



Watton Town Council

Wayland Hall, Middle Street, Watton, Thetford, Norfolk IP25 6AG Telephone: 01953 881007
Website: www.wattontowncouncil.gov.uk Town Clerk: Mrs Jane Scarrott clerk@wattontowncouncil.gov.uk

Please note: due to the current Covid-19 Coronavirus situation, the Town Council will meet virtually via Zoom (<https://zoom.us/>) Meeting ID: 825 1871 4176 Password: 843320

Councillors: You are hereby summoned to attend the Town Council meeting to be held online at <https://us02web.zoom.us/j/82518714176?pwd=clgyNHE0OVE1YVN1aUpxWEdxWjRlZz09>

on Tuesday 28th July 2020 at 7.00pm for the purpose of transacting the following business.

July 22nd 2020

Welcome/Meeting Protocol - Pat Warwick

ITEM	AGENDA
1.	To receive and accept apologies for absence
2.	To note Declaration of Members personal, prejudicial and disclosable pecuniary interests in respect of items on the Agenda
3.	Finance
3.1	To approve payments for July 2020 (To follow)
4.	Reports
4.1	Chairman's Report
4.2	Clerk's Report
5.	COVID-19 Community Support
5.1	1. Loch Neaton WTC notes that the Trustees of Loch Neaton have been undertaking litter clearance around the Sports Centre in addition to the Loch Neaton site. This has been due to the current closure of the Sports Centre and littering of the grounds by unauthorised users. WTC acknowledges the Trustees of Loch Neaton have been carrying out a public service in ensuring that both the Loch Neaton site and grounds abutting this are kept safe and clean. In acknowledgement of this service and in recognition that this is likely to continue in the short term, <u>WTC agrees to transfer £400 from the Council's CIF Budget to the Loch Neaton Committee, for the purpose of litter clearance.</u>
5.2	2. Charlotte Harvey Trust WTC notes that Watton has recently lost its Children's Centre, and due to COVID-19 factors the Benjamin Foundation has found it necessary to withdraw from the joint project with the CHT. Although there are discussions ongoing in relation to the long term planning for Watton Charities and facilities, there is still a need for short and medium term plans for the individual Charities. WTC acknowledges that as the Sole Trustee of the CHT, the Council, on behalf of the residents of Watton, has specific legal obligations in regard to the CHT, and that the CHT building should provide a valuable service to the Watton Community. <u>To ensure the successful re-opening and use of the building, and to support the remit of the Charlotte Harvey Trust Charity, WTC agrees the following:</u> a. The sum of £8091.78 returned by the Benjamin Foundation, which was the remainder of the donation made by WTC, should be transferred to the CHT to support the re-opening process and to help to develop Community activities at the CHT Building.

	<p>b. As a short term measure, WTC agrees that, with her agreement, the work of the PEPSO should be extended to include a role in supporting the re-opening process and the development of Community activities at the CHT Building.</p> <p>c. As a medium term measure, WTC agrees to consider how additional support could be arranged/financed to continue the development of Community activities at the CHT Building.</p>
6.	To agree end date for Town Council Community Support/COVID Helpline
7.	To consider further cleaning of the play equipment at Lovell Gardens Play Area at a cost of £78.00
8.	To agree suggested street naming for Thetford Road development
9.	To consider how to ensure the Town Council engages sufficiently with partners to include aspirations from the Neighbourhood Plan within future plans for Watton
10.	To consider sending a letter to the administrator of Watton Community Notice Board regarding libellous posts appearing on the site
11.	To consider a financial contribution to Carbrooke Parish Council to site a litter bin by the bus shelter along the Norwich Road opposite Washington Drive
12.	To agree the Museum4Watton will re-open to the public on August 1 st 2020
13.	To agree The Town Council congratulates the Editor of the Wayland News for the recent article, "Lockdown Easing and Local Business Information". It was informative and of great benefit to local residents. It serves as a great example of local journalism which our regional paper could do well to imitate.
14.	Planning
14.1	3PL/2020/0570/HOU - Single storey side extension for kitchen and alterations to provide bi-fold doors and glazed panel. - WATTON: 17 Byfords Way http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2020/0570/HOU
14.2	3PL/2019/0793/HOU - Proposed rear and side extensions - WATTON: 83 Norwich Road Watton http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2019/0793/HOU
14.3	3PL/2020/0737/O Outline application for a dwelling with all matters reserved WATTON: 101 Brandon Road http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2020/0737/O

Minutes of the virtual meeting of WATTON TOWN COUNCIL held on

Tuesday June 23rd 2020 at 7.00pm

Councillors Present: Pat Warwick - Chairman, Peter Bishop, Beryl Bunning, John Chocqueel-Mangan, Tina Cruz, Jane Fountain, Keith Gilbert, Stan Hebborn, Sue Hebborn, Richard Hindley, Tina Kiddell, Kathryn Stallard, Les Waller.

Officers Present: Jane Scarrott Town Clerk and Michelle Thompson Deputy Clerk

1. DECLARATIONS OF INTERESTS MADE:

Stan and Sue Hebborn declared an interest in item 6.1.

2. THE INTERNAL AUDITORS REPORT, HAVING BEEN PRESENTED TO COUNCILLORS PRIOR TO THE MEETING, WAS ACCEPTED.

The points raised on the Internal Auditor's Action Plan were considered.

Recommendation 1 will be implemented by ensuring the Annual Inspection Reports for the Play Areas are considered as formal agenda items in future.

Recommendation 2 relating to updating and maintaining accurate burial records is historic but the traditional burial ledgers are now up to date. The Administration Clerk has undertaken a lot of the work to update the records while working from home during lockdown.

The third recommendation made is that the Council might consider investment of some funds.

3. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2019/20 (AGAR)

3.1 SECTION 1 OF THE ANNUAL GOVERNANCE STATEMENT 2019/20 WAS AGREED AND SIGNED BY THE CHAIRMAN.

(Clerk to sign once AGAR received back from the Chairman as both cannot sign the same paper at a virtual meeting).

3.2 SECTION 2 OF THE ANNUAL GOVERNANCE STATEMENT 2019/20 WAS SIGNED BY THE CHAIRMAN.

4. REPORT FROM MEETING HELD 19.06.20

Members of the Watton Neighbourhood Plan Steering Group took part in a meeting with George Freeman MP who wished to outline his thoughts on how Watton might evolve post-Covid.

From the meeting it was suggested George, David Dent, Chairman of Wayland Chamber of Trade and Neil Featherstone as the Town Council consultant working on the Neighbourhood Plan should work together to produce a Financing Business Plan.

It was resolved that GF, DD and NF should get together to help progress the Business Plan and that costs for the consultants time would be met from the Neighbourhood Plan budget as this specific piece of work is seen as an extension of the Neighbourhood Plan. The project will be monitored to ensure expenditure is reviewed appropriately.

5. FINANCE

5.1 Payments for June were accepted as presented.

5.2 It was agreed that the Watton Society will be granted £500 as applied for.

5.3 It was agreed that hosting of the Watton Town Council website would be transferred to Broadland Digital at an estimated cost of £360. **It was also agreed** to enter into contract with Broadland Digital for .gov.uk e-mail addresses for all councillors and staff.

6. PLANNING: Planning applications received for consultation were considered. Noted that District Councillor Keith Gilbert does not participate in planning agenda items as he is a member of Breckland District Council Planning Committee.

6.1 3OB/2020/0018/OB - Submission of Affordable Housing Scheme prior to commencement of residential development for 80 dwellings with associated servicing and infrastructure approved under 3PL/2014/1378/F - WATTON: Land at Former RAF Officers Mess Site Norwich Road WATTON AND CARBROOKE

No objections

6.2 3PN/2020/0024/UC - Change of use B1(c) building to 4 units C3, WATTON:123 Brandon Road

Support

It was agreed to support the application as it resolves an inappropriate industrial use at the location and provides for a long term solution to a site that has been untidy for some time.

6.3 3PL/2020/0584/HOU - Proposed side extension to form annexe.
WATTON: 2 Jubilee Road

No objections

Received after the agenda was circulated:

Consultation:

3PL/2020/0598/F Installation of UV Kiosk and associated pipework.(retrospective), Watton Water Treatment Works, Lovell Gardens

No comments

Decision notification:

Approval of 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, Watton

Breckland District Council (BDC) operates a sifting panel for review of planning applications consisting of a Chairman and two members of the Planning Committee. The panel decides if planning applications should be decided by officers under delegated authority rather than being considered by the Planning Committee. Approval of application 3PL/2019/1554/D was given under delegated powers.

Councillors felt that this application was of such significance that it should have been decided by the Planning Committee and that BDC have not listened to residents who wished to have the ability to speak to the Planning Committee on this application.

Decisions made by email from the agenda for May 26th Town Council Meeting were confirmed.

- Item 2 – It was agreed that a Planning Consultant will be engaged to review the draft of the Watton Neighbourhood Plan
- Item 3 – It was agreed that market traders will not be charged a pitch fee until such time as other traders return when the situation will be reviewed.
- Item 4 – It was agreed that a gardener will be engaged to work at Jubilee Garden 2hrs per fortnight at £18 per hour.

Agenda notes:

Item 4.2

With continued weekly catch-ups on Zoom, matters have been brought to Councillors attention as they arise and therefore only the following to report at this time:

- 3 laptops are on order for Councillor use
- Update on s106 monies forwarded to Councillors 17.07.20
- Staff are working towards all being in place for re-opening of the CHT building on August 1st. Update will be given at the next CHT meeting on July 30th 5pm by when all should be ready.

Item 6

Lockdown is due to finish on 31st July but some people have been told by the NHS to continue to shield plus others may need to isolate due to Track & Trace. Therefore Breckland Council will still be providing some support and advice to anyone still needing to be in lockdown after July.

BDC has therefore asked if the Town Council is to continue with any support for the vulnerable as we move out of lockdown.

Sue Dent is starting to talk with others, including St. Mary's volunteers and Community Action Norfolk, about the possibility of establishing a Good Neighbourhood Scheme in Watton which might be able to follow on from what the Town Council and others have been offering to date.

Item 7

All three Town Council managed play areas in Watton have received a basic clean to coincide with re-opening after lockdown.

This has made a noticeable difference to the areas on the whole, but the equipment at Lovell Garden remains looking as though it is need of further cleaning. The company which cleaned is willing to undertake a second deeper clean at the same cost.

It is of note that the Town Council has received s106 funding to replace the basket swing at Lovell Garden and this work is to be ordered. There is a considerable amount of s106 funding allocated to the Lovell Garden play area and it may be an appropriate time to consider replacement of some of the older equipment.

Item 8

Watton Town Council has been consulted on the proposed street naming of the development site off Thetford Road, Watton **3PL/2019/1554/D**. Layout attached.

The proposed names are:

- Hugh

- Crabtree
- Grey
- Wissen
- Thornhill

These names have been taken from a list suggested by the Town Council several years ago and accepted by Breckland District Council at the time. It will need to be checked whether any names have already been used. Does the Town Council wish to suggest any other names?

Item 9

Report to follow

Item 11

The bin would be situated next to the bus shelter opposite Washington Drive. Carbrooke PC has asked Breckland Council if they would empty the bin in this location and is awaiting a reply.

Item 12

Museum 4 Watton re-opening details and procedures:

Opening hours from 1st August 2020, Wednesday and Saturday only, 10a.m. - 4p.m., first come, first served. Other times / days by appointment.

1. At all times that the Museum is open a barrier rope will be in place across the front door.
2. A sign will be suspended from the barrier rope stating 'Please ring the door-bell for attention.'
3. An 'A' board on the pavement by the door will state conditions of entry:
 - a. Entry to these premises is entirely at your risk and discretion and subject to our conditions set out below.
 - b. Only two 'parties' of visitors are allowed in the Museum at any one time.
 - c. We are participating in 'Track and Trace', all visitors must provide contact details, if not called for, these will be destroyed after 60 days.
 - d. All adult visitors will be required to wear masks and gloves **that will be provided** and should be taken away when leaving the premises. Regrettably if you cannot wear them, you cannot enter, the PPE is to protect our volunteers, not you.
 - e. Entry is free but, please remember that we have to pay for your PPE, a 'donation-pot' is by the hand sanitiser and 'tap and pay' is available (£3).
 - f. All visitors will be escorted at all times that they are in the Museum.
 - g. CCTV is recording all areas at all times.
4. A hand sanitising station will be in position beside the 'donation-pot', its use will be encouraged before donning gloves provided.
5. Anti-viral spray, (not anti-bacterial that most people are using), will be used, in particular on the banisters, at regular intervals, and at the end of each day.
6. Volunteers may wear PPE but it is not essential.
7. Visitors will be able to handle our books and documents because they will be wearing gloves.
8. At busy times visitors may be limited to one hour at each visit.
9. The only volunteers on the premises whilst the Museum is open will be those who are competent guides, and who are completely satisfied with the procedures as set out.
10. At all times Government advice will be followed, we will have no hesitation in closing again, if advised to.