

Minutes of the virtual meeting of WATTON TOWN COUNCIL held on

Tuesday June 22th 2021 at 7.00pm

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

Officer present: Michelle Thompson Deputy Clerk

County Councillor Claire Bowes was present.

1. **APOLOGIES FOR ABSENCE RECEIVED FROM**

Keith Gilbert

2. **DECLARATIONS OF INTEREST MADE**

Kathryn Stallard declared an interest in Museum 4 Watton

3. **MINUTES**

An amendment to item 12 (Museum 4 Watton) on the minutes was made as proposed by Kathryn Stallard before signing.

3.1 Minutes of the meeting held on 8th June 2021 which included the amendment were accepted as a true record.

3.2 Written report presented updating on items from the meeting on 08.06.21

4. **REPORTS**

4.1 Chairman's Report

12th & 13th June – Watton Open Gardens & Yard Sale Event – general feedback was that it was a successful event.

17th June - The Chairman attended the Old Officers Mess Site along with other Town Councillors, representatives from Breckland District Council and Bennett homes.

- The two attenuation tanks that will be sited on the land will be the responsibility of Anglian Water and the Residents Management company.
- The new roadway is to be adopted by NCC highways.
- Bennett Homes to ensure that the S106 is tied to both pieces of land to ensure the funding can be spent evenly.
- The land will be mowed and handed over in good and safe condition along with relevant tree works having been undertaken.
- The Commuted sum is approx 130k to be handed over in two tranches.
- It is estimated that Development on housing area is to start in August 2021

An update from Solicitor on the Sports Centre land has been received, the Town Council should always have a trustee on the committee, it was felt that this should be a future agenda item but, in the meantime, write to the Sports Centre with an update.

There is new Legislation de-rating public toilets which will be backdating to April 2020 – this saved money should be allocated.

It was felt that a letter of congratulation on receiving a MBE be written to a gentleman who has been involved with the Watton Army Cadets since 1970 and volunteered with the youth of Watton. A further letter of congratulation on receiving an MBE also be written to another gentleman who serves at Wayland Prison and is now training new recruits which includes some of Watton residents.

4.2 Vice-Chairman's Report

10th June – Meeting with the new High sheriff of Norfolk
12th and 13th June – Open gardens and Yard Sale Event
17th June – Officers Mess Site meeting
18th June - Finance committee Meeting

4.3 District Councillors Report

Tina Kiddell sent a written report which was presented and filed.

4.4 County Councillors Report

Written report was submitted and was also spoken verbally.

4.5 Police Report

No Police attending the meeting, but regular newsletters and other e-mail updates are received and passed to Councillors.

4.6 Clerk's Report

Copy of the written report issued is filed.

Verbal update from Deputy Clerk given:

- Wayland Hall Building Condition Survey is being undertaken on June 30th.
- Correspondence has been received from a resident with concerns, in regards to the Bridle Road Pump Track. It was decided that the layout site plan of the area be sent to the resident and published on the Town Council website. It was suggested that extra bins are purchased for the area. This is to be a future agenda item.

5. **WORKS IN PROGRESS LIST**

The Works in progress list was received as presented.

6. **PUBLIC PARTICIPATION**

No Public present

7. **FINANCE**

7.1 Payments for June 2021 were approved for payment as presented.

7.2 The draft minutes from the Finance Committee Meeting held on 18th June were received and accepted. Recommendations from the Committee were considered within the relevant agenda item.

It was resolved to fund 22.5 hours per week for the Project Events Promotions Support Officer (PEPSO) from July 1st, to purchase IT equipment for the PEPSO in line with other staff and to take on the contract for the PEPSO mobile phone from Swaffham Town Council. The shared Watton and Swaffham laptop to be purchased from Swaffham Town Council at a cost of £50 which it is anticipated will be re-imbursed by CHT.

It was resolved to allocate £25000 from General Reserves to support refurbishment of the Council Chamber.

A Cost Benefit Analysis was presented to Council in regards to joint working with the Museum 4 Watton and this will become part of the audit trail.

8. HR

8.1 The draft minutes from the HR Committee Meeting held on June 15th were received and accepted.

9. BRIDLE ROAD PUMP TRACK

As recommended by the Finance Committee

It was resolved to accept the quote for turfing of the Pump Track at Bridle Road at the cost of £1584.00. Turfing to be watered by the preferred contractor as part of the Gardening Contract.

10. PLANNING

10.1 10.1 3PL/2021/0790/HOU - Garage conversion to bedroom. New link extension to join existing conservatory to new bedroom - 115 Nelson Court Watton IP25 6EW

No comments

10.2 3PL/2021/0872/HOU - Single storey rear extension to enlarge kitchen and incorporate conservatory/sun room and external covered BBQ area. Existing conservatory roof and fenestration altered to form new sun room - 14 Harvey Street Watton IP25 6EH

No comments

10.3 3PL/2021/0898/F - Removal of existing portacabins and access for replacement of permanent extension with associated covered stepped access and lift - Abattoir, Cranswick Country Foods Brandon Road IP25 6LW

No comments

It was noted that an Application for a Lawful Development Certificate for a Proposed use or development was received - 3PL/2021/0762/LU - Relocation of fence to bring in line with the boundary - WATTON: 13 Aircraft Drive

No comments were needed or made.

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

11.1 Christmas Lights contract

It was resolved to schedule a virtual evening meeting of Councillors to consider the options after the virtual presentation by Blanchere on July 8th.

11.2 Attendance at Sports Centre committee meeting

Concerns were raised about having a trustee on the committee, with the current ongoing circumstances of the centre. It was agreed that legal advice is needed in regard to protection of the councillor appointed.

11.3 Contract for the PEPSO position

It was resolved to accept draft contract and job description with the below amendments:

- Removal of “Swaffham Town Council” from title of Job Description
- Formally remove “and is for a three-year fixed contract. End date 01.07.2024”.

DRAFT