

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday November 26th 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, Stan Hebborn, Sue Hebborn, Tina Kiddell, Kathryn Stallard, Les Waller.

Officers Present: Jane Scarrott Town Clerk

Also present: 1 member of the public

**1. APOLOGIES FOR ABSENCE RECEIVED AND ACCEPTED FROM:**

Don Saunders, John Chocqueel-Mangan and Keith Prince.

**2. DECLARATIONS OF INTERESTS MADE:**

Cllrs Bunning, Hebborn and Kiddell declared an interest as they, or groups they are associated with, are listed to receive payment.

**3. CONFIRMATION OF MINUTES 12.11.19**

3.1 The minutes of the meeting held on November 12th 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 12.11.19

Item. 13 – Breckland District Cllr Sam Chapman-Allen has verbally responded to the message sent to him following his offer to chair a meeting in Watton, to which the Youth Advisory Board would be invited. It was suggested if he is to arrange a meeting he could send an invitation for members of Watton Town Council to attend.

Updates also reported on the Works in Progress list.

**4. REPORTS**

**4.1 Chairman's Report**

The Chairman has attended:

15<sup>th</sup> Nov. Finance Meeting and Civic Reception at Attleborough

19<sup>th</sup> Nov. Neighbourhood Plan (NP) Meeting

24<sup>th</sup> Nov. Watton Festive Market

26<sup>th</sup> Nov. Norfolk ALC meeting re. bus services (report to follow)

4.2 The Vice-Chairman attended the VSCE Annual Conference on Nov. 13th, the NP meeting on the 19th and the Festive Market.

**4.3 County Councillor's Report**

County Councillor not present and no report received.

**4.4 District Councillor's Report**

District Councillor Tina Kiddell reported that she is involved with Breckland Licencing Team regarding policies relating to taxis, has attended the Planning Committee meeting when the Gladman's planning proposal for the Thetford Road development site was considered, Domestic Violence Awareness Day event and the Breckland Local Plan briefing.



District Councillor Keith Gilbert reiterated that the Breckland Local Plan is on the Council's agenda for adoption on Thursday Nov. 28<sup>th</sup> and that it is believed Breckland District Council has a 5yr housing land supply.

#### 4.5 Police Report

Police Parish Newsletter included in the 12.11.19 agenda pack sent to all Councillors.

#### 4.6 Clerk's Report.

Written report submitted in agenda pack.

Verbal update given:

- Trips to the Recycling Centre in Costessey are being offered in 2019.
- A Festive Market debrief meeting will be held - date to be confirmed.
- It was agreed to hold a Market Working Group meeting to consider the future of the market Gazebos on 05.12.19 at 11.00am, to be followed by a Cemetery Working Group meeting at midday (to update re. gravelling of ashes area at Watton Cemetery).

### 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.

It was suggested the Youth Advisory Board should be consulted regarding the proposal to bring a mobile skate park to Watton in 2020.

### 6. PUBLIC PARTICIPATION

One member of the public was present to raise concerns that the zebra crossing by Wayland House is poorly lit and it is hazardous to use the crossing when dark. Norfolk County Council will be asked to investigate illumination of the crossing.

There is also concern that the traffic flow when turning right into the High Street from the Dereham Road can be dangerous as visibility can be hampered by large vehicles waiting at Thetford Road.

### 7. FINANCE

7.1 Payments for November 2019 were agreed for payment as presented.

[Letter re. RBL donation presented to Councillors].

7.2 Draft Finance Committee Minutes from the meeting held on 15<sup>th</sup> November 2019, together with a Budget Update were noted.

I. **It was resolved that** the Town Council will provide a water connection to the Thetford Road allotments, pending approval from the land owner. A plan will be put together for water usage by allotment holders.

II. **It was resolved that** the Council will identify sites for a flag pole (preferably Town Council owned) and then seek a specialist contractor for guidance and costs.

7.3 **It was resolved** that following scheduled review Financial Regulations need no amendment.

7.4 **It was resolved** to accept the quote from the preferred contractor to provide the town Christmas lights for 2020, 2021 and 2022.

It was recognised that some lights may need replacing and this has not been included within the quote.



## 8. GRANTS/DONATIONS

8.1 **It was resolved** to consider the donation application received from the Benjamin Foundation at the next Town Council meeting on 10.12.19. A representative from the Benjamin Foundation will be asked to verbally present the application at the meeting.

8.2 **It was resolved** to donate £3000 to the Charlotte Harvey Trust as applied for.

8.3 **It was resolved** to grant £500 to Watton District Guide Association as requested.

## 9. NEIGHBOURHOOD PLAN (NP) UPDATE

It was noted that Aecom will be providing support to the NP by compiling an economic-focused Town Centre Plan.

## 10. 2020 VE DAY CELEBRATIONS

Initial communication has been made with Watton Sports Association regarding hosting VE Day Celebrations in 2020. Once plans have been established grant applications can be submitted. A Working Group to consider celebration suggestions will meet on December 4<sup>th</sup> 2019 at 2.00pm.

11. **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.

11.1 3PL/2019/1330/HOU - Front porch extension - WATTON: 14 Edinburgh Close Watton  
No comments

11.2 3PN/2019/0053/PV - A Solar Photovoltaic System situated on the superstore roof -  
WATTON: Tesco Superstore Thetford Road Watton

Support

12. To pass a resolution to exclude the press and public to consider legal matters – No resolution passed as no matters to be discussed.

*Benjamin*  
10/12/19.

**Consultation re. Norwich Road proposed junction**

**Response from NCC Highways**

"I appreciate your concerns about the proposed junction and hump of the Norwich Road. I have consulted with Kevin Allen, Safety Audit Team in this regard and received a response back from Safety Audit:

The raised cyclist crossing is a current recommended layout in urban areas for where an off carriageway cycle facility crosses a minor road. The raised crossing has been set back far enough for a large car to be completely clear of B1108 when giving way to cyclists. Given that the new residential estate will be fairly lightly trafficked I think it is very unlikely that there will be significant or regular queuing back on to B1108. This is an urban environment within a 30mph speed limit where drivers will expect regular braking and turning manoeuvres so my view is this layout does not give rise to any significant risks and is of benefit to pedestrian and cyclists."

**Lighting of High Street Crossing – concerns raised by a member of the public**

**Response from NCC Highways:**

"I've had a look at this area and I can't see any specific issues with the lighting on this street. The high Street is lit to the relevant lighting standard required for this type of road and there haven't been any recent reports of faulty street lights on this stretch of road. There was a recent report that one of the beacons was out but this was checked by our contractor last week and was found to be in working order.

Nonetheless, I'll pass this report on to our contractor and ask that they check this area for any lighting faults that might not have been reported directly from residents."

**Protocol for marking the death of a senior national figure**

A draft protocol has been compiled and black armbands, ties and an appropriate framed photograph of the Queen have been purchased. St Mary's Church has been approached as the Church should be included in plans and Rev. Gerry Foster has been asked for input after Christmas. Once the Church input is known the protocol will be presented to Full Council for ratification.

**Clock Tower**

Having been verbally led to believe the ladder to the first floor in the clock tower need not be condemned I have since received the report below:

*Based on the situation you have explained to me regarding usage and timings, my advice is as follows:*

- *The existing loft ladder is a domestic ladder and should not be used in a commercial environment. We could make a case for it if it was only a couple of times a year. However, as you explained it is far more than that.*
- *If ladders are to be used, then they must meet EN 131 standards for commercial or industrial work. The current ladder does not meet that standard, it has a SWL safe working load of 95kg in total where commercial ladders have SWL of 150 kg.*
- *As mentioned to you it was also damaged, one of the feet was missing.*
- *In truth the access was not good either with the angle not correct 70%, the ladder not long enough for the job.*
- *There was also difficulty reaching the ladder when stowed and having to retrieve.*

*I have looked around at alternatives, and in truth a like for like replacement only recreates the same problem. And some solutions could be designed and would be a substantial investment.*

*My recommendation is to position a standard staircase along the back wall, looking at the wall high to the left. I feel this would be the most cost-effective way to solve the problem. It would meet the legal requirement for the Work at Height Regulations 2005. It would be much easier for access and allow your care taker to carry items up to the next floor and for lone worker, be the safer option.*

*Also, if you reverse the hatch to a top opening it would also allow you to secure the upper floor.*

*If you have builders or local maintenance companies who work for the council any could do the work for you. Also, a carpenter and joiner could fit this easily, most merchants carry these in stock or can order them within days. The fitting is easy as I fitted one in my training earlier this year for training purposes. I'm a bricklayer by trade and DIY er, so if I can do it no problem.*

I have also been trying to contact Alan Wright the Norse Conservation Consultant, who put together the specification for the maintenance work undertaken on the clock tower in 2015, to ask his opinion on installing a staircase as suggested and on whether a flag pole can be located on the clock tower or at Wayland Hall. To date I have not heard back from him.

### **Grit Bin Church Road**



The grit bin has been re-installed at Church Road following a concrete pad being laid down to overcome the need to cut the grass around the bin.

### **Costessey Recycling Centre Tour Dates**

E-mail dated 29.11.19 forwarded to Councillors – please check that your name is listed if you wish to attend a tour.

### **Wayland Hall**

Old electrical sockets at Wayland Hall have been replaced to stop the electricity tripping out as had been experienced since the new fuse boards had been installed. All now seems well!

### **VCSE Conference**

The link below should take you to copies of the presentations given at the VCSE Conference attended by myself and Cllr Fountain:

<https://www.momentumnorfolk.org.uk/what-we-do/vcse-annual-conference/>

### **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. PCC New Round Up Nov. 2019 e-mail dated 29.11.19
2. Support the Local Electricity Bill 29.11.19
3. SNAP Meeting date 11.12.19 7pm
4. Pre-app advice Skate Park Thetford Road 02.12.19
5. Training Bulletin 02.12.19
6. Op Randall Rural Crime Newsletter 04.12.19



Direct Debt Payments - Barclays						
Supplier	Description	Incl VAT	Inv No.	Date	Pur/Ord	Voucher
Anglia It Solutions	IT Services	£121.80	4577	01.12.19		402
Anglian Water	Water Unit	42.49	7021	19.11.19		405
Anglian Water	Water Public Toilets	£410.58		29.11.19		406
Barclays Bank	Bank Charges	£1.66		04.11.19		392
Breckland Council	Rates Wayland Hall GF	£309.00		15.11.19		407
Breckland Council	Rates Wayland Hall 1st	£373.00		15.11.19		408
Breckland Council	Rates Unit Linmore Court	£228.00		15.11.19		409
Breckland Council	Rates Public Toilets	£191.00		25.11.19		410
Breckland Council	Rates Market	£55.00		25.11.19		411
Breckland Council	Rates Clock Tower	£23.00		05.11.19		393
British Gas Lite	Electricity Public Toilets	£71.14		02.11.19		412
E.on	Electricity Unit	£18.00		01.11.19		391
Npower	Electricity Wayland Hall	£248.00		01.11.19		390
Scottish Hydro	Gas Wayland Hall			Due Jan 20		
Teletrac NavMan	Van Tracker	£50.40		04.11.19		337
	<b>Total</b>	<b>£2,143.07</b>				
Standing Order Payments - Unity Bank						
Staff Costs	Salaries	£6,863.86		20.11.19		413-418
Chapman Surveyors	Unit Rent	£1,800.00		01.12.19		403, 404
	<b>Total</b>	<b>£8,663.86</b>				
Bac's Payments - Unity Bank						
Supplier	Description	Incl VAT	Inv No.	Date	Pur/Ord	Voucher
bbt Group	Photocopy service	TBC				
BHIB Insurance	One Day Tower Lighting Cover	£28.00	2146	26.11.19		419
Came&Company	Fireworks Buggies Insurance	£56.00	8022	26.11.19		420
CGM Group	Cleaning Public Toilets Oct	£1,185.40	5036	26.11.19		421
CGM Group	Cleaning Public Toilets Nov	£1,185.40	6045	26.11.19		422
CGM Group	Cleaning Bus Shelters	£154.20	5784	26.11.19		423

Watton Town Council Expenditure for November 2019

CGM Group	Window Cleaning Wayland Hall	£150.30	5785	26.11.19				424
CGM Group	Cleaning Bus Shelters	£154.20	5570	26.11.19				425
Cooleraid	Watercooler	£14.79	9325	26.11.19				426
Cooleraid	Watercooler	£31.20	557	26.11.19				427
ESPO	Stationary/Cleaning Products	£171.53	6747	26.11.19				428, 429
Future Environments	Project Management	£1,978.13	168	26.11.19				430
Loyal Company	Town Crier Annual Sub	£35.00		26.11.19				431
Mark Bunning Photography	Mayors Photos	£231.00	701	26.11.19				432
Mervyn Lambert	Fireworks - Tower Lighting	£1,596.00	7165	26.11.19				433
Mobile Disco Network	Pa System Festive Market	£75.00	WTC1	26.11.19				434
Norfolk Pension Fund	Staff Pension	£2,321.41		26.11.19				435
Norfolk PTS	Internal Auditors Course x1 Cllr	£48.00	8419	26.11.19				436
R.Halsey Electrical	Installation of Socket	£45.00	611	26.11.19				437
Smith of Derby	Clock Service	£309.60	1984	26.11.19				438
Spartek	Remedial Electric works	£2,664.00	7806	26.11.19				439
Swaffham Town Council	Project Support	£1,188.35	19G096	26.11.19				440, 441
The Wayland News	Half Page Advert	£135.00	7164	26.11.19				442
TTSR Limited	Grounds Maintenance	£1,534.91	3675	26.11.19				443
TTSR Limited	Cemetery Grounds Maintenance	£1,185.00	3676	26.11.19				444
TTSR Limited	Cemetery Bench	£300.00	3677	26.11.19				445
TTSR Limited	Grave Digging	£65.00	3684	26.11.19				446
TTSR Limited	Play Equipment Removal	£1,200.00	3719	26.11.19				447
Viking	Stationary	£78.12	4801	26.11.19				448-449
Weatherfield	Festoon Lighting - Marquee	£108.00		26.11.19				450
	<b>Total</b>	<b>£18,228.54</b>						
<b>Cheque Payments - Barclays</b>								
Supplier	Description	Incl VAT	Inv no.	Date	Pur/Ord	Chq No.	Cost Code	Voucher
A-Plant Lux/S Dent	Fireworks Gratuities	£100.00		12.11.19		204023		451
Army Cadet Force	Fireworks Gratuities	£200.00		12.11.19		204016		452
Breckland J's	Festive Market Gratuities	£50.00		26.11.19		204025		453



Watton Town Council Expenditure for November 2019

Cllr B Bunning	Christmas Presents	£185.10	26.11.19	204026	454
Cllr T Kiddell	Travel Expenses	£9.45	26.11.19	204027	455
Daisy Choir of Hope	Festive Market Gratuities	£50.00	26.11.19	204028	456
Duck & Pheasant/Gather Bars	Fireworks Stall Refund	£61.00	12.11.19	204021	457
HMRC	PAYE	£1,897.32	26.11.19	204024	458
Mary Jane Toulson	Allotment Land Rent	£50.00	26.11.19	204029	459
Mr C Bamford	Fireworks Food Vouchers	£52.50	12.11.19	204011	460
Myhill & Son	Consumables	£21.63	160 26.11.19	204030	461
Norfolk Fire & Rescue	Fireworks Gratuities	£100.00	12.11.19	204017	462
Norfolk Lowland Serch	Fireworks Gratuities	£500.00	12.11.19	204018	463
P. Curston	Fireworks PA System 2018	£150.00	1804 12.11.19	204012	464
P. Curston	Fireworks PA System 2019	£160.00	1805 12.11.19	204013	465
Pheonix Pipes & Drums	Festive Market Entertainment	£400.00	26.11.19	204031	466
RBL Poppy Appeal	Lamp Post Poppies	£300.00	26.11.19	204032	467
Sandra Merry/Babaco	Fireworks Food Vouchers	£27.00	12.11.19	204010	468
SFC Ltd	Consumables	£26.46	57 26.11.19	204033	469
SLCC	Subscription	£264.00	26.11.19	204034	470
Staff A James	Work Mobile Top Up	£10.00	26.11.19	204035	471
Staff Sue Dent	Fireworks Refreshments	£4.40	12.11.19	204014	472
Staff Sue Dent	Fireworks Refreshments	£15.88	12.11.19	204014	473
Staff Sue Dent	Festive Market Refreshments	£20.48	26.11.19	204037	474
Stan Hebborn	Fireworks Led Lighting	£29.99	12.11.19	204015	475
Stephen Kemp	Last Post Remembrance	£15.00	2 26.11.19	204038	476
Stephen Kemp	Last Post Commonweath	£15.00	2 26.11.19	204039	477
Timescape	Festive Market Entertainment	£200.00	1970 26.11.19	204040	478
Watton Silver Band	Festive Market Entertainment	£75.00	26.11.19	204041	480
Wayland Men's Shed	Festive Market Gratuities	£50.00	26.11.19	204042	481
Wayland First Response	Festive Market Gratuities	£100.00	26.11.19	204043	482
	<b>Total</b>	<b>£5,140.21</b>			
	<b>Overall Total</b>	<b>£34,175.68</b>			

Watton Town Council Expenditure for November 2019

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