

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday November 12<sup>th</sup> 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, Tina Cruz, Jane Fountain, Keith Gilbert, Sue Hebborn, Stan Hebborn, Tina Kiddell, Keith Prince, Don Saunders, Kathryn Stallard, Les Waller.

Officers Present: Jane Scarrott Town Clerk

Also present: 1 member of the public

**1. APOLOGIES FOR ABSENCE RECEIVED:**

John Chocqueel-Mangan

**2. DECLARATIONS OF INTERESTS MADE:**

Stan and Sue Hebborn declared an interest in item 12, Beryl Bunning in items 19.2 and 19.3 and Tina Cruz in 19.1.

**3. CONFIRMATION OF MINUTES 22.10.19**

3.1 The minutes of the meeting held on October 22<sup>nd</sup> 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 22.10.19

Request made for how to commemorate VE Day to be an agenda item for the next TC meeting.

Resolution made to consider response to consultation regarding the second application made by Watton Sports Centre for s106 money and item. 13 of the agenda, under item 20, following exclusion of the public and press.

**4. REPORTS**

**4.1 Chairman's Report**

The Chairman has attended:

Oct. 23<sup>rd</sup> – Public meeting regrading development adjacent to Mallard Road

Oct. 24<sup>th</sup> – Wayland Chamber of Trade Meeting and Loch Neaton Charity Meeting

Oct. 27<sup>th</sup> – Fireworks Evening

Oct. 27<sup>th</sup> – Watton Sport Centre with other Councillors to see new kitchen, Loch Neaton Charity Meeting, PPG Meeting and Twinning Association Meeting

Nov. 6<sup>th</sup> – RAFA Remembrance Service at East Wretham, Benjamin Foundation Meeting

Nov. 9<sup>th</sup> – Commonwealth War Graves Service

Nov. 10<sup>th</sup> – Remembrance Service

Nov. 11<sup>th</sup> – Chaston Place Armistice Day, Norfolk ALC Meeting focusing on rural transport difficulties (PW volunteered to be part of Working Group with Cllr Kiddell willing to offer assistance), Wayland Chamber of Trade Meeting

Thanks were voiced for Cllrs Stan Hebborn and Keith Prince and a third volunteer for erecting the poppies around the town.



#### 4.2 Vice-Chairman's Report

The Vice-Chairman attended the public meeting held on Oct. 23<sup>rd</sup>, the Benjamin Foundation Meeting on Oct. 6<sup>th</sup>, Loch Neaton Charity Meetings and Remembrance Services.

#### 4.3 Clerk's Report.

Written report submitted in agenda pack.

Verbal update given:

Councillors have been forwarded the Police Newsletter for November and notification of changes to local bus timetables.

### 5. PUBLIC PARTICIPATION

A Trustee of the Loch Neaton Charity was present to raise concern regarding communications from a member of the Council. It was agreed this matter would be discussed after the resolution to exclude members of the public and press (item 20).

It was also noted that some pages on the Town Council website cannot be viewed at the present time. This is being investigated with the plan to transfer hosting of the Town Council website.

### 6. CLIMATE CHANGE AWARENESS POLICY

**It was resolved that** the Clerk would be tasked to find models of Climate Change Awareness Policies to be brought back to the Full Council.

### 7. WORKING WITH NORFOLK ALC

Watton Town Council welcomes initiatives relating to the well-being of residents. **It was resolved** that Watton Town Council Clerk will contact Norfolk Association of Local Councils to request information regarding well-being projects being considered and the way Watton Town Council can be involved in the delivery of such projects.

### 8. LIGHTING FOR FESTIVE MARKET MARQUEE

**It was resolved** to spend an additional £90 plus VAT to provide lighting in the marquee for the Festive Market.

### 9. FIREWORK GRATUITIES AND EXPENSES

**It was resolved** to pay the gratuities and expenses relating to the Firework Evening as presented in the agenda pack for the meeting.

### 10. MARKET GAZEBOS

**It was resolved** to set up a Working Group to look into the future of the market gazebos. Stan Hebborn, Don Saunders, Keith Gilbert and Pat Warwick volunteered to be members of the group.

### 11. HERITAGE MAPS PROJECT

11.1 The report from Group which met on 31.10.19 was noted.

11.2 **It was resolved that** that the noticeboard sites in the Memorial Car Park and Queen's Hall Car Park should be used for two of the Heritage maps.

11.3 **It was resolved that** there should be a general discussion at a Full Council Meeting to agree the future purpose and use of the noticeboards at the different sites within Watton.



## 12. TRAFFIC REGULATION ORDER

The Town Council has been asked to comment on a proposed traffic regulation order relating to a raised speed table at a junction into the former Officer's Mess development site. The location will be confirmed but the Council is of the opinion that the proposed works could create a hazard which does not exist at present.

## 13. MEETING WITH YOUTH ADVISORY BOARD

The Leader of Breckland District Council, Cllr Chapman-Allen, has offered to facilitate and chair a meeting between Watton Town Councillors and Breckland Youth Advisory Board (YAB) to discuss some issues which have been raised.

**It was resolved** to respond to Mr Chapman-Allen to thank him for his interest in matters relating to the YAB and request that any relevant information is shared with the Town Council.

## 14. CLOCK TOWER ACCESS LADDER

Advice has been sought regarding Health & Safety concerns relating to access to upper floors in the clock tower. Replacement of access ladders will be considered once an H & S report is received.

## 15. SHIRE HORSE WAY FENCING

A small section of the fencing around the Open Space area at Shire Horse Way has been removed following damage. **It was resolved** to delegate the decision regarding whether to replace the missing fence posts to the Clerk.

## 16. TREE WORKS

**It was resolved** to accept Option 3 of the quotes as presented in the agenda pack for tree works to be undertaken as identified in the tree report.

## 17. CLOTHING RECYCLING BIN

**It was resolved** that the Town Council would not be in support of replacing the clothing recycling bin which has been removed from St Giles Road.

## 18. FAN AT PUBLIC TOILETS

**It was resolved** to make a payment of £1513.51 for purchase of the materials needed to replace the broken fan in the public toilets.

**19. PLANNING:** To consider consultation response to planning applications received since the last Full Council meeting. Noted that District Councillor Keith Gilbert does not participate in planning agenda items as he is a member of Breckland District Council Planning Committee.

19.1 3PL/2019/1285/F - Change the shop from A1 to A3 to be used as a Cafe. - WATTON: 76 High Street Watton

Support

19.2 3PL/2019/1303/F - Conversion of premises to rear of the shop to 6x units of accommodation - 13 High Street Watton IP25 6AB

Objection

19.3 3PL/2019/1304/LB - Conversion of premises to rear of the shop to 6x units of accommodation - 13 High Street Watton IP25 6AB



## Objection

19.4 3PL/2019/1290/LB - Conversion of part of ground floor to a bedsit. Reinstate first floor as two bed flat. - WATTON: Amys 33 High Street Watton

No objection

19.5 3PL/2019/1289/F - Conversion of part of ground floor to a bedsit. Reinstate first floor as two bed flat. - WATTON: Amys 33 High Street Watton

No objection

19.6 3PL/2019/1330/HOU - Front porch extension - 14 Edinburgh Close Watton IP25 6XJ

No comments

**20.** To pass a resolution to exclude the press and public to consider confidential and legal matters

### ITEM 3.2

Concerns having been raised by a member of the public relating to various correspondence between a member of the Council and others the Council **resolved that:**

"Watton Town Council accepts that Councillors have a duty to use clear unambiguous language in communications relating to Watton, and about Watton Town Council. Councillors are reminded to be accurate and clear in all communications, and to ensure that the recipient of any communication is aware of the role of the Councillor in the subject matter. This standard is also expected of the District Councillors".

The Town Council has been asked by Breckland District Council to comment on a second s106 funding application which has been submitted by Watton Sports Association. The Council supports projects which are for the benefit of the Charity but feels the timescale given for issuing a response to the application is not sufficient and further information is needed before comment can be made.

### 20.1 CEMETERY

**It was resolved** to permit the application for a memorial, as pictured in the meeting agenda pack, in the old part of the Cemetery as requested.

### 20.2 Charlotte Harvey Trust (CHT) UPDATE

The Town Council, as sole trustee of the CHT Charity, has agreed to support the Charity by paying for appropriate legal guidance and it was agreed to obtain further advice before making a decision regarding preparation of a draft lease for the use of the Charlotte Harvey Trust building by the Benjamin Foundation.

*Richard*  
26/11/19.

## **Item 4.3**

### **Clerk's Report 12.11.19**

#### **Notice of vacancy**

No election has been called to fill the one vacancy on the Town Council so the vacancy has now been advertised to be filled by co-option. It is suggested that 'interviews' could be held prior to the December meeting of the Town Council.

#### **Interim Internal Audit**

The Council's Interim Internal Audit took place on November 4<sup>th</sup>.

The Barclays Bank mandate is still in need of updating as ex-councillors still remain as cheque signatories! New agreed signatories still need to visit Barclays to provide identification before the mandate can be amended.

#### **Faculty Application**

I have informed the Diocese that the Council is happy with the Chancellor making a decision on the application to suppress the grass in the ashes area and cover with natural stone, based on the papers presented.

Quotes received from TTSR for gravel

"Looking at the quote supplied last year for the cemetery works I have £434.00 in the quote for 20mm Gravel which is the same as the roadway, the options are-

Go to a smaller Gravel that looks the same but would be 10mm, so a finer look and not the same as the roadway and this would cost the same with no uplift in cost. (I do not like this option as I think we would lose a lot of small stone in ashes plots whilst digging.

A Norwegian granite product of approx. 20mm diameter which would give a green/grey colour and this would add roughly £800.00

Mount sorrel stone of approx. 20mm diameter, this would give a red colour and add £800.00 on the price.

Cotswold stone with a light grey/white colour at roughly 20mm diameter would be an extra £1000 to the works cost

Plum Slate stone at 20mm diameter would add an extra £1250.00."

Samples of gravel have been requested.

#### **Norfolk Citizens Advice Bureau**

A generic letter has been received from the Citizens Advice Bureau requesting a donation.

#### **Rights of Way Seminar**

I attended the Norfolk Local Access Parish Paths Seminar on 28.10.19 and copies of the presentations are available. It is apparent that Norfolk County Council (NCC) is keen to stress to Town & Parish Councils that self-help is the way forward as NCC funding becomes more stretched. It is suggested that Parish Partnership funding is made use of and that Community Infrastructure Levy (CIL) money could help fund works such as footpath maintenance. CIL has not been introduced by Breckland District Council!

#### **Bridle Road Update**

TTSR has removed the play equipment in the small children's play area at Bridle Road.

It is possible "Pocket Parks" grant funding could help pay for replacement equipment at Bridle Road (rather than applying for s106 money or this project) and Sue Dent is investigating this before I submit a s106 application. Funding could also be sought for some grounds maintenance works at Bridle Road to help manage the overgrowth to the rear of the area.

**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 ALC Bulletin 23.10.19, 06.11.2019
2. Norfolk County Council Budget Consultation 2020/21 23.10.19
3. Silver Social Spring Programme 2020 29.10.19
4. Breckland District Council Breckland Local Plan - Receipt of the Inspectors Report 29.10.19
5. PCC News Round Up October 2019 31.10.19
6. Autumn/Winter training for clerks and councillors 01.11.19
7. CAN Sector Newsletter 01.11.19
8. Operation Randall Rural Crime Newsletter 01.11.19
9. Norfolk ALC Digging Up Norfolk 01.11.19
10. Scam and Rogue Trader Alerts 01.11.19

**Future Dates to Note**

November 13<sup>th</sup> VCSE Conference – Clerk and JF attending

November 15<sup>th</sup> 11.00am Finance Meeting

November 19<sup>th</sup> In House Training Evening 6.30-8.30pm

November 20<sup>th</sup> NTP Seminar – Dep. Clerk and Admin Support Clerk attending. Norfolk ALC AGM - Clerk attending?

November 24<sup>th</sup> Festive Market

November 26<sup>th</sup> TC Meeting. Clerk attending Employer's Pension Forum am.