

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday January 14<sup>th</sup> 2020 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 Prince, Sue Hebborn, Richard Hindley, Stan Hebborn, Kathryn Stallard, Tina Kiddell, Les Waller.

Officers Present: Jane Scarrott Town Clerk

**1. APOLOGIES FOR ABSENCE RECEIVED:**

Keith Gilbert, John Chocqueel-Mangan

**2. DECLARATIONS OF INTERESTS MADE:**

Peter Bishop and Kathryn Stallard declared an interest in item 12.2 and Stan and Sue Hebborn in item 7.

**3. CONFIRMATION OF MINUTES 10.12.19**

3.1 The minutes of the meeting held on December 10th 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 10.12.19:

- An Inspection report relating to access to the Clock Tower and the possible location of a flag pole has been commissioned. Waiting to hear date inspection will take place.
- Underpaid NI contributions have been paid to HMRC. Employees have been made aware of the position.
- The Town Council Grounds Maintenance Contractor is expected to lay slate chips in the ashes area of the cemetery in February when graves will also be cleared of unpermitted adornments.
- Email received from Swaffham Town Council Clerk on 10th December:-  
"Swaffham really does want to pull out of the contract after the first 12 months and revert to five stalls each, with a self-erect policy for potential hirers. There just hasn't been the take up at the Saturday Market that we had hoped for. We would still look to hire out the stalls, but even if we sold all 10 stalls every week this would still be running at a substantial loss of between £6,000 and £7,000 per year. The only time we have used 10 stalls is at our events, so that is only three times this year."

To date £15,000 has been spent to purchase the market gazebos. It is possible Breckland Council may not reimburse this money if the project does not continue and thus Watton TC could be billed for 50%.

The Chairman and Clerk are to meet with the Clerk of Swaffham on January 23<sup>rd</sup> and the future of the gazebos will be considered further after that date.

**4. REPORTS**

**4.1 Chairman's Report**

The Mayor's chain is booked for refurbishment. Cllr. Jane Fountain was thanked for producing a replacement chain to be used while the Mayor's chain is not available. It was resolved that the replacement chain will be used by the Vice-Chairman at times it is not used by the Mayor.



#### 4.2 Vice-Chairman's Report

The Vice-Chairman has attended:

- Christmas Day drop in with the local Safer Neighbourhood Police
- Jan. 7<sup>th</sup> Coffee Morning
- VE Day meeting
- The funeral of local service veteran (Mayor and Cllrs Hebborn and Kiddell also attended)

#### 4.3 Clerk's Report.

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

- A further meeting is being arranged with Stuart Jones, Diocesan Registrar to confirm that part of St. Mary's Churchyard remains open. Cllr. Peter Bishop will attend this meeting.
- A revised list of current s106 monies available has been passed to Councillors.
- The Council has received notification of annual Honorary Membership of Wayland Chamber of Commerce.

### 5. PUBLIC PARTICIPATION

No members of the public present so no matters raised.

### 6. FINANCE

6.1 The Interim Internal Report was accepted.

6.2 **It was resolved to** issue payment for the invoice received to erect and dismantle the 2019 Watton Town Christmas Lights.

**It was also resolved** to send an official letter of thanks to the contractor for what was felt to be a very good light display in 2019. It was noted that the budget for the 2020 Christmas Light display has been increased to allow new lights to be purchased to replace old stock in the hope that this will result in the need for less break down call outs.

6.3 **It was resolved that** the current grass cutting contract for the Cemetery and Churchyard will continue as it stands.

6.4 **It was resolved that** the Town Council will offer to pay for hire of the Queen's Hall for the Annual Town Carol Service 2020.

### 7. SHIRE HORSE OPEN SPACE

Residents of Shire Horse Way have been asked whether outdoor gym equipment would be wanted on the open space of the estate. Feedback is showing strong opinion that this would not be popular or used.

The Council will however further consider a request that has been made for more trees to be planted on the green areas. Investigation will be made into the likely cost of future grounds maintenance of the area if more trees are planted and whether drainage issues might arise from tree roots interfering with pipework. Cllr Peter Bishop offered to consult the grounds maintenance contractor regarding whether additional cost would be incurred for grass cutting should more trees be planted.

### 8. PLAY EQUIPMENT REPAIR

**It was resolved to** accept the quote of £921 to repair the damaged balance bench play equipment located in the Sports Centre Play Area.

*Penl*

## 9. BACS TRANSFER

**It was resolved** that the Clerk and Deputy Clerk will transfer £10,000 from the Town Council Unity Bank Account to the Benjamin Foundation as was the donation agreed on 10.12.19.

## 10. MUSEUM 4 WATTON

A meeting was held on 09.01.20 attended by Cllrs Chocqueel-Mangan, Bunning and Stallard and Chris Hutchings, Trustee of the Museum 4 Watton to examine the proposal put forward by the Museum for the future use of the Council Chamber at Wayland Hall.

Key issues identified by the Group:

- The proposal involves a number of changes to the usage and layout of the Chamber that need to be specifically considered in some detail.
- The joint usage of the Chamber raises several practical issues of access and cost.
- The financial costs of management and maintenance of the building have to be clarified.
- There are current issues with the condition of the Chamber flooring and the need to deal with this, irrespective of the outcome of the proposal.
- A partnership approach to this issue should be adopted with an active Partnership Group of Museum4Watton and nominated Councillors to meet, resolve and conclude the proposal if the council so wishes.

The recommendation from the group was that a Full Council meeting be convened on Tuesday 21st January 2020 at 7 pm, to specifically consider the options open to the Council so as to be able to decide the next actions to be taken. Prior to that meeting, the Group will make available to all Councillors the many pros and cons of issues that were discussed.

**It was resolved** to accept the recommendation but with the amendment that the date of the meeting will be February 4<sup>th</sup> at 6.30pm.

## 11. STEVEN'S ALMSHOUSES TRUSTEE

**It was resolved** that Les Waller be nominated as Trustee for the Steven's Almshouses Charity.

**12. 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.

12.1 3PL/2019/1524/HOU - Proposed new roof structure with first floor rooms, a garage side extension and single storey detached garden out-building - WATTON: 45 Griston Road Watton  
*No objections*

12.2 3PL/2019/1554/D - Reserved matters application for 180 dwellings, provision of open space & recreational facilities with associated highway and infrastructure works, following outline application 3PL/2014/1253/O - WATTON: Land at Thetford Road

*Agreed comments for submission:*

*The Town Council would like to see bungalows to the rear of Cannon Close as bungalows or redesign of the roof planes could reduce the impact on the amenity of residents in Cannon Close and would be in keeping with the general existing street scene of the adjacent housing estate. The Town Council would also like to see the properties along the face of the development onto the Thetford Road re-positioned so that the hard edge to the development is set back a little more from the important transition route from open country to the built environment.*

12.3 3PL/2019/1318/VAR - Variation of Conditions 2 & 5 to 3PL/2016/0162/F - WATTON:  
Victoria House Victoria Court Watton

*Agreed comments for submission:*

*No objections in principle, however the Town Council would suggest that the area set out as a garden for Unit 3 is not actually usable amenity space given the degree of separation from the unit and its location on the corner of an adjacent busy thoroughfare. It is suggested that re-orientation of the parking to the rear of the site could provide a more pleasant and usable area.*

12.4 3PL/2019/1589/HOU - Re-position boundary screening; replace wall with 2m high close boarded fencing - 19 Woodpecker Drive Watton IP25 6TW

*No objections*

13. Resolution passed to exclude the press and public to consider confidential and legal matters

### **13.1 MEMORIALS**

**It was resolved that** a request to place one memorial between two adjacent graves in the Cemetery would be permitted.

It was accepted that an amendment will be made for the rules of the Cemetery to allow a memorial to be placed between two graves but only two vases will be permitted with any headstone. This matter will be an agenda item for the next Town Council meeting to be confirmed.

*Ben Warwick*  
*28/01/2020*

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
	<b>Total</b>	<b>£1,637.25</b>				

### Standing Order Payments - Unity Bank

Staff Costs	Salaries	£6,863.66		20.12.19		414-419
	<b>Total</b>	<b>£6,863.66</b>				

### 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
	<b>Total</b>	<b>£7,916.48</b>						
<b>Cheque Payments - Barclays</b>								
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
	<b>Total</b>	<b>£3,062.66</b>						
	<b>Overall Total</b>	<b>£19,480.05</b>						
<b>Bank Balances</b>								
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						