

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday August 27th 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, Tina Kiddell

Officers Present: Michelle Thompson – Deputy Clerk

1. APOLOGIES FOR ABSENCE RECEIVED

No apologies for absence received

2. DECLARATIONS OF INTERESTS MADE

Beryl Bunning declared an interest in item 9.1 as a family member is listed as a payee.

3. CONFIRMATION OF MINUTES 13.08.19

3.1 The minutes of the meeting held on August 13th 2019 were agreed as a true record of the meeting and were signed by the Chairman.

3.2 Update on matters from the previous meeting:

- Mr Barry Gough is to take up the role of Voluntary Allotment Representative. He will liaise with other allotment holders and investigate the possibility of joining an Allotment Association.
- Item 7 – 13/08/2019 The Civic Policy and a procedure to adopt following the death of a senior national or local public figure will be re drafted with the intention of presenting both documents to full council again in October.
- Item 9 – 13/08/2019 Letter has been sent to the Diocese regarding the ongoing Faculty petition. Meeting scheduled with Revd Gerry Foster and Registrar Mr Stuart Jones on September 30th, 5:30pm at St Mary's Church.
- Item 12 – 13/08/2019 awaiting date when remedial electrical work will be undertaken at Wayland Hall.

4. REPORTS

4.1 Chairman's Report

The Chairman had nothing to report

4.2 Vice-Chairman's Report

The Vice-Chairman had nothing to report other than informing councillors of a poaching incident at Loch Neaton which has now been resolved.

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 on the Tesni application for development between Mallard Road and Wick Farm and stated that Condition was made at appeal that the reserve matters application would need to be submitted by 22nd August 2019. To date he has not received notice of a reserved matters application being submitted.



4.5 Police Report

August Police Parish Newsletter sent by email to all councillors on August 14th and was included in Agenda Packs.

4.6 Clerk's Report.

Written report submitted in agenda pack.

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.

6. PUBLIC PARTICIPATION

No members of the public present.

7. TOUR OF COUNCIL MANAGED SITES - REPORT

Ride around report was present to councillors, report was noted.

- A councillor volunteered to do a second ride around to take any councillors who could not make the initial tour. Town Council office to send email to arrange.
- It was asked that the office looks into getting more quotes for replacing all equipment in the small children's play area at Bridle Road.
- **It was resolved** that the office seek legal advice from a solicitor in regards to sending a letter to resident who park on the grass at Bridle Road.
- **It was resolved** that the report be remitted to the Finance Committee with the intention of the Committee reporting back to full council in November 2019. In the meantime if councillors could email the office with any other suggestions on the sites managed by the Town Council.

8. PEP SO REPORT AND EVENTS NOTES

PEP SO quarterly report was received and noted.

Events meeting notes from the meeting held on July 23rd were noted.

- It was noted that the event held at Jubilee Gardens on August 22nd was a great success and had a good turnout of people.

9. FINANCE

9.1 Payments for August 2019 were approved for payment as listed.

- A new councillor has asked that any non-regular payments are highlighted for information.

9.2 Draft Finance Committee Minutes from the meeting held on August 16th 2019 were noted
Recommendations from Finance Committee:-

- It was resolved** that a training session is put together, to be held towards the end of October, to look at the roles and duties of a Watton Town Councillor. The session to be run by the Chairman of the Finance Committee, the Chairman of the HR Committee, the Clerk and Deputy Clerk.
- It was resolved** that the Watton Carnival Committee should be approached with a view to the market gazebos being used at Watton Carnival and that the gazebos should be used at the Festive Market.
 - **It was resolved** that the PEP SO be asked to liaise with the Carnival Committee.



- **It was resolved** that if stallholders would like to hire a gazebo at the Festive Market the cost will be the £10.00 for an outdoor pitch plus £5.00 for the hire of the gazebo and for the Carnival a cost of £5.00.
- III. **Motion was not carried:** that live streaming of Town Council meetings should be suspended until a more effective sound system can be introduced and, to ensure appropriate data management, links are made to include streaming within the Council's Communications Policy.
- IV. **It was resolved** that a risk assessment of trees on land managed by the Town will be commissioned at the cost of £545.00 to enable quotes to be obtained for any suggested works.
- V. **HERITAGE & PROMOTION PROJECT: It was resolved** that the PEPSO be directed to research and organise planning for the funding, erection and promotion of Heritage Maps and signage for Watton.
- VI. **It was resolved** to accept the Investment Strategy as presented with the view that amendments can be made at a later date if necessary.

9.3 New Member for the Finance Committee

It was resolved that Councillor Don Saunders be appointed the new member of the Finance committee.

10. HR

10.1 Draft HR Committee Minutes from the meeting held on August 13th 2019 were noted.

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

11.1 3PL/2019/0908/F - New dwelling - WATTON: 7 Loch Lane Watton

Objections raised

11.2 3PL/2019/0915/HOU - Side garage extension with bedroom above including front dormer window - 6 Peddars Court Watton IP25 6HQ

No objections raised

11.3 3PL/2019/0950/HOU - Single storey side and rear extension to dwelling - Audley House 121A Brandon Road Watton IP25 6LL

No objections raised

11.4 3PL/2019/0973/LB - Internal alterations to remove staircase and part internal walls - Crown Hotel 25 High Street Watton IP25 6AB

No objections raised

11.5 3PL/2019/0981/VAR - Variation of Condition No 5 on 3PL/2018/0768/F - Revised design - 67 Dereham Road Watton IP25 6EZ

No objections raised

11.6 To consider further comments to application 3PL/2019/0164/O – 51 Thetford Road, Watton

The Council was informed that this application has been withdrawn.

12. Resolution passed to exclude the press and public to update on confidential matters relating to the Cemetery

12.1 To consider request for addition to headstone.

This item was deferred as no information was received.

Ben Wainwright
10.9.19

Clerk's Report 20.07.19

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. Norfolk Association of Local Councils bulletin e-mail dated 15.08.19
2. Police Connect 15.08.19
3. CAN Funding Newsletter 15.08.19
4. Silver Social Newsletter 16.08.19
5. Saham Toney NP consultation letter 18.08.19

Flower tub

A High Street flower tub, located towards Lings opposite the George Trollope Road junction, has been hit by a vehicle. We are trying to find further information about this as the cost of repair is likely to be quite high and an insurance claim will be made.



Cemetery

The Office has received a recent complaint about grave adornments. We are in the process of preparing for the contractor to undertake another sweep of the Cemetery to remove adornments felt to be outside the Cemetery rules. Notices will be placed in the Cemetery with the sweep to happen towards the end of September.

Notes from the Cemetery Working Group meeting held on 13.08.19 are included within the agenda pack.

Dates to note:

22nd August – Day at Jubilee Garden?

23rd August – Ride around Council assets - report to follow

27th Aug. – TC meeting

4th Sept – SNAP meeting 2pm Watton Fire Station

8th Sept. – Civic Service

10th Sept – TC meeting

19th Sept – Clerk's Quarterly Meeting with Rob Walker BDC

24th Sept – TC meeting

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

Breckland District Council has confirmed that it is planned for an Officer to attend the Town Council meeting on Sept, 24th to explain Watton special expenses charge and Jon Berry, Head of Development Management, Breckland Council has agreed to attend the Town Council meeting on October 22nd to inform the Council of s106 contributions.

Also to note I will be on holiday from Sept. 2nd to Sept. 17th. Michelle will be clerking Town Council meeting on Sept. 10th and is then on holiday herself. Alex is also on holiday the same weeks as myself and may also need some extra time during Sept. as he is moving. Sue is off w/b 9th Sept.

Watton Town Council
Expenditure for August 2019

[illegible]