

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday December 10th 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, Stan Hebborn, Kathryn Stallard, Les Waller.

Officers Present: Jane Scarrott Town Clerk

Also present: 4 members of the public

1. APOLOGIES FOR ABSENCE RECEIVED:

Tina Kiddell, Keith Prince, Don Saunders

2. NO DECLARATIONS OF INTERESTS MADE

3. CONFIRMATION OF MINUTES 26.11.19

3.1 The minutes of the meeting held on November 26th 2019 were agreed as a true record of the meeting and were signed by the Chairman.

3.2 No further update from matters raised at the meeting on 26.11.19 other than noted in the agenda pack.

4. CO-OPTION

It was resolved to co-opt candidate 2 to fill the one current vacancy on the Town Council.

5. REPORTS

5.1 Chairman's Report

The Chairman has attended:

23rd Nov. Visit to RAF Mildenhall

27th Nov. Ely Cathedral

28th Nov. Watton Academy Achievement Evening

29th Nov. TC Finance Meeting

2nd Dec. Watton Relief in Need Meeting

4th Dec. VE Day 2020 Working Group Meeting

5th Dec. Council Working Group Meetings x2, CHT Meeting, Chamber of Commerce Meeting and Loch Neaton Charity Meeting

6th Dec Yuletide Celebration RAF Mildenhall

7th Dec. Thursday Club Christmas Party

8th Dec. Town Carol Service

9th Dec. Neighbourhood Plan Meeting with AECOM

5.2 Vice-Chairman's Report

The Vice-Chairman attended:

28th Nov. Watton Academy Achievement Evening

4th Dec. VE Day 2020 Working Group Meeting

5th Dec. Council Working Group Meetings x2, CHT Meeting and Loch Neaton Charity Meeting

9th Dec. Neighbourhood Plan Meeting with AECOM



5.3 Clerk's Report.

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

It was resolved to commission an inspection report at a cost of £500 for the Clock Tower and Wayland Hall, advising on either as a suitable location for a flagpole. Safe access and anchorage of any flagpole will be considered.

Members of the Town Council have been invited to attend a meeting with the Youth Advisory Board, District Councillors and others at Watton Sports Centre on January 22nd 2020 4-5pm. Pat Warwick, Les Waller and Tina Cruz offered to attend. Other Councillors are also welcome.

6. PUBLIC PARTICIPATION

No matters raised.

7. FINANCE

7.1 December payments were approved for payment as presented with the addition of an invoice for £25 for attendance at the 2019 VCSE Conference.

The draft Finance Committee Minutes from the meeting held on 29th November 2019 were noted.

I. Errors made by the Town Council Pay Roll provider in calculating NI payments were noted, and further, **it was resolved** to formally support the actions taken, as outlined in the Finance Committee Minutes.

II. **It was resolved** that in respect of the areas arising from incorrect calculation of NI payments, in the first instance the Town Council should pay the total arrears (i.e. both employee and employer contributions estimated at £3600), and that the employee contributions should be reclaimed from employees by the Council over a three year period.

The Council will write to all employees to explain and clarify the position.

III. **It was resolved** to accept the 2020/21 budget as presented, with expected expenditure of £443825 and to set the 2020/21 precept demand at £383474.

8. BENJAMIN FOUNDATION DONATION

It was resolved to make a donation of £10000 to the Benjamin Foundation towards offsetting the following costs within the presented budget for Watton Youth Club:

- School Holiday Activities - to cover at least one activity in each of the 11 weeks of the school holidays £720
- Lead Youth Support Worker (8 hrs a wk) and Youth Support Worker (5hrs a wk) £7229
- NI and pension contributions £1381
- Staff Training £500
- Volunteer travel £120

Money given as a donation would be deducted from the Town Council Community Improvement Fund (CIF). It was resolved however that as money remains in the 19/20 budget for youth provision £10000 of this could be used to offset the money used from the CIF.

9. REFURBISHMENT OF MAYOR'S CHAIN

It was resolved to proceed with identified works to refurbish the Mayor's Chain and to update the names on the chain.



10. CEMETERY WORKING GROUP

The Faculty application, to permit stones to be laid in the ashes area at the Cemetery, has been granted and thus the work is expected to take place early in 2020.

It was resolved that slate chips are the Council's stones of choice. This will mean an additional cost of £1200 to the original price quoted of £6530 to complete the work.

A letter will be written to St. Mary's confirming that it is now believed that part of the Churchyard remains open but the Town Council will continue to cut the grass in this open area as a gesture of good will and partnership working for the benefit of the community.

It was also suggested a sign should be posted at the Cemetery stating that it is permitted to lay wreaths in the cemetery at Christmas but that they should be removed by the end of January.

11. MARKET GAZEBOS

The original partnership working between Swaffham Town Council and Watton Town Council to share and manage 10 market gazebos, provided through Breckland Town Council Market Town Initiative Funding, was expected to run for three years. This is year one. Swaffham TC has indicated it would not want to continue with the current contract to store and erect the gazebos past May 2020 as the cost of continuing with the project is not viable.

It was resolved to consult with market traders regarding their use of the gazebos and the future of the weekly market. Councillor Beryl Bunning offered to do this.

It was resolved to clarify future plans for management of the gazebos with Swaffham Town Council. A meeting will be arranged with the Mayors and Clerks of the two towns.

It was resolved to continue not to charge regular traders for use of a gazebo until at least May 2020.

12. VE DAY CELEBRATIONS 2020

The intention is for the Town Council to take a lead in celebrating VE Day in Watton by organising a Fabulous Forties Family Fun Day and helping to promote other events and activities in the town which may be staged by other organisations.

It was resolved that the Town Council would underwrite the cost of the VE Day Celebrations 2020 up to £5000 with grant funding to be applied for as appropriate.

13. COUNCIL CHAMBER

(Kathryn Stallard declared an interest as a volunteer at the museum).

The Museum for Watton has presented a proposal for the future use of the current Council Chamber, which would entail shared use by the Museum and the Council.

It was resolved that a meeting should be held to discuss options with Trustees from the Museum with thoughts to be brought back to Full Council for a decision to be made. John Chocqueel-Mangan and Beryl Bunning will attend this meeting with other Councillors taking part should they wish to. Councillors not present at the Council meeting will be informed of the planned meeting with Museum Trustees should they want to be involved.

14. POCKET PARKS GRANT APPLICATION

The small children's play equipment at Bridle Road has been removed due to Health & Safety concerns.



It is possible a Pocket Parks Grant Application could provide £25000 towards new equipment but an application will need to be completed and submitted to Breckland District Council by December 15th 2019.

The Town Council must support the application with at least £7500 in match funding.

The cost of the total proposed works, including replacement of fencing is estimated at £35667.80 of which it would be hoped £25000 would be obtained in grant funding.

The Town Council would need to contribute £10667.80.

It was resolved to submit the pocket parks grant application as outlined in the report presented to the Council, with the funding needed to support the application to be taken from money remaining in the 2019/20 budget for play area maintenance.

15. 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.

15.1 3PL/2019/1382/F - Retain use of Part Garage as Beauty Salon - WATTON: 20 Shire Horse Way Watton - 3PL/2019/1420/F –

It was reported that this had been considered at the last meeting.

15.2 Installation of ramped access to the front and side doors to provide suitable disabled access. - WATTON: Watton Methodist Church High Street Watton

Support agreed 26.11.19

16. To pass a resolution to exclude the press and public to consider confidential and legal matters – resolution not passed as no matters to discuss

DeWard .
14/01/2020

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		01.01.20		483
Anglian Water	Water Wayland Hall	£68.79	3589	12.12.19		484
Barclays Bank	Bank Charges	£1.66		05.12.19		485
Breckland Council	Rates Wayland Hall (GF)	£309.00		15.12.19		489
Breckland Council	Rates Wayland Hall (1st)	£373.00		15.12.19		487
Breckland Council	Rates Unit Linmore Court	£228.00		15.12.19		488
Breckland Council	Rates Public Toilets	£191.00		25.12.19		489
Breckland Council	Rates Market	£55.00		25.12.19		490
Breckland Council	Rates Clock Tower	£23.00		05.12.19		491
E.on	Electricity Unit	£18.00		02.12.19		492
Npower	Electricity Wayland Hall	£248.00		01.12.19		493
	Total	£1,637.25				

Standing Order Payments - Unity Bank

Staff Costs	Salaries	£6,863.66		20.12.19		414-419
	Total	£6,863.66				

Bac's Payments - Unity Bank

Supplier	Description	Incl VAT	Inv No.	Date	Pur/Ord	Voucher
Auditing Solutions Ltd	Internal Audit 2019 - 20	£534.00	6273	10.12.19		494
Community Action Norfolk	VCSE Conference	£25.00	5622	11.12.19		495
CGM Group	Cleaning Public Toilets	£1,185.40		11.12.19		
CGM Group	Cleaning Bus Shelters	£154.20	6289	11.12.19		496
CGM Group	Window Cleaning Wayland Hall	£150.30		11.12.19		
Cooleraird	Watercooler	£14.79	4735	10.12.19		497
Mark Bunning Photography	Mayors picture	£30.00	401	10.12.19		498
Norfolk Pension Fund	Staff Pension	£2,321.41		13.12.19		499
Queens Hall Watton	Town Carol Service	£50.00		10.12.19		500
R.Halsey Electrical	Public Toilet Fan Materials	£1,513.51		13.11.19		379
R.Halsey Electrical	Installation of new Toilet Fan	£325.00	312	10.12.19		501

Renwick
14/01/2020

Watton Town Council Expenditure for December 2019

R.Halsey Electrical	Replace sockets in Chamber	£100.00	212	10.12.19					502
Royal Images	Condolence Print of The Queen	£93.60	7857	10.12.19					503
Swaffham Town Council	Project Support	£1,188.71	19G118	10.12.19					504-505
TTSR Limited	Hire of Teleporter for Xmas Light	£60.00	3844	10.12.19					506
TTSR Limited	Grave Digging	£130.00	3842	10.12.19					507
Watton Service Centre	Van Fuel Nov 2019	£40.56	70	10.12.19					508
	Total	£7,916.48							
Cheque Payments - Barclays									
Supplier	Description	Incl VAT	Inv no.	Date	Pur/Ord	Chq No.	Cost Code	Voucher	
Adcock & Son Ltd	Hoover & Bags	£165.00		10.12.19		204045		509	
District Guiding Ass	Grant	£500.00		27.11.19		204044		479	
HMRC	PAYE	£2,029.16		13.12.19		204052		510	
Myhill & Son	Consumables	£242.45		10.12.19		204047		511-513	
Staff A James	Work Mobile Top Up	£10.00		10.12.19		204046		514	
Staff S Dent	A - lux Xmas Market Thank you	£9.00		10.12.19		204048		515	
Staff S Dent	Facebook Fun Run Boast	£19.55		10.12.19		204051		516	
Staff J Scarrott	Expenses	£56.58		10.12.19		204049		517-518	
Staff M Thompson	Expenses	£30.92		10.12.19		204050		519	
	Total	£3,062.66							
	Overall Total	£19,480.05							
Bank Balances									
Barclays Current	Bank Stat shows on 11.11.19	£139,576.45							
Barclays Business	Bank Stat shows on 11.11.19	£178,267.54							
Unity Current	Bank Stat shows on 26.11.19	£233,680.14							
	November 2019 Income	£2,736.88							