverend Gerry Foster and the Diocesan Registrar Mr Stuart Jones on September 30th 2019 at 5.30pm at St. Mary's Church.

10. EVENTS

10.1 The notes from the Events Group meeting held on July 24th 2019 were accepted.

10.2 **It was resolved** to make donations as presented to those who assisted at the Watton Antiques Fair.

10.3 **It was resolved** to pay Ark Farm to attend the Festive Market at a cost of £580 and for the company to supply and manage hand washing facilities for an additional cost of £102.79.

11. INTERNAL AUDIT

Payment of £516 to the Internal Auditor for audit work undertaken during the 2018/19 financial year was agreed.

12. ELECTRICAL CIRCUIT TESTING WAYLAND HALL

It was resolved to accept the quote of £2664 to undertake remedial work at Wayland Hall following electrical circuit testing of the building.

13. LEGAL ADVICE

It was resolved that the Town Council, a sole Trustee, should seek legal advice relating to any proposed lease of the CHT building to a third party.

It was noted that the legal fund within the current budget was increased from the figure set last year in order to cover such need.

13.1 It was resolved that the Town Council would sign the Statement of Intent as presented relating to use of the CHT building.

14. "LONDON BRIDGE"

This matter to be discussed after a resolution to exclude the public and press.

15. WATTON SOCIETY QUIZ

It was resolved that the Town Council will enter two teams into the Watton Society Quiz to be held on Friday October 18th 2019 7.30pm at the Queen's Hall.

16. USE OF GAZEBOS

It was resolved that the market gazebos should be erected each Wednesday and be offered for use free of charge until Christmas 2019, with a review of this policy to be undertaken before the end of the free promotion period.

17. TEMPORARY SKATE PARK

This matter to be a future agenda item once further information is obtained.

18. PLANNING:

18.1 3PL/2019/0770/HOU - Remove existing conservatory, erect single storey extension to rear -
50 Dereham Road Watton

No objections raised

A resolution was made to exclude the public and press to consider sensitive matters relating to the procedure the Town Council should adopt following the death of a senior national or local public figure. It was agreed a procedure should be drafted to be presented to Full Council.

Ben Warwick

Item 4.3

Clerk's Report

It is quite quiet in the Office at present, which I assume is because it is "holiday season" so I do not have a lot of news to report at present. However, this is giving us time to catch up with and sort out historic filing. Hopefully we will at least create some free storage space.

Tina Kiddell has decided to resign as a member of the Finance Committee and it will be on the agenda for the next Town Council to agree a new member for the Committee.

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. High Street Closure 22.09.19 e-mail dated 22.07.19
2. Breckland District Council -Fly tipper fined 22.07.19
3. Police Connect 23.07.19 and 29.07.19
4. Police and Crime Commissioner Newsletter 31.07.19
5. Silver Social Newsletter 23.07.19
6. PEPSO Quarterly Report 24.07.19
7. CAN Training Newsletter 01.08.19
8. CAN Newsletter 01.08.19
9. BDC review of polling districts 01.08.19
10. Daisy Programme My Confidence Course 01.08.19

Dates to note:

16th August – Finance Com. Meeting

22nd August – Day at Jubilee Garden?

23rd August – Ride around Council assets - suggest 9.30am start (timetable to follow)

27th Aug. – TC meeting

4th Sept – SNAP meeting 2pm watton Fire Station

8th Sept. – Civic Service

10th Sept – TC meeting

24th Sept – TC meeting

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

Also to note I will be on holiday from Sept. 2nd to Sept. 17th. Michelle will be clerking the Town Council meetings on August 27th and Sept. 10th and is then on holiday herself 19th, 20th and 23rd of Sept. Michelle is also off on August 14th, 22nd and 23rd with Jane L off 15th, 16th and 19th Aug. Alex is also on holiday the same weeks as myself and may also need some extra time during Sept. as he is moving.