

Minutes of the meeting of WATTON TOWN COUNCIL meeting held on

Tuesday May 18th 2021 at

Wayland Hall, Middle Street, Watton, Norfolk IP25 6AG

Councillors Present:– Jane Fountain - Chairman, Peter Bishop, Beryl Bunning, Jane Fountain, Keith Gilbert, Stan Hebborn, Sue Hebborn, Keith Prince, Kathryn Stallard, Pat Warwick, James Wooler.

Officers Present: Jane Scarrott Town Clerk

3 members of the public

1. ELECTION OF CHAIRMAN

Jane Fountain nominated and seconded as Chairman and with no further nominations duly elected.

2. CHAIRMAN SIGNED DECLARATION OF ACCEPTANCE OF OFFICE

3. OUTGOING CHAIRMAN PRESENTED WITH PAST CHAIRMAN BADGE

4. ELECTION OF VICE-CHAIRMAN

Sue Hebborn was nominated and seconded as Vice-Chairman and with no further nominations duly elected.

5. APOLOGIES of absence accepted from:

Tina Kiddell

6. DECLARATIONS OF INTERESTS MADE

Beryl Bunning item 18.2 and 18.3

7. CONFIRMATION OF MINUTES 27 04 21

The minutes of the Town Council meeting held on 27<sup>th</sup> April 2021 were accepted as a true record of the meeting and duly signed by the Chairman.

7.2 UPDATES FROM MEETING HELD 27 04 21

- No election has been called so the Council can now begin the co-option process to fill the one casual vacancy on the Town Council.
- The Highway Engineer has been approached and is looking at whether reflective posts can be placed by the wall at St. Mary's Church to aid safety due to concerns of large vehicles negotiating the near 90-degree corner.
- Watton Rotary would like to "partner" the new Thetford Road roundabout with the Town Council. This will be a future agenda item again.
- Watton Neighbourhood Plan Steering Group met on May 4<sup>th</sup> and is scheduled to meet again on May 19<sup>th</sup>.

- A sign for the new equipment to be installed at Bridle Road Play Area has been ordered, as e-mailed to Councillors. A pre-installation check before the new equipment is installed is scheduled for May 25<sup>th</sup> at 11.30am
- Guidance has been received from NALC and the Council insurers regarding holding physical meetings. It is recommended that only meetings which must be open to the public should be held physically with other meetings to remain virtual.
- A price to fit a push tap at Thetford Road allotment site is being sought.
- Information being collated to forward to Birketts solicitors who will then give an indication of cost of work requested.

## 8. REPORTS RECEIVED:

8.1 CHAIRMANS REPORT - written report from outgoing Chairman submitted

8.2 VICE-CHAIRMAN'S REPORT - no report given

8.3 CLERK'S REPORT

Written report presented in agenda pack for meeting. Verbal updates given:

- The Internal Audit has been completed and the report will be shared with the Finance Committee and then presented to Full Council.
- The public toilets have been suffering from some minor issues and it may be that refurbishment should begin to be considered. Toilet rolls appear to be taken and it is recommended that £240 be spent to install metal toilet roll holders.
- Fencing at Shire Horse Way has been knocked down. Quotes are being sought to replace the fencing.
- The leader of Breckland District Council has stated that Watton is a priority to receive an electric vehicle charging point.

8.4 HR COMMITTEE REPORT RECEIVED AND NOTED

8.5 FINANCE COMMITTEE REPORT RECEIVED AND NOTED

8.6 CEMETERY WORKING GROUP REPORT RECEIVED AND NOTED

8.7 WATTON NEIGHBOURHOOD PLAN (NP) STEERING GROUP REPORT RECEIVED AND NOTED

8.8 CHURCH WALK WORKING GROUP REPORT RECEIVED AND NOTED

8.9 MUSEUM4WATTON WORKING GROUP REPORT RECEIVED AND NOTED

8.10 LOCH NEATON WORKING GROUP NOTES FROM MEETING HELD 06 05 21 RECEIVED AND NOTED

8.11 REPORT FROM CHARLOTTE HARVEY TRUST RECEIVED AND NOTED

9. PEPSO QUARTERLY REPORT RECEIVED AND NOTED

## 10. COUNCIL REPRESENTATIVES/LEAD COUNCILLORS

Current Reps who will remain:

Chamber of Commerce – Pat Warwick

Twinning Association – Pat Warwick (noted that the Mayor is President of the Twinning Association)

PPG – Pat Warwick

Norfolk ALC – Pat Warwick

Mens Shed – Les Waller

SNAP Meetings – Pat Warwick and Les Waller

Any Council nominated Trustees will continue as Trustees until either their Term of Office as Trustee ends, or they relinquish the role.

James Wooler offered to undertake the role of Rep. for the Watton Sports Association. Confirmation of the role will be sought before an approach is made to the Sports Association.

### **Lead Councillors:**

Don Saunders is liaise with BDC, Jane Fountain leads on Planning and Peter Bishop leads on Cemetery matters and Grounds Maintenance. Stan Hebborn and Beryl Bunning have also very much led past Fireworks Evenings and the Festive Market and will continue to do so. Beryl will be noted as Lead Councillor for events generally. These roles will continue, with the following to be added:

Heritage – Kathryn Stallard

Market – Tina Kiddell

Provision for the elderly – Pat Warwick

Social Welfare – Don Saunders

Youth Provision – Pat Warwick. Noted that Tina Kiddell is the BDC Youth Advisory Board (YAB) rep. for Watton already which will mean that there will be two representatives to support youth provision in Watton.

## 11. TERMS OF REFERENCE

Terms of Reference for the HR and Finance Committees were presented and noted.

Terms of reference for the Neighbourhood Plan (NP) Steering Group were noted. A resolution was made in 2019 to amend membership of the group so that members of the Group need not be members of Watton Town Council. This is still to be incorporated in the Terms of Reference.

Working Group Terms of Reference were also noted.

## 12. COMMITTEE MEMBERS

### 12.1 ELECTED MEMBERS OF THE TOWN COUNCIL HUMAN RESOURCES (HR) COMMITTEE:

- Peter Bishop
- Beryl Bunning
- Pat Warwick
- Stan Hebborn

### 12.2 PETER BISHOP ELECTED AS CHAIRMAN OF THE HR COMMITTEE

### 12.3 ELECTED MEMBERS OF THE TOWN COUNCIL FINANCE COMMITTEE:

- Peter Bishop (as Chairman of HR)
- Kathryn Stallard
- Sue Hebborn
- Pat Warwick
- Don Saunders

### 12.4 KATHRYN STALLARD ELECTED AS CHAIRMAN OF THE FINANCE COMMITTEE

### 13. WORKING GROUP MEMBERS

#### 13.1 CONFIRMED COUNCIL MEMBERS OF NP STEERING GROUP:

- Jane Fountain
- Pat Warwick
- Keith Gilbert
- Kathryn Stallard

#### 13.2 ELECTED MEMBERS OF THE CHURCH WALK WORKING GROUP:

- Kathryn Stallard
- Keith Gilbert
- Stan Hebborn

#### 13.3 CEMETERY WORKING GROUP

Noted that all Councillors are members of the Cemetery Working Group.

#### 13.4 MARKET WORKING GROUP

Agreed that the Market Working Group will be called as necessary as a task and finish group.

#### 13.5 ELECTED MEMBERS OF MUSEUM4WATTON WORKING GROUP

- Kathryn Stallard
- Beryl Bunning
- Stan Hebborn
- Keith Prince

#### 13.6 ELECTED MEMBERS OF LOCH NEATON WORKING GROUP

- Kathryn Stallard
- Peter Bishop
- Keith Gilbert
- Stan Hebborn

### 14. INTERNAL CONTROL OFFICER

Peter Bishop was confirmed as Watton Town Council Internal Control Officer.

15. **It was resolved** that Accounting Solutions should remain as Internal Auditors for Watton Town Council for 2021/22.

#### 16. PUBLIC PARTICIPATION

A member of the public raised questions as to how Breckland District Council has allocated and spent Market Town Initiative money.

A letter will be sent to the Leader of Breckland Council requesting answers and the leader will be asked to attend a future Town Council meeting.

17. **It was resolved** that each present and new Councillor should receive a copy of "Watton through the Ages".

#### 18. PLANNING CONSULTATION

Noted that District Councillor Keith Gilbert is a member of the Breckland District Council Planning Committee and thus he may choose to abstain from commenting on applications brought before the Town Council for consultation.

18.1 3PL/2021/0564/F Application for a permanent five bar gate at entrance, land at Thetford Road, Watton

Noted that this application is retrospective

Beryl Bunning left the meeting for items 18.2 and 18.3

18.2 3PL/2021/0341/HOU replace wooden windows in flats with UPC windows to save on maintenance 15 High Street, Watton

Approval recommended

18.3 3PL/2021/0494/F Change of Use of premises to Indian Takeaway 110 High Street, Watton

Concern regarding customer parking and the position of exterior flues. However it was noted that the Town Council welcomes new businesses to the town and thus supports the continued commercial use of the property.

18.4 3PL/2021/0636/HOU Replace brick wall screening back garden with close boarded timber fencing panels 22 Kingfisher Way, Watton

No comments

18.5 3PL/2021/0567/HOU First Floor extension at Willow Tree Cottage, 69 Brandon Road, Watton

No comments

#### 19. DATE OF NEXT TOWN COUNCIL MEETING

May 25<sup>th</sup> 2021

It was resolved that physical meetings will be live streamed once again and that audio equipment will be purchased (as previously agreed) to aid hearing.

A policy for live streaming will be compiled.