

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday February 11th 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, Kathryn Stallard, Les Waller.

Officers Present: Jane Scarrott Town Clerk

1 member of the public also present

1. APOLOGIES FOR ABSENCE RECEIVED:

Tina Kiddell and Keith Prince

Apologies also received from County Councillor Claire Bowes.

2. DECLARATIONS OF INTERESTS MADE:

Kathryn Stallard and Peter Bishop declared an interest in item 9.2 and John Chocqueel-Mangan an interest in item 9.3.

3. CONFIRMATION OF MINUTES

3.1 The minutes of the meeting held on January 28th 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 28.01.20:

- It was noted that the Police were to be thanked for actions undertaken to deter cycling on the pavement and vehicle offences as well as personally thanking PC Ed Arbuthnot for voluntarily being available on Christmas Day at the Police Station in Watton.
- Don Saunders has spoken to Steve Hitchman Breckland District Councillor Locality Officer regarding keeping the 'fridge' in Watton, with the view that, in time, it will be relocated to the Charlotte Harvey Community Hub building.
- A market report, compiled by Beryl Bunning who has spoken to all market traders, has been forwarded to Councillors. A meeting of the group who has met previously to consider the market will be convened.

3.3 The minutes of the meeting held on February 4th 2020 were agreed as a true record of the meeting and were signed by the Chairman.

4. REPORTS

4.1 Chairman's Report

The Chairman has attended:

Jan 30th H & S seminar at Swaffham with Tina Cruz

Jan 31st New Friday market at the Christian Community Centre

Feb 3rd St. Mary's 0-5 Group Meeting (group is to meet at the Youth & Community Centre in future)

Feb 4th TC meeting

Feb 6th Loch Neaton meeting

Feb 7th Benjamin Foundation presentation evening

Feb 10th Neighbourhood Plan Steering Group meeting and opening of the Indian Restaurant



It was noted that on Feb 9th wind damage destroyed the Community Shed at the Thetford Road Allotment site. Keith Gilbert was thanked for making the site secure.

4.2 Vice-Chairman's Report

The Vice-Chairman has attended:

Jan 31st New Friday market at the Christian Community Centre

Feb 4th TC meeting

Feb 6th Loch Neaton meeting

It was noted that the Loch Neaton Charity was asked to withdraw part of the application they had made for s106 funding.

It was resolved that this matter would be considered further after a resolution to exclude the public and press (item 10).

Feb 10th Neighbourhood Plan Steering Group meeting. AECOM has produced Design Codes for the High Street and the first draft of the document will be e-mailed to Councillors.

Feb 10th Wayland Partnership meeting

It was noted that replacement LED footway lighting is thought to be causing problems for elderly residents and a request was made for this matter to be an agenda item at the next Town Council meeting.

4.3 Clerk's Report.

Written report submitted in the agenda pack with a further written update also presented at the meeting.

It was resolved that the Town Council will apply for temporary road closure of Middle Street on Wednesdays whilst remedial work is undertaken to properties within the High Street so space would be available for additional stalls. If this is granted and the market is re-located signage would be wanted to promote the location of the market stalls.

It was resolved to place notices that the Town Council expresses thanks to the Emergency Services and all members of the community who pulled together to support everyone affected by the recent fire in the High Street.

5. PUBLIC PARTICIPATION

1 member of the public present to address the Council at item 9.

6. ADVERTISING BANNER

It was resolved that a banner to advertise the 2020 Wayland Show would be permitted to be placed on the fence at the Jubilee Garden. This will be one off offer to acknowledge that the show has not taken place as the usual annual event and publicity would be beneficial.

7. NEIGHBOURHOOD PLAN (NP)

The Chairman of the NP Steering Group had informed Councillors of an e-mail received from Breckland District Councillors requesting that BDC attend future NP meetings to introduce the 'bigger plan' for Watton.

It was noted that the NP Working Group is open to all Town Councillors to attend and BDC would be invited to attend a meeting if the group requires input from the District Council.

It was resolved that the status quo should be maintained in relation to attendance at NP Steering Group meetings and accepted that District Councillors attend Full Town Council meetings and "big ideas" could be shared within their reports.

Ben

8. CEMETERY RULES relating to memorials

It was noted that a recent meeting held with Rev'd Gerry Foster, Registrar Stuart Jones and a representative from Bretts Stonemasons has helped to clarify the ownership and management of areas of St. Mary's Churchyard and the Town Cemetery. The Council will be asked to consider registration of Cemetery land at a future meeting.

It was resolved to accept the amendments to the Cemetery Rules as presented:

"8.13i Headstone on single grave

Headstones should be set with the top of the foundation stone level with the surrounding ground

Foundation stones must fit within the curtilage of the Exclusive Rights which determines the width of the memorial. Grave size is 2.75m x 1.2m.

8.13ii Headstone when adjacent Exclusive Rights have been purchased

Where two adjacent Exclusive Rights have been purchased for family members a single headstone (in place of two headstones) will be permitted (dimensions to match those in i). The headstone must be placed at the head of the plots equidistant between the outer side perimeters of the two plots.

8.13iii Memorials for Cremated Remains must not exceed:

Desk type tablet 0.5m square with a maximum of 0.1m high

Maximum dimension of foundation stone 0.6m x 0.6m. The top of the foundation stone to be level with the surrounding ground.

The following will also be included in the rules (re-numbering of Rule 7 will be necessary):

- All vases placed on graves must be placed at the head of the grave.
- There will be an administration charge of £5.00 per facing for the Council to consider any request for inscriptions on a stone vase."

9. 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.

9.1 3PL/2020/0060/F - Reinstatement first floor as two bed flat - WATTON: Amys 33 High Street Watton

No comments

9.2 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/2018/0952/O - Land at Thetford Road

The Council will re-iterate previous objections raised

Town Council representation will be made by Kathryn Stallard at the relevant BDC Planning Committee meeting.



9.3 3PL/2019/1589/HOU - Re-position boundary wall; replace wall with 2m high close boarded fencing - 19 Woodpecker Drive Watton - Amended description

Permission already granted

9.4 3PL/2020/0081/VAR Variation of Condition 2 to 3PL/2018/0842/F - to raise cill heights of ground floor front elevation windows and simplify new stairwell to rear 82 High Street Watton

No comments

9.5 It was resolved to accept the report from Watton Drainage Group re. 3PL/2020/0046/O 51 Thetford Road as presented but with slight amendment as stated verbally.

10. Resolution passed to exclude the press and public to consider cemetery matters

10.1 **It was resolved to** permit the application received for a stone vase at Watton Cemetery to be compliant the rules as amended under item 8.

Item 4.2

Concern was raised regarding the procedure for applications for s106 money and how the money is allocated. The Town Council has recently supported two applications made by local organisations. One application was processed and the funds requested granted in full but the second application made by another organisation appears to have received greater scrutiny. Breckland District Council requested part of the application should be removed if s106 funding was to be released at all for the application.

With 2 abstentions, **it was resolved to** instruct the Chairman, Deputy Chairman and Clerk to draft a letter to the Chief Executive of Breckland District Council and the Executive Director of Place to enquire whether there was parity in the approach taken to consider both applications and what scrutiny of the applications was made.

Are all s106 applications being dealt with in a fair manner?

Revised -
25/02/2020

Item 4.3
Clerk's Report 04.02.2020

Police

Correspondence received from Inspector Jon Papworth:

"Thank you so much for the Town Council taking the time to contact the Chief Constable with such a positive message as the attached (*copy of the letters sent*). Ed and Austin have done me proud in Watton and I look forward to the positive working relationship continuing and dealing with local residents' concerns.

I have, at very short notice, been posted to the Control Room. A new Inspector commences in my place from later in February.

Can I therefore thank Watton Town Council for all their support and assistance, which has been very much appreciated, and if you would be kind enough to let the Cllrs know I'd be obliged.

I leave you in the very safe and capable hands of PCs Austin and Ed.

Many thanks and kindest regards,
Jon"

Pensions

Norfolk Pension Fund
Watton Town Council

The Triennial Valuation of the pension fund as at 31 March 2019 has set the Valuation rates payable by employers for the three years beginning 1 April 2020.

Watton Town Council contribution rate for the next three years is:

1 April 2020 to 31 March 2021	23.0%
1 April 2021 to 31 March 2022	23.5%
1 April 2022 to 31 March 2023	24.0%

Jubilee Garden

The owner of Jubilee Garden has been approached regarding whether she would be happy to have gym equipment sited at Jubilee. She has been against this previously and is not keen to have any fixed structures put in. Written response is awaited.

The maintenance work on the trellis at Jubilee Garden has been completed.

Church Walk

Message from grounds maintenance contractor:

"I am a little concerned about the exceptionally warm winter we are having and the risk posed if we pollard the lime trees.

As it is so warm the sap is starting to rise early so we risk the limes bleeding heavily from the cuts as we pollard them, I have in the past done them at this time of year but I do not want to risk a disaster as we have lost 6 after the last time we pollarded in colder conditions.

As the contractor I have to inform you of the risks and my own opinion on the works, I feel the trees will not hurt to be left until next winter.

The Limes are old and should be treated as veteran trees, it would be nice to replant the 6 we have lost before we pollard the rest."

Is Council prepared to leave pollarding at this time?

Swing seat at Bridle Road

The hurricane swing seat at Bridle Road is in need of replacing. I intend to proceed with this unless the cost is in excess of £500.



Flag pole/Clock Tower

Alan Wright, Conservation Consultant NPS Property Consultants visited Watton on 29.01.2020 with a Structural Engineer to inspect the issues of location and how a flagpole might be fixed either to the clock tower or Wayland Hall.

The location of the flagpole should not cause damage to the historic fabric of the clock tower or Wayland Hall, and in addition to the historic building implications there are the obvious issues of producing a sufficiently robust anchorage solution which will not allow the pole to blow away. Safe access to the clock tower was also considered.

Alan and his colleague, although not dismissing either suggested sites for a flag pole, would have concern about the fabric of both buildings and the feeling coming across was that structurally both buildings could suffer from the addition of a flag pole. Indeed, the suggestion was that the clock tower castellations may need more regular safety checks than are at present being conducted as the building is beginning to show signs of

deterioration and possibly some vibrational movement. Access to the tower was not deemed unsafe but adequate risk assessment should be undertaken by anyone using the ladders inside the tower.

Alan suggested the Council may like to consider locating a flag pole at the current site of the town sign particularly as the base for the sign is looking tired and may itself need some repair work in the near future. I believe however the Neighbourhood Plan/High Street Group have this area in mind to possibly site a water fountain.

Alan offered to attend a future Town Council meeting if that would be helpful at this stage, rather than looking into further costs of a flag pole at either Wayland Hall or the Clock Tower.

VE Day Event “leader”

An Event Operational Team or person is needed to take decisions on the day at any event the TC holds and names must be listed on the Event Management Plan. Decisions could include the need to cancel the event or evacuation of the event or, hopefully, much more minor calls.

The Event Manager/Organiser can be a member of staff who will have overseen general organisation and Risk Assessment as much as possible prior to the day of the event but a person is needed to take the lead to deal with any issues that may arise on the day. That person should be available at the event, know what is in the Event Management Plan (EMP) and will be charged (possibly with a Team) with making decisions about the event on the day. Names need to be listed within the EMP which Breckland Council Safety Advisory Group ask to have a copy of and which the TC insurers expect is available.

It is envisaged this matter can be discussed at the VE Day meeting on Feb. 12th @2pm at Wayland Hall.

Community Fridge

Discussion is ongoing trying to ensure the Community Fridge remains in Watton but much depends on how the fridge can be managed even if it is relocated from Wayland House to the CHT building. The Benjamin Foundation are to include discussion about the fridge in the next CHT Steering Group Meeting to be held.

Market Gazebos

Background

Current contract to store and erect the market gazebos ends in May. Swaffham Town Council does not wish to renew the contract and would suggest that each town then holds 5 gazebos each and operates a self-erect policy.

The Market Towns Initiative (MTI) grant from Breckland District Council (BDC) for the purchase cost of the gazebos and the trailer they are housed in is still to be reimbursed by BDC. Of the total grant of £19000 awarded, to date around £15000 has been spent.

Future use of the gazebos

Points raised at meeting between Chairman of Watton TC (PW), Watton TC Clerk (JS), Swaffham TC Clerk (RB) and Swaffham TC Deputy Clerk (CS) -23.01.2020:

- Best option thought to be for each town to hold 5 gazebos with the option to request use of all 10

- Each town would need a trailer to transport the gazebos – the present trailer is too heavy to be pulled by Watton TC van. BDC has been approached by RB to request remaining unspent grant money is used to purchase a second smaller trailer for use by Watton
- How will Watton TC and Swaffham TC use/manage the gazebos after May?
- Is agreement needed re. future use of all 10 gazebos?

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)

- 29.01.20 Cut in Business Rates
- 29.01.20 Norfolk ALC Well Being
- 30.01.20 Community Action Norfolk (CAN) Newsletter
- 30.01.20 Norfolk ALC Bulletin
- 30.01.20 Norfolk Police & Crime Commissioners News Round-Up Jan.
- 31.01.20 CAN Good Neighbours Scheme – Community Development Officer Tracey Allen is willing to attend before the TC meeting on Feb. 25th. Suggest 6.30pm start.
- 31.01.20 Police Connect Operation Randall Rural Crime Newsletter
- 03.02.20 Breckland District Council Empty Homes

Future Dates to Note

February 12th VE Day Meeting 2.00pm

Breckland Town & Parish Forum 5.30pm Dereham

February 14th Finance Com. Meeting 11.00am

February 25th TC Meeting 6.30pm start

Staff Holidays

Staff have holiday time to take before the end of the financial year, with some days to be carried over into April.

Feb. 3rd – 7th MT

Feb. 24th -28th AJ

March 2nd – 6th JL

March 16th – 30th JS

April 8th and 9th MT

April 14th – 17th JL

April 23rd, 24th MT