

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday October 22nd 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, Sue Hebborn, Tina Kiddell, Keith Prince, Don Saunders, Kathryn Stallard, Les Waller.

Officers Present: Jane Scarrott Town Clerk

Also present: County Councillor/District Councillor Claire Bowes

**1. APOLOGIES FOR ABSENCE RECEIVED:**

Stan Hebborn

**2. DECLARATIONS OF INTERESTS MADE:**

Pat Warwick and Jane Fountain declared an interest in item 16.

Pat Warwick also declared an interest in item 7 as she is listed to receive re-imbursement for expenses.

**3. CONFIRMATION OF MINUTES 08.10.19**

3.1 Following slight amendment the minutes of the meeting held on October 8th 2019 were agreed as a true record of the meeting and were signed by the Chairman. Amendment was made to item 4.4 with the words "projects including" inserted between "to" and "the".

3.2 Update from matters raised at the meeting on 10.09.19

Updates are either reported on the Works in Progress list or will arise as discussion around agenda items.

**4. REPORTS**

**4.1 Chairman's Report**

The Chairman has attended:

11.10.19 Finance Committee Meeting

12.10.19 Oktober Fest at Saham Toney and Daisy Concert at the Queen's Hall

13.10.19 Dereham Civic Service

14.10.19 Benjamin Foundation Steering Group Meeting and Chamber of Commerce Meeting

15.10.19 Meeting with solicitor re. lease of CHT building

16.10.19 Watton Society AGM

17.10.19 Swaffham and Watton Focus Group Annual Meeting

18.10.19 Rotary Club Dinner

The Chairman has been presented with a cheque for £100 towards the Watton Firework Evening given by Blenheim Grange Residents Association.

4.2 The Vice-Chairman had nothing to report as she has been on holiday.

**4.3 County Councillor's Report**

Claire Bowes informed the Council that Breckland District Council (BDC) is aware of what is thought to be encroachment of the Highway in Watton High Street by one of the shops. This



matter is being followed up by Claire who is in contact with the Norfolk County Council Highway Engineer for the area.

The fence around the care home off the roundabout along the Norwich Road has also been reported to BDC Planning Enforcement Team as it is considered to be unsightly.

#### 4.4 District Councillor's Report

Written Report from Tina Kiddell is filed. Tina has recently attended a Norfolk Association of Local Councils Seminar which focused on wellbeing and how Councils can help deliver projects that focus on mental and physical wellbeing of the population. All Councils are also being encouraged to adopt a strategy to help mitigate against concerns around climate change. It was requested that both issues be future Town Council agenda items.

Keith Gilbert reported that as a member of BDC Planning Committee he has been busy as BDC cannot presently show a 5 year housing supply and applications are being submitted which otherwise would be against planning policies and thus many need to be considered by the Planning Committee. A new system has been introduced where applications are now sifted by members of the Planning Committee.

#### 4.5 Police Report

Police Parish Newsletter included in the 22.10.19 agenda pack sent to all Councillors.

#### 4.6 Clerk's Report.

Written report submitted in agenda pack with update also presented at meeting.

Verbal update given:

- The PEPSO has listed jobs to be covered for the Firework Evening on 26.10.19, with volunteers possibly needed to man Control and Command (PB offered) and to undertake a clean-up on the following morning.
- The Developers of the Griston Road Housing site have requested comments for suggested street naming options for the private driveway to the estate.
- Councillors have been provided with copies of the notes from the Watton Twinning Association meeting of 09.09.19.
- It was agreed to send a letter to Rev'd Gerry Foster and Registrar Stuart Jones regarding the ongoing faculty application relating to the ashes area in Watton Cemetery. The draft presented will be amended as recommended.

### 5. WORK IN PROGRESS UPDATE NOTED

Councillors had received a copy of the updated Watton Town Council's Work in Progress list in their agenda pack.

Further updates noted:

- The Chairman has approached the Wayland Chamber of Trade regarding promotion of Emergency Planning within the next Chamber directory.
- Suggested dates for in house training for Councillors are either the 19<sup>th</sup> or 21<sup>st</sup> November 2019.
- A donation made to the Council has been honoured with the installation of another seat at the Cemetery.
- Remedial work following Electrical Circuit Inspection is being undertaken at Wayland Hall.

### 6. PUBLIC PARTICIPATION – 0 members of the public present.



## **7. FINANCE**

**7.1** Payments for October 2019 were agreed for payment as presented with the exception of an invoice relating to hire of the field for the forthcoming Fireworks Evening as there is a query regarding the amount of the invoice. This will be checked before payment is made.

**7.2** Draft Finance Committee Minutes from the meeting held on 11th October 2019 were noted.

I. **It was resolved** that The Watton Town Council main Facebook page should be retained and administered by the Town Council staff to include the Watton Neighbourhood Plan. The PEPSO to continue to manage the Facebook "What goes on in Watton and Wayland" page with no other event pages.

II. **It was resolved** that the PEPSO be directed to organise a mobile skate park to visit the town within the school holidays in 2020. A budget of not exceeding £2500 to be set for the event.

III. **It was resolved to** endorse the decision made by the Finance Committee to commission emergency repair/replacement of the main fan in the Gent's public toilets and the work be carried out as a matter of urgency.

**7.3** The current budget position, together with a budget update in the meeting agenda pack, was presented to Councillors. Initial thoughts for the 2020/21 budget and precept request are that only an inflationary rise should be considered unless Council has any large projects that will need to be funded. The Finance Committee will be considering the budget at its forthcoming meetings and would be willing to receive any suggestions or comments before the budget is finally set by the Full Council.

## **8. VE DAY CELEBRATIONS 2010**

The Council is considering how it might support VE celebrations in 2020.

It was resolved that the PEPSO should be tasked with drawing up ideas, including funding sources, to be considered at the next Town Council meeting.

## **9. DONATION TO WAYLAND ACADEMY**

**It was resolved** to gift £30.00 to Wayland Academy towards Achievement Evening on 28.11.19. The Chairman will attend the Evening on November 28<sup>th</sup> 2019.

## **10. WATTON SPORTS CENTRE**

**It was agreed** that Councillors who are able will accept the invitation to visit Watton Sports Centre on October 29th.

## **11. BRIDLE ROAD PLAY AREA**

**It was resolved** to commission the Town Council preferred contractor to remove the play equipment in the small children's fenced play area at Bridle Road and leave the site safe. A s106 funding application to replace the equipment will be made.

## **12. SHIRE HORSE WAY**

Consideration will be given to making a s106 application to site play/gym equipment on the grass at Shire Horse Way. Residents will be consulted to gauge whether there would be support for this.

## **13. STANDING ORDERS**

**Standing Orders were reviewed with no amendments to be made.** It was noted that in November 2018 amendment was made to Standing Orders: "Town Councillors will be posted a



hard copy of the Full Council agenda pack on the Thursday prior to a meeting unless they specifically state they do not want to receive this. The clerk will ascertain at the start of each Council year whether or not Councillors wish to receive hard copies of the agenda pack."

#### **14. PARKING AT BRIDLE ROAD**

**It was resolved** to deliver copies of the letter as drafted by Ward Gethin Archer to residents who may be parking vehicles on the grass at Bridle Road Play Area. The situation will then be monitored for a month before a decision is taken as to how to proceed to, if necessary, take formal steps to prevent this from continuing.

#### **15. MARKET TOWN INITIATIVE FUNDING**

**It was resolved that** the PEPSO will be tasked with working with the Neighbourhood Plan Steering Group to put a brief together so a feasibility study can be costed, and an application made for Market Town Initiative funding to pay for the study, for pedestrianisation of Middle Street and the Old Dereham Road as outlined in the Feb. 18 AECOM Masterplanning Report.

#### **16. LOCH NEATON CHARITY S106 APPLICATION**

**It was resolved that** any local group making an application for s106 funding would be supported in principle if the project idea is good and beneficial to the community.

Breckland Council will be informed that the Town Council is in favour of the applications made by Watton Sports Association and Loch Neaton Charity for s106 funding.

#### **17. LAMP POST POPPIES**

**It was resolved** to give the community the opportunity to dedicate a poppy, which will be displayed within the town, to a lost loved one (as proposed within the meeting agenda pack).

**18. 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.

18.1 3PL/2019/1084/F –1 Paddock Close, Watton IP25 6YD - Continued use of summerhouse for sui generis beauty business following previous temporary permission 3PL/2018/0098/F

The Council will object to this application as previously

18.2 3PL/2019/1145/HOU - 13 Swaffham Road Watton IP25 6LA - Proposed single storey rear extension to include demolition of existing conservatory and replacement of section of flat roof with pitched roof.

No comments made

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

#### **19.1 CHT UPDATE**

Councillors were given a report of the meeting held with the solicitor engaged to compile a draft lease for future management of the Charlotte Harvey Trust building by the Benjamin Foundation. **It was resolved to** proceed with compiling the draft lease as advised.

*Ben Warrick*

## Item 4.6 Clerk's Report 15.10.19

### S106 monies held

The s106 amounts currently held by BDC are listed below

Reference	Amount	Spend By	Obligation Summary
3PL/2009/1084 & 2013/0798	£13,440.00	Spend by 23/03/2020	Provision of recreational facilities or amenity space for use by the general public at all times.
3PL/2013/0995	£4,480.00 (if approved would leave £73.20) 1 application received for repairs/renewal of floodlighting on astro turf £4406.80	Spend by 19/11/2019	To use the Recreation and Sport Contribution for the provision or enhancement of recreational facilities within the locality of the Development.
3PL/2014/0330	£240.00 £21,840.00	Spend by 20/12/2020	Children's Play and outdoor sport towards improvements to and or maintenance of recreational facilities in Watton likely to be used by residents of the development
3PL/2007/0262	£13,034.94 - Children's Play Area Contribution  £52,655.96 - Outdoor Sports Area Contribution  £22,896.10 (Lovell Gardens)	Spend by July 2022	To be used for the provision of alternative children's open space in the vicinity of the land.  To be used for the provision and improvement of outdoor sport areas which would ordinarily be expected to be used by the residents of the Development  To be use for improvements to LEAP at Lovell Gardens.

### Notice of vacancy

The notice that Alysha has resigned as a Town Councillor has been posted. 14 days need to be given following the posting to allow for an election to be called if 10 or more electors call for one. If no election is called the Town Council can advertise the vacancy to be filled by co-option.



### **NP Update**

The Neighbourhood Plan has been awarded funding for Technical Support to produce Design Codes for Watton High Street to expand on the Masterplanning work already undertaken around Middle Street. Options for the focus of this work are now being considered by the Neighbourhood Plan Steering Group.

### **Meeting re. planning application 3PL/2019/0991 -**

#### **Wednesday 23<sup>rd</sup> Oct. 7.00pm at the Youth & Community Centre building**

The Town Council is facilitating a meeting for residents to voice comments on the reserved matters planning application as submitted by TESNI

### **Interim Internal Audit**

The Council's interim internal audit is due and the auditor, Auditing Solutions Ltd, will be visiting the Town Council office 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.

### **High-Viz jackets**

Do Councillors hold their own High Viz jackets marked "Councillor" as we appear to be 6 missing!

### **Meeting held at St. Mary's 30.09.19**

Notes from the meeting compiled by Revd Kyla Sorensen can be viewed at:

<https://wettransfer.com/downloads/b4b693a2ccc3fa668050fc769833556e20191010194900/88be07c74acf10fe146d971b4180301520191010194900/e40269>

### **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)

10.10.19 Norfolk ALC bulletin

The Clerk is booked to attend the Parish Paths Seminar on October 28<sup>th</sup>.

Do any Councillors wish to attend the Norfolk ALC AGM on November 20<sup>th</sup>?

11.10.19 Police Connect

14.10.19 BDC new Community Match Funding

14.10.19 BDC grant funding re. VE Day 2020

14.10.19 BDC Allocation and spend of up to £392,000 to allow commissioning of delivery plans for Breckland's five market towns

### **Dates to note:**

17<sup>th</sup> October – Watton and Swaffham meeting (reports to follow)

23<sup>rd</sup> October – Annual service of Clock in the Clock Tower

24<sup>th</sup> October – Fireworks evening

28<sup>th</sup> October – Clerk to attend Parish Path Seminar PM

29<sup>th</sup> October – Invitation for Councillors to visit the Sports Centre 11am

### **Councillor information evening**

Dates suggested either Nov 19<sup>th</sup> or 21<sup>st</sup> - 6:30pm – 8:30pm

Can Councillors please inform the office of their preferred date.

Watton Town Council  
Expenditure for October 2019

Supplier	Description	Incl vat	Invoice	Method	Date Paid	Voucher
Breckland Council	Rates Wayland Hall GF	£309.00		DD	15.10.19	
Breckland Council	Rates Wayland Hall 1st	£373.00		DD	15.10.19	
Breckland Council	Rates Unit Linmore Court	£228.00		DD	15.10.19	
Breckland Council	Rates Public Toilets	£191.00		DD	25.10.19	
Breckland Council	Rates Market	£55.00		DD	25.10.19	
Breckland Council	Rates Clock Tower	£23.00		DD	07.10.19	
E.on	Electricity Industrial Unit	£6.00		DD	01.10.19	
British Gas Lite	Electricity Public Toilets	£25.97	803	DD	01.11.19	
Npower	Electricity Wayland Hall	£248.00		DD	01.10.19	
Scottish Hydro	Gas Wayland Hall	£44.38		DD	27.10.19	
Anglia IT Solutions	IT Services	£135.36	4385	DD	01.10.19	
Cooleraid	Watercooler	£14.79	3782	Bacs	22.10.19	
bbt Group	Photocopy service	£87.01		Bacs	31.10.19	
Teletrac	Van Tracking	£50.40	7532	DD	04.11.19	
CGM Group	Toilet Cleaning	1185.40	4531	Bacs	22.10.19	
CGM Group	Cleaning of Bus Shelters	154.20	5570	Bacs	26.11.19	
CGM Group	Window cleaning	150.30	5232	Bacs	31.10.19	
Staff Costs	Salaries	£6,863.86		SO	20.10.19	
Swaffham Town Council	Project Support	£1,188.35	G083	Bacs	22.10.19	
HMRC	PAYE	£1,897.52		203991	17.10.19	
Norfolk Pension Fund	Staff Pension	£2,321.41		Bacs	17.10.19	
Barclays	Bank Charges	£1.66		DD	07.10.19	
Watton Service Centre	Fuel	£86.58	7959	204020	12.11.19	
TTSR	Gardening Contract	£4,794.00	3508	Bacs	22.10.19	
TTSR	Grounds Maintenance	£1,534.91	3509	Bacs	22.10.19	
TTSR	Cemetery GM	£1,185.00	3510	Bacs	22.10.19	
Myhills	Consumables	£10.00	86	203992	22.10.19	
The Wayland News	Advert	£75.00		Bacs	22.10.19	
Adcocks	Batteries	£4.70		203993	22.10.19	
Loch Neaton	Grant	£500.00		203990	30.09.19	
Loch Neaton Park Run	Grant	£500.00		203989	30.09.19	
The Glow Company	Glowsticks	£646.62		Bacs	03.10.19	
The Royal British Legion	Poppy Wreath x2	£36.00		203994	22.10.19	
Hebborn Consultancy	Business Cards	£30.99	581	203995	22.10.19	
123 Reg	Domain Renewal	£11.99	3789	203996	22.10.19	
Ravencroft	Tree risk assessment	£654.00	1220	Bacs	22.10.19	
Councillor	Mayors Allowance	£300.00		203999	22.10.19	
Councillor	Civic Service Expenses	£276.25		203997	22.10.19	
Councillor	Travel Expenses	£92.70		203998	22.10.19	
Wicksteed	x3 Playarea inspections	£162.00	7835	Bacs	22.10.19	
Ark Farm	Nativity Festive Market	£696.00		Bacs	22.10.19	
Norfolkpts	Essential Seminar x2	£120.00	8353	Bacs	22.10.19	
Countrywide	Weekly Market Gazebo	£1,404.00	3382	Bacs	22.10.19	
DVLA	Van Tax 12 mnths	£260.00		204006	22.10.19	
ESPO	Padlocks	£56.10		Bacs	22.10.19	
ESPO	Paper cups and Lids	£57.18		Bacs	22.10.19	
Councillor	Travel Expenses	£26.10		204000	22.10.19	
Councillor	Travel Expenses	£9.90		204001	22.10.19	
Hallmark	Porta Loos Fireworks	£733.50		Bacs	17.10.19	
Roman Roofing	Bird stops on WH Roof	£108.00		204002	22.10.19	

Watton Town Council  
Expenditure for October 2019

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