

Minutes of the meeting of WATTON TOWN COUNCIL held on
Tuesday November 23rd 2021 at 7.00pm in the Council Chamber at
Wayland Hall, Middle Street, Watton IP25 6AG

Councillors Present: Jane Fountain (JF) - Chairman, Peter Bishop (PB), Beryl Bunning (BB), Tina Cruz (TC), Keith Gilbert (KG), Charlotte Greenough (CG), Stan Hebborn (SH), Keith Prince (KP), Tina Kiddell (TK), Don Saunders (DS), Kathryn Stallard (KS), Pat Warwick (PW).

Officer present: Jane Scarrott Clerk

1. APOLOGIES FOR ABSENCE RECEIVED FROM

Sue Hebborn, Kris Moore and James Wooler.

County Councillor Claire Bowes also sent apologies.

2. DECLARATIONS OF INTEREST MADE:

Kathryn Stallard declared an interest in any items relating to the Museum 4 Watton.

3. MINUTES

3.1 Minutes of the meeting held on 9th November 2021 were accepted as a true record and signed by the Chairman.

3.2 Written report presented updating on items from the meeting on 09.11.21

- Carbrooke Parish Council is to make a donation of £150 towards the Fireworks Event.
- Application made to Parish Partnership Scheme for Thetford Road trod.
- Noted that virtual meeting is scheduled for 2.00pm 24.11.21 with Norse consultant to consider a possible project to locate a flagpole in the town.

4. REPORTS

4.1 Chairman's Report

The Chairman has attended:

- Armistice Day Service at Chaston Place 11.11.21.
- Meeting with Roy Brame, Chairman of Breckland District Council (BDC) 12.11.21 who is proposing non-political civic meetings between the Breckland Market Town Mayors which could promote the towns. Roy is looking at how the "Chain Gang" resource might be better used for the benefit of residents. To start this off he is suggesting BDC could host local events to recognise community excellence during the Covid 19 crisis. The Mayor is happy to continue discussions with the backing of the Town Council.
- Memorial Service at the Watton Commonwealth War Graves 13.11.21.
- Remembrance Day Service 14.11.21.
- Neighbourhood Plan Working Group Meeting 16.11.21, followed by Festive Market Meeting in the evening.
- Breckland Five Market Towns Meeting 17.11.21.
- Visited the Watton Country Market 19.11.2.
- Open Day at the Dragonfly Gallery 22.11.2.

4.2 No Vice-Chairman's Report as Vice-Chairman had given apologies and was not present at the meeting.

4.3 District Councillors Report

- TK is meeting with County Councillor Claire Bowes regarding the possibility of obtaining a speed camera in the town.
- TK attended the Watton Neighbourhood Plan Working Group Meeting on 16.11.21. A request was made by TK that the Group consider incorporating the privately owned open space land at Field Maple Road into the open space designation within the town. It is believed if the area is named within the Neighbourhood Plan it could help protect it from future development.
- TK stressed the Town Council needs to be project ready to apply for s106 funding which becomes available. If s106 money is not applied for within the deadlines stipulated in the s106 agreement the money is then returned to the developer.
- The Lidl planning application is currently subject to a consultation amendment which is purely associated with the internal store design layout and will be considered by the BDC Planning Committee soon after December 10th.

4.4 County Councillor Report

County Councillor not present.

4.5 Police Report

No Police attending the meeting but reminder given that the next Safer Neighbourhood Action Panel (SNAP) Meeting will be held in the Council Chamber at Wayland Hall on January 6th 2022 @ 7pm.

4.6 Clerk's Report

Written report issued with the agenda pack.

Cemetery hedge

The hedge between the Cemetery and the Church Road allotment site has begun to encroach over designated burial plots and the preferred contractor has been instructed to trim the hedge back at an estimated cost of £150.

Verbal update given

- Correspondence received from George Freeman MP shared with Councillors 22.11.21. Mr Freeman will be invited to attend the Festive Market on November 28th.
- 5 Market Towns - notes from meeting held on 17.11.21 circulated to Councillors.
- Correspondence received from Breckland District Council regarding review of the Local Plan circulated to Councillors 22.11.21.

5. WORKS IN PROGRESS LIST

The Works in Progress list was reviewed with points raised:

#14 Noted that a Heritage Signs Working Group meeting was held on 29.09.21. Notes from the meeting have been circulated to Councillors. Further meeting scheduled for 08.12.21.

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

7. COUNCIL REP. FOR THE CIVILIAN COMMITTEE

Councillors had been provided with a leaflet outlining the role of the Air Cadets Civilian Committee and the Watton Air Cadets Committee Chairman, Mrs Carol Cox, was present at the meeting to speak about the Air Cadets and how the local squadron needs civilian support.

It was noted that the Watton squadron was on the danger list to be closed (Swaffham and Marham have closed), but this is no longer the case with cadet numbers increasing in a very short space of time from 10 to 30.

Mrs Cox made it clear that the Air Cadets organisation provides great opportunities for its young people and it was noted that the Town Council is pleased the squadron continues in the town. A letter will be sent to the Commanding Officer in recognition of what the group achieves and to thank those involved in providing this opportunity for local young people.

It will be an agenda item again at the December meeting of the Town Council to nominate a Council Rep. for the Civilian Committee.

8. ATTENDANCE AT TOWN COUNCIL MEETINGS

It was resolved that "The Town Clerk, at the conclusion of the Council year, shall publish on the Town Council website a chart containing the number of Full Council meetings held in that year and the total number of attendances at those meetings by each individual councillor. Any councillor who is appointed part way through a council year shall have their attendances set against the number of meetings held since their appointment."

Noted that TK abstained from voting on the above resolution.

9. FINANCE

9.1 Payments for November 2021 were approved as presented with an additional £75 spend also accepted relating to the Festive Market.

9.2. The minutes from the Finance Committee Meeting held on 11.11.2021 were received.

9.3 Recommendations from the meeting held on 11.11.2021:

Resolved:

- I. To accept the quote for Scribe Cemetery Software
- II. To accept the quote to register the unregistered land at Watton Cemetery
- III. To review the provision of Christmas Lights at the Full Council Meeting on February 8th 2022
- IV. To agree the tendering process for a new 3 year contract for the Christmas Lights at the Full Council Meeting on March 8th 2022
- V. To apply for a second teen shelter at Lovell Gardens Play Area using available s106 funding. It was also agreed that investigation should be undertaken as to how the s106 funding available for Lovell Gardens Play Area might be spent.
- VI. To receive the initial workings on the 22/23 Budget as presented.
It was noted that the Council is not looking to raise the Town Council part of the Council tax and will use reserve money to support the 22/23 budget.

9.4 **It was resolved to** make a donation of £300 to the Norfolk Veterans Charity.

9.5 Quotes received for additional grounds maintenance works will be considered at the December meeting of the Town Council.

10. HR

10.1 The minutes from the HR Committee Meeting held on 12.11.2021 were received.

10.2 Recommendations from the meeting held on 12.11.2021

It was resolved:

- I. To increase the hours of the new Town Operative post to 35 per week
- II. To accept the Job Description for the post of Town Operative as presented
- III. To accept the Person Specification for the post of Town Operative as presented
- IV. To accept the advert for the post of Town Operative as presented

11. OFFICERS MESS SITE

It was resolved that Watton Town Council is willing to accept the s106 Alternative Community Land at the former Officers Mess Site, Norwich Road providing a Deed of Variation to the 106 agreement is agreed to permit money associated with the on-site Open Space Land to be spent on the Alternative Community Land.

12. FESTIVE MARKET UPDATE

It was resolved to pay for the gazebos to be erected for the 2021 Festive Market.

13. NEIGHBOURHOOD PLAN

It was ratified that David Dent is the current Chairman of the Watton Neighbourhood Plan Working Group.

14. PARISH PARTNERSHIP

It was resolved to make applications to the Norfolk County Council Parish Partnership Scheme to install solar lighting in the two High Street bus shelters and to purchase a second SAM 2 mobile speed sign.

15. PLANNING

15.1 3PL/2021/1500/F - Erection of two additional business units for general industrial use (class B2), with associated parking, landscaping and external works. - Neaton Business Park North Norwich Road IP25 6JB WATTON

No comment

15.2 TRE/2021/0310/TCA - The eucalyptus we'd like to remove as it's become too big for such a small garden. The largest ash behind it, we'd like to raise the crown by removing the lowest three branches to let more light into the garden. The blackthorn in the corner overhanging the garden behind we'd like to cut back so that it doesn't overhang the neighbour's garden - 17 Dereham Road Watton IP25 6ER

No comment

15.3 3OB/2020/0004/OB Leap Specification to be provided prior to commencement of Development - 3PL/2014/1378/F Former Officers mess site Portal Avenue

No comment

15.4 3PL/2021/1512/VAR Variation of Condition No2 on 3PL/2020/1491/F - Sharing of communal areas/facilities & relocate entrances to dwellings to main block & internal alterations - 8 Thetford Road, Watton

No comment

15.4 3PL/2021/0032/F Development of single storey food store (Use Class E -retail) with associated car parking, and landscape works; and 45 dwellings (Class C3) with associated open space and highway infrastructure. Land North of Norwich Road, Watton.

No comment, internal modifications on