

Minutes of the virtual meeting of WATTON TOWN COUNCIL held on

Tuesday December 8th 2020 at 7.00pm

Councillors Present: Pat Warwick - Chairman, Peter Bishop, Beryl Bunning, Jane Fountain, Keith Gilbert, Sue Hebborn, Richard Hindley, Keith Prince, Don Saunders, Kathryn Stallard, Les Waller.

Officers present: Jane Scarrott Town Clerk and Michelle Thompson Deputy Clerk.

1. **APOLOGIES FOR ABSENCE RECEIVED FROM:**

Tina Kiddell and Stan Hebborn

2. **NO DECLARATIONS OF INTEREST MADE**

3. **MINUTES**

Minutes of the meeting held on 24th November 2020 were accepted as a true record. The minutes will be physically signed by the Chairman as soon as possible.

4. **REPORTS**

4.1 Chairman's Report

The Chairman has attended:

- 26th Nov – Watton Relief in Need. Noted that some charity funding is to be given as a donation to the Watton Holiday Kitchen
- 27th Nov - Council virtual Finance Committee Meeting
- 1st Dec - Council virtual Working Group Meeting (outcomes to be considered at 10.1)
- 3rd Dec – Virtual meeting with Simon Wood Breckland District Council Director of Planning and Building Control
- 3rd Dec – Norfolk Association of Local Councils virtual Waste Reduction Meeting
- 4th Dec – PPG meeting and virtual briefing from RAF Lakenheath and Mildenhall. Stressed that both bases are keen to offer help to communities.
- 7th Dec – Watton Chamber of Commerce meeting. The Chamber Chairman has asked to attend a future Town Council meeting to present plans for the future of Wayland House.

4.2 Vice-Chairman's Report

The Vice-Chairman has taken part, with other Councillors, in Council meetings as referred to in the Chairman's Report.

4.3 Clerk's Report

Copy of the written report included within the agenda pack is filed.

Updates from minutes on 24th November 2020

Item 4.1 – Banners for Santa coming to town have been ordered.

Item 4.4 – Legal Agreement Plan relating to Church Road footway forwarded to Councillors on 1st December 2020

Item 4.6 – All Christmas gift books now received and are being wrapped for delivery.

Item 6 – Cemetery Ashes area works should be completed by December 4th.

Item 8 – Places4people have been commissioned to take the Watton Neighbourhood Plan through to being 'made'. A time-line for completion has been requested. Susan Heinrich, Breckland District Council Neighbourhood Planning Officer has been approached to enquire whether the Town Council could claim match funding from BDC towards the Watton

Neighbourhood Plan. It has been advised that all claims should be submitted near completion of the Plan and current expectation is that the Plan will not be offered for referendum until 2022.

Speeding near Westfield School

The new Head Teacher of Watton Junior School is concerned about the main road/High Street traffic outside the school front gates. There have been 3 pedestrians injured in the High Street in the last month. One of whom was a parent of a Y3 child, and a stranger ended up walking the child to school whilst dad went off in an ambulance. The Head Teacher has asked if concerns could be raised with the Highways Department and perhaps flashing lights could be installed as outside Westfield Infant School.

Public Space Protection Order (PSPO) - Watton

A decision by Breckland District Council Cabinet has been published: Public Space Protection Order (PSPO) - Watton

Decision:

Cabinet agreed to proceed with the implementation of a new PSPO for the restricted area prohibiting the following activities:

- a) Consumption of alcohol in a public place
- b) Urination and defecation a public place

It was noted that District Councillor Claire Bowes asked that the area of the PSPO be extended to include Brandon Road. This is something that may be considered in future.

Verbal update given at meeting:

- Revised Model Standing Orders have been published which the Council is advised to adopt when it next reviews its Standing Orders. This will be an agenda item for the next Full Council meeting.
- Concern was raised regarding the safety of one of the brackets supporting the Christmas lights in the High Street. This has been checked and deemed safe. It was suggested the Christmas Lights should be an agenda item for the next Full Town Council meeting as it is felt a survey should be undertaken to check the support fixtures for the lights and to review where the lights are connected.
- Representatives from the Town Council have met again with Simon Wood, Breckland District Council Director of Planning and Building Control regarding the s106 planning agreement for the Officers Mess site, in which community land is expected to be passed to the Town Council. Simon is to speak with Carbrooke Parish Council, as land within the agreement is in Carbrooke parish, before reporting back to Watton Town Council.

5. **WORKS IN PROGRESS LIST NOTED**

6. **PUBLIC PARTICIPATION – no members of the public present**

7. **FINANCE**

7.1 Payments for December were approved for payment as presented with one exception. **It was resolved** that the invoice received for works at Watton Cemetery will not be paid until the cost has been checked against the original quote and the works have been satisfactorily completed.

7.2 The draft minutes from the Finance Committee meeting held on 27.11.20 were received.

7.3 It was resolved to accept the recommendations from the Finance Committee:

- i. Amended Financial Regulations and Emergency Payments Procedure were accepted.
- ii. Quote to undertake a Tree Report at a cost of £595 was accepted.
- iii. Agreed to purchase an electronic counter to monitor the number of people who use the public toilets. Information obtained will help determine the importance of the public toilets with a view to future refurbishment.
- iv. The Market Working Party will meet virtually at 2.00pm on December 17th to consider the future of the market gazebos, with a report and recommendation to be made to Full Council at the meeting of the Council on February 9th 2021. Members of the Working Party: Pat Warwick, Stan Hebborn, Beryl Bunning, Don Saunders, Keith Gilbert.

8. 2021/22 BUDGET AND PRECEPT REQUEST

8.1 It was resolved to accept the budget 2021/22 proposal as recommended by the Finance Committee and presented in the meeting agenda pack.

8.2 It was resolved to submit a 2021/22 precept request of £384155 as presented and recommended by the Finance Committee.

The Town Council has strived to keep the precept as low as possible as it is aware that local tax payers may have restrained financial positions in 2021 as a result of difficult circumstances in 2020.

9. PLANNING

Noted that Keith Gilbert, as a member of the Breckland Council Planning Committee took no part in agreeing comments made.

Consultation undertaken on planning applications received since the last meeting:

9.1 3PL/2020/1309/VAR - Variation of Condition No 4 on 3PL/2020/0300/F - Revised Fencing - WATTON: Hare and Barrel, 80 Brandon Road

No comments

9.2 3PL/2020/1314/F - Erection of new 2m high Palisade Security Fence. - WATTON: Drome Garage, Norwich Road

No comments

9.3 3PL/2020/1286/LB - Alteration to driveway to provide safer access to/from the A1075. To include new central access with drop curb, closing off existing access by extending cobbled wall - Loch House, 83 Dereham Road IP25 6EZ

No comments

9.4 3PL/2020/1291/HOU - Rear single storey kitchen extension. - WATTON: 1 Glebe Road

No comments

9.5 3PL/2020/1373/VAR Variation of Condition No 3 on Land at Thetford Road, Watton

No comments

9.6 3PL/2020/1378/HOU 2 Storey side extension, 3 Mill Road, Watton

No comments

9.7 3PL/2020/1379/F Application for a Sales Area with Associated Landscaping and Parking for a Temporary Period until December 2024. Land at Thetford Road, Watton

No comments

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

10.1 Following discussion and conclusion from the Working Group Meeting held on December 1st, **it was resolved** that Watton Town Council will engage a solicitor to advise the Council on its responsibilities as a Charity Trustee.

A virtual Working Group meeting will be arranged in January 2021 with solicitor Phillip Norton.

It was also resolved that Councillors should send relevant questions to the Clerk to collate and forward to the solicitor ahead of the meeting. Questions to be sent to the Clerk by December 18th 2020.