

## Minutes of the meeting of WATTON TOWN COUNCIL

held on Tuesday July 13th 2021 at 7.00pm in the Council Chamber, Wayland Hall, Watton

Councillors Present: Jane Fountain - Chairman, Peter Bishop, Beryl Bunning, Stan Hebborn, Sue Hebborn, Tina Kiddell, Kris Moore, Keith Prince, Don Saunders, Kathryn Stallard, Les Waller, Pat Warwick, James Wooler.

Officer present: Jane Scarrott

One minute silence held in remembrance of Martin Anscombe.

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

Keith Gilbert, Tina Cruz

### 2. **NO DECLARATIONS OF INTEREST MADE**

### 3. **MINUTES**

3.1 The minutes of the meeting held on 22<sup>nd</sup> June 2021 were accepted as a true record.

3.2 Report updating on matters raised at the previous meeting was presented with verbal update given:

- Watton Sports Centre has been updated on the current situation regarding appointing a trustee to the Sports Association Committee.
- Wayland Hall Building Condition Survey has been undertaken– awaiting report.
- Bridle Road Pump Track site layout was published on the TC website and letters were sent to neighbouring residents telling them of the installation. The track is now complete, but safety fencing will remain in place until the turf has established. A site sign is to be installed when the fencing is removed.
- New IT equipment has been purchased and new email address set up for the Projects, Events and Promotions Support Officer (PEPSO).

### 4. **CO-OPTION**

It was agreed to co-opt Kris Moore to fill the one casual vacancy on the Town Council. Kris signed his Declaration of Office and joined the meeting.

### 5. **REPORTS**

#### 5.1 Chairman's Report

The Chairman has attended:

- Neighbourhood Plan Working Group Meeting June 23<sup>rd</sup>
- Antique Fair in Watton High Street July 4<sup>th</sup>
- Zoom Christmas Lights presentation July 7<sup>th</sup>
- Zoom Events Meeting July 7<sup>th</sup>
- Desert Rats Memorial Day July 11<sup>th</sup>

#### Neighbourhood Plan (NP) Report

The Working Group is currently fine tuning the NP document and photographs to be included within the final printed plan document are being chosen. The Town Crier was commissioned to take some drone aerial photographs and he has also supplied an aerial video of the town to be available as a town resource at no extra cost.

The NP public consultation of the final plan will require leaflets to be distributed to all households with full copies of the Plan also to be made available for public viewing at named locations. Should further lockdowns be imposed, the roll out of the public consultation will need little alteration to make it Covid safe.

The expected schedule is that the final plan will be presented to the Town Council on August 24<sup>th</sup> together with costs for the printing and distribution of the public documents. Public consultation will then commence in early September.

## 5.2 Vice-Chairman's Report

The Vice-Chairman attended the Antiques Fair on July 4<sup>th</sup>.

## 5.3 Clerk's Report

A copy of the Clerk's Report was included in the agenda pack for the meeting with a verbal update also given.

- Old Surface-Pro laptops used by the Office have been wiped by Anglia IT.
- A new push tap for the allotments tap has been delivered but is still to be fitted.
- A virtual meeting which should update on the Middle Street road closure plans is scheduled for 21.07.21.
- The Clerk is booked on to a Norfolk ALC Tree Survey and Inspection course on July 15<sup>th</sup> and the Deputy Clerk and Admin Support Clerk are booked to attend the Norfolk Parish Training and Support Seminar on September 30<sup>th</sup>. The Chairman has also asked to be booked on a virtual course relating to the future of High Streets which is to take place later in the year.
- Norfolk County Council Highways is introducing a new Rangers partnership for the Parishes of the South Area.

## 5.4 PEPSO Report

PEPSO Report presented prior to the meeting is filed. The Report outlined the PEPSO's planned weekly work pattern and her work programme for 2021.

Heritage Noticeboards are being considered which it was suggested might fit in with the Breckland District Council Town Delivery Plan. Councillors originally involved with the Heritage Signs Project will pick up from where the project was left pre-Covid.

The PEPSO has successfully featured the weekly market on social media and was asked to continue promotion of the High Street by including local businesses in future postings.

## 6. PUBLIC PARTICIPATION

No members of the public present.

## 7. BANK SIGNATORIES

**It was resolved to rationalise the bank signatories by generally having the same signatories for all accounts.** Peter Bishop will no longer be recognised as a signatory as this could conflict with his role in checking bank reconciliations.

It was confirmed that the signatories for the Town Council Barclays account will be: Beryl Bunning, Keith Gilbert, Stan Hebborn, Tina Kiddell and Pat Warwick.

The Unity Bank Account signatories are Beryl Bunning, Keith Gilbert, Stan Hebborn, Tina Kiddell and Pat Warwick plus the Clerk and Deputy Clerk.

The new CCLA investment account will have the same signatories as Barclays.

**8. BRIDLE ROAD LITTER BINS**

**It was resolved to install a litter bin by the new pump track at Bridle Road (£500 allocated).**

**9. WAYLAND HALL BUILDING SURVEY REPORT**

Item to be carried over until the next Town Council meeting as Report not yet received.

**10. GRANTS**

**It was resolved that the £500 VE Day Celebration Grant received in 2020 should be returned as the money cannot now be spent to meet the criteria of the grant.**

Investigation will be undertaken to see if a second £500 grant, also received for planned VE Day celebrations, may be able to be used to replace the flagpole and purchase a new flag for the RAF Memorial at the Families Club in Tedder Close. Cllr Hebborn, having raised the suggestion to replace the flagpole, declared an interest but offered to assist the PEPSO to help implement this.

Consideration will again be given to a flagpole for the town at a future Town Council Meeting. Suggested locations: Jubilee or Memorial Garden.

**11. ARMED FORCES COVENANT AND PLEDGE**

Councils are being encouraged to sign the Armed Forces Covenant Pledge and appoint an Armed Forces Champion. Information and a copy of a draft pledge was provided to Councillors with the agenda pack.

Some disquiet was voiced by members of the Council who are ex service personnel, and the Council was asked to consider the points raised, including the suggestion that the Council could compose its own pledge, with a decision to be postponed until the Council meeting on September 14<sup>th</sup>. It was noted that the Council is already supportive of veterans and that the current attitude of the Council is felt to be sufficient.

Reported that the Watton Air Cadets are trying to recruit leaders and it was asked if the Town Council could promote this.

**12. LIFTING OF COVID RESTRICTIONS**

Relaxation of restrictions relating to social distancing will be introduced from July 19<sup>th</sup>. The Clerk will take charge of the overall immediate direction relating to easing of restrictions which might affect the Council Office, with the HR Committee asked to meet to review Covid security moving forward.

**13. CHRISTMAS LIGHTS 2021**

Quotes will be sought to provide a Christmas Light display along Watton High Street as in previous years with a view to entering into a one-year contract only at present. An action plan will be provided for the next meeting to outline what may be needed to be undertaken to ensure a good Christmas display for 2021.

**14. PLANNING**

No planning applications received for consultation.

15. **Resolution passed to exclude the public and press to consider confidential matters:**

**15.1 Sports Centre Trustee**

**It was resolved** that the Town Council is unable at present to designate a Representative to attend meetings of the Watton Sports Centre Association as the Town Council has been advised that a Representative could be viewed to be a Trustee. The Town Council is however interested in partnership working on projects, such as a possible Skateboard Park. The Council would anticipate Office to Office communication continuing and the appropriate Lead Councillor will be kept informed and involved in the partnership work.

**15.2 Cemetery Land**

The Town Council has been approached by a developer (who would be looking to build 9 bungalows) regarding a possible offer of open space land which it has been suggested could provide land for a new cemetery. The Council wishes to remain open to suggestions, but any land would need to undergo relevant survey to establish its suitability for use as a cemetery.