

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday January 28<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, John Chocqueel-Mangan, Tina Cruz, Jane Fountain, Keith Gilbert, Sue Hebborn, Stan Hebborn, Richard Hindley, Keith Prince, Don Saunders, Kathryn Stallard, Tina Kiddell, Les Waller.

Officers present: Jane Scarrott Town Clerk

2 members of the public also present.

**1. NO APOLOGIES FOR ABSENCE RECEIVED**

**2. NO DECLARATIONS OF INTERESTS MADE**

**3. CONFIRMATION OF MINUTES 14.01.2020**

3.1 The minutes of the meeting held on January 14<sup>th</sup> 2020 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 14.01.20:

- Play equipment at Watton Sports Centre Play Area has been repaired as quoted.
- It was noted the Chairman and Clerk have met with the Clerk of Swaffham Town Council to consider future management of the gazebos provided through Breckland District Council Market Town Initiative. A written report of the meeting will be produced and it was suggested the market group might meet again to finalise how the gazebos will be managed after May when the contract to store and erect them ends. Beryl Bunning has spoken to market traders in Watton and will compile a report of her findings.

**4. REPORTS**

**4.1 Chairman's Report**

The Chairman has attended:

Youth Advisory Board (YAB) Meeting Jan. 22<sup>nd</sup> – a Working Party is now to be formed to move forward with youth provision in the town, with a date set for invited members to meet in February. An offer by Peter Bishop to collate a list of what is available for the youth in Watton was accepted by all.

Meeting with Officers of Swaffham Town Council re. the market gazebos Jan. 23<sup>rd</sup>

Burns Night Lunch at Thorpe House Jan. 24<sup>th</sup>

Peace Bell Presentation at Thetford Jan. 27<sup>th</sup>

The Chairman reported that Breckland District Council (BDC) is looking to move the "fridge", currently located at Wayland House, out of Watton. It is hoped this will not be the case and Don Saunders offered to speak to the relevant officer at BDC to update him with possible future plans to possibly re-locate the fridge within Watton.

**4.2 Vice-Chairman's Report**

The Vice-Chairman also attended part of the YAB meeting on Jan. 22<sup>n</sup>.

**4.3 County Councillor's Report**

Apologies received from Norfolk County Councillor Claire Bowes with written report e-mailed to Councillors.



#### 4.4 District Councillors Report

District Councillor Tina Kiddell reported that she is Chairman of the BDC Members Development Panel.

Breckland District Council would like to help facilitate a vision for Watton and thus District Councillors Tina Kiddell and Claire Bowes have offered to attend future meetings of the Neighbourhood Plan Steering Group. This matter will be an agenda item at the next Town Council meeting.

It was noted that BDC has allocated a senior lead officer to help strengthen relationships and local delivery across the market towns.

District Councillor Keith Gilbert has continued to investigate issues relating to land management of the open space at Field Maple Road and has reported further instances of fly tipping at Lovell Gardens.

BDC is keen to know if there are houses of multiple occupancy (HMO) in the town and reports can be passed to BDC Housing Team for investigation.

#### 4.5 Police Report

Local Police Update e-mailed to Councillors.

It was resolved to write to the Chief Constable and the two Watton Beat Managers to express thanks and appreciation for the good policing that takes place within the town.

#### 4.6 Clerk's Report.

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

- E-mail received from Steve James, BDC Community & Environmental Services Manager to confirm that he has been allocated as the senior lead for Watton.
- Councillors reminded of the BDC Town & Parish Forum to be held at Elizabeth House, Dereham 5.30pm 12.02.2020.
- Tina Cruz and Pat Warwick are booked to attend a free Employment Law Seminar in Swaffham 30.01.2020

4.7 Written report from the Project Events and Promotions Support Officer was received.

### 5. WORK IN PROGRESS

Updated Work in Progress list presented and accepted.

### 6. PUBLIC PARTICIPATION

2 members of the public present with a request made to address the Council regarding item 13.2.

### 7. FINANCE

7.1 Payments for January 2020 approved as presented

7.2 Draft Finance Committee Minutes from the meeting held on 17th January 2020 were noted.

i. It was resolved that further investigation should be undertaken into the idea of "Lead Councillors" to support different areas of the work within the Council, including the development of agreed projects.

The Council further agreed that a draft procedure should be drawn up to be presented by the Finance Committee. The draft procedure should suggest areas of interest, and should underpin the role and level/limit of responsibility of agreed "Lead Councillors".



ii. It was noted that as previously agreed, the PEPSO is working to arrange a mobile skate park event within the current Financial Year. The Council resolved that the PEPSO may investigate the feasibility of an event to coincide with the Olympic Games.

#### **8. JUBILEE GARDEN**

Discussion took place regarding future maintenance of Jubilee Garden.

**It was resolved** to investigate the cost of a gardener to manage Jubilee Garden and look at the possibility of re-locating the outdoor gym equipment from Bridle Road Play Area to Jubilee Garden.

#### **9. VE DAY EVENT MANAGEMENT PLAN**

It is necessary to name a lead person for the Event Management Plan for the VE Day celebrations. This matter will be a future agenda item again once more information is provided as to the responsibilities of the role.

#### **10. WAYLAND SHOW 2020**

**It was resolved** to allocate £250 from the 2020 Events budget towards helping to support local traders to offer free samples at the Wayland Show Food Fayre which the Town Council is managing.

#### **11. CEMETERY RULES**

It will be a future agenda item to agree the size of memorials (and the appropriate wording for the Cemetery Rules) that are to be permitted between adjacent graves.

#### **12. COUNCIL LIAISON WITH BRECKLAND DISTRICT COUNCIL**

**It was resolved** that Don Saunders would liaise with Steve James who is the BDC Lead Officer assigned to Watton.

**13. 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.  
13.1 3PL/2019/1393/F - Change of use of utility land to residential curtilage and erection of fence (retrospective) - WATTON: 2 Bridle Road Watton

*The Council objects to this development on the grounds that the garden extension is not in keeping with the existing development which was originally designed with an open plan feel. This development would set a precedent for further applications in the area. Such and successive changes to open areas will have an impact on crime prevention by creating hidden pockets for anti-social behaviour to occur. As this is a retrospective application, if refused then enforcement action should be considered.*

13.2 3PL/2020/0046/O - Outline application for four dwellings with all matters reserved - 51 Thetford Road IP25 6PN

*Liz Whitcher, Watton Drainage Group was invited to address the meeting.*

*Watton Drainage Group made representation through the Town Council when an application for this site was previously submitted and this new proposal does now address drainage issues. However the Drainage Group is to meet on 30.01.20 and will be looking at how Anglian Water sewers will manage surface water from development along the Thetford Road entering a drainage system which cannot cope now.*



*Once the Drainage Group have met with developers of the planned new 180 dwellings at Thetford Road any concerns raised will be passed to the Council with any relevant comments relating to 3PL/2020/0046/O to be submitted to BDC.*

*The Town Council has no specific objection to this development but will support relevant recommendations made by the Drainage Group.*

*John Warwick*

*11/02/2020*

## **Item 4.6**

### **Clerk's Report 28.01.20**

#### **Public Toilets**

The drains have been blocked at the public toilets necessitating a local drain clearing firm to be called out. Charges quoted at £85 for the first hour and £15 per 20mins after that. Until the problem has been sorted it is difficult to state the final charge but I am told most jobs are completed within the hour and the local firm is cheaper than Dyno-Rod!

#### **Christmas Tree**

TTSR is to dispose of the town Christmas tree now the Christmas lights have been removed. This may cost a little more than in previous years as the tree supports installed now need to be taken out and the ground made good.

#### **Cemetery**

It has been reported that the Cemetery is quite water logged at present and unfortunately grave digging machinery tends to create unsightly tyre tracks.

#### **Clock Tower Access/location for Flags**

Survey to take place 29.01.20

#### **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)

- S106 monies available 14.01.20
- Norfolk ALC Bulletin 17.01.20
- Silver Social 20.01.20
- Police SNAP Update – meeting 11<sup>th</sup> March 2020 7pm at Watton Fire Station
- Jan. Parish Police Newsletter 15.01.20
- Breckland Town & Parish Forum - 12 February 2020 - please respond directly if you are wanting to attend

#### **Future Dates to Note**

February 4<sup>th</sup> TC Museum Meeting 6.00pm

February 10<sup>th</sup> HR Com. Meeting 11.00am

February 12<sup>th</sup> VE Day Meeting 2.00pm

February 14<sup>th</sup> Finance Com. Meeting 11.00am

Direct Debt Payments - Barclays						
Supplier	Description	Incl VAT	Inv No.	Date	Pur/Ord	Voucher
Anglia It Solutions	IT Services	£121.80		02.01.20		483
Barclays Bank	Bank Charges	£1.66		09.01.20		525
Breckland Council	Rates Wayland Hall	£309.00		15.01.19		
Breckland Council	Rates Wayland Hall	£373.00		15.01.19		
Breckland Council	Rates Unit Linmore Court	£228.00		15.01.19		
Breckland Council	Rates Public Toilets	£191.00		25.01.19		
Breckland Council	Rates Market	£55.00		25.01.19		
Breckland Council	Rates Clock Tower	£23.00		06.01.19		527
BT	Broadband Services	£78.48	Q036D4	29.01.20		
BT	Phone Services	£137.82	Q1255B	27.12.19		
British Gas Lite	Electricity Public Toilets Nov-Dec	£111.62	6268	02.01.20	UTB	
British Gas Lite	Electricity Public Toilets Dec-Jan	£119.71	8670	01.02.20	UTB	
E.on	Electricity Unit	£18.00		02.01.20		526
Npower	Electricity Wayland Hall	£248.00		02.01.20	UTB	
Scottish Hydro	Gas Wayland Hall	£1,399.47	7	30.01.20		
Unity Trust Bank	Service Charge	£31.25		31.12.19	UTB	
	<b>Total</b>	<b>£3,446.81</b>				
Standing Order Payments - Unity Bank						
Staff Costs	Salaries	£5,941.61		20.01.20		
	<b>Total</b>	<b>£5,941.61</b>				
Bac's Payments - Unity Bank						
Supplier	Description	Incl VAT	Inv No.	Date	Pur/Ord	Voucher
Anglia IT Solutions	IT Services Annual	£187.48	74966	28.01.20		
Ashill Fire Protection Ltd	Fire Extinguishers Service - Uni	£57.60	8655	28.01.20		
Benjamin Foundation	Donation	£10,000.00		15.01.20		
CAN	VCSE Conference x1 Councillor	£15.00	5629	28.01.20		
CCS	Photocopying Services	£39.41	4028	28.01.20		
CGM Group	Cleaning Public Toilets	£1,185.40	6542	28.01.20		



Watton Town Council Expenditure for January 2020

CGM Group	Opening of Toilets for Xmas Mrk	£123.35	6835	28.01.20		
CGM Group	Cleaning Public Toilets	£1,185.40	7136	28.01.20		
CGM Group	Window Cleaning Wayland Hall	£150.30	6914	28.01.20		
Countrywide	Market Gazebos	£2,028.00	8146	28.01.20		
Cooleraid	Watercooler	£14.79	6518	28.01.20		
ESPO	Cleaning/Stationary	£73.40	4497	28.01.20		
J.R.Evans	Cemetery Skip	£130.00	2123	28.01.20		
Myhill & Son	Consumables	£5.55		28.01.20		
Norfolk PTS	Financial Year End Training	£55.00	8436	28.01.20		
Norfolk PTS	Essential Seminar MT & JL	£120.00	8480	28.01.20		
Norfolk ALC	Effective Councillor Training	£216.00	3513	28.01.20		
Norfolk Pension Fund	Staff Pension	£2,321.41		13.01.20		
R.Halsey Electrical	Christmas Lights	£9,581.00	201	15.01.20		
Shaw & Son Limited	Register of Burials book	£214.80	4315	28.01.20		
Swaffham Town Council	Project Support	£1,188.65	G123	28.01.20		
TTSR Limited	Repair damaged flower tub	£750.00	4029	28.01.20		
TTSR Limited	Grave Digging	£500.00	3955	28.01.20		
Watton Service Centre	Van Fuel	£40.44	8076	28.01.20		
Wycomb Petting Farm	Full Farm - VE Day	£300.00	2020	28.01.20		
Viking	Consumables	£94.43	9197	28.01.20		
Wicksteed	Repair equipment Sports Centre	£1,105.20	9281	28.01.20		
	<b>Total</b>	<b>£31,682.61</b>				

**Cheque Payments - Barclays**

Supplier	Description	Incl VAT	Inv no.	Date	Pur/Ord	Chq No.	Cost Code	Voucher
Councillor Pat Warwick	Expenses	£113.40		28.01.20		204054		
HMRC	NI under statement	£3,798.83		13.12.19		204052		
HMRC	PAYE January 2020	£2,164.29		13.01.19		204053		
Staff Alex James	Work Mobile Phone Top up	£10.00		28.01.20		204056		
Staff Michelle Thompsen	Expenses	£21.48		28.01.20		204055		
SFC Ltd	Consumables	£69.62		28.01.20		204057		
A-lux	Traffic Management Fireworks	£1,280.00	3125	28.01.20		204058		

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Watton Town Council Expenditure for January 2020

Amazon	Black elastic Arm Bands	£14.98	12.12.19	Unity Bank Master Card	
	<b>Total</b>	<b>£6,177.62</b>			
	<b>Overall Total</b>	<b>£47,248.65</b>			
<b>Bank Balances</b>					
Barclays Current	Bank Stat shows on 13.01.20	<b>£123,102.84</b>			
Barclays Business	Bank Stat shows on 30.12.19	<b>£178,400.87</b>			
Unity Current	Bank Stat shows on 20.01.20	<b>£204,901.40</b>			
	December 2019 Income	<b>£2,237.30</b>			

Barclays  
11/02/2020