

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday January 11<sup>th</sup> 2022 at 7.00pm at Wayland Hall

Councillors Present: Jane Fountain - Chairman, Peter Bishop, Tina Cruz, Keith Gilbert, Stan Hebborn, Keith Prince, Don Saunders, Kathryn Stallard, Tina Kiddell, Beryl Bunning, Charlotte Greenough, Pat Warwick

Officer present: Jane Scarrott Deputy Clerk.

**1. NO APOLOGIES FOR ABSENCE RECEIVED**

Apologies for absence received from James Wooler, Kris Moore and Sue Hebborn.

Councillor Claire Bowes also gave her apologies

**2. DECLARATIONS OF INTEREST MADE:**

Keith Gilbert declared an interest in item 7 as a member of Watton and Saham Flood Action Group and Stan Hebborn declared an interest in item 8.

**3. MINUTES**

3.1 Minutes of the meetings held on 14<sup>th</sup> December 2021 were accepted as a true record and duly signed by the Chairman.

3.2 Update from the meeting held on 14.12.21:

- 4 candidates are to be offered interviews for the post of Town Operative
- Church Walk Working Group to met 2pm 10.01.22
- Town Clock striking again – thanks to Keith Bell
- Noted that Police SNAP meeting scheduled to be held in the Chamber 06.01.22 was held virtually
- Police Safer Neighbourhood Team have spoken with residents re. parking issues in Nelson Court
- Consultant working on submission of Neighbourhood Plan for consultation
- NCC has been instructed to proceed with implementation of Weds. road closure for Middle Street
- Complaints Policy updated and uploaded to TC website
- Cllr Keith Prince has been put forward as the Council Rep. for the Air Cadets Civilian Committee
- Additional grounds works as agreed have been completed

**4. REPORTS**

**4.1 Chairman's Report**

The Chairman had nothing to report.

**4.2 Vice Chairman's Report**

The Vice Chairman was not present at the meeting, so no report given.

## 4.3 Clerk's Report

### Staffing

As currently directed staff are generally working from home but going into the Office as necessary.

This is to try to avoid the possibility of all staff being off work together.

The Admin Clerk is keeping the Office open to the public.

The Market Supervisor has been temporarily engaged for an additional 5hrs per week to cover Town Operative tasks until the vacant position is filled.

### Internal Audit 2021

The interim Internal Audit is scheduled to take place this month. As last year this will be undertaken virtually by Auditing Solutions.

## 5. PUBLIC PARTICIPATION

The one member of the public in attendance wished to speak on item 7.

## 6. FINANCE

6.1 Draft minutes from the Finance Committee meeting held on 16.12.21 were received with the following recommendations presented and agreed:

- I. **Resolution** made that there will be no increase to Cemetery or Market fees in 2022.
- II. **Resolution** made to accept the 2022/23 Budget as presented with a precept request set at £391670

## 7. DONATION REQUEST

**Resolution** made to make a donation of £1320 to Watton and Saham Flood Action Group as applied for.

## 8. GDPR TRAINING

Item deferred until the next Town Council meeting on January 25<sup>th</sup> 2022.

## 9. HIGH STREET FLAGPOLE LOCATION

**Resolution** made not to accept the fee proposal received for an appraisal to investigate the options for locating a flag pole in the town.

The Town Council will contact Breckland Council and explore the option of locating up to three flag poles at the site of the War Memorial.

## 10. LOVELL GARDEN PLAY AREA

Breckland Council currently holds £60000 s106 money which should be spent on Lovell Gardens Play Area by 22<sup>nd</sup> October 2024.

Options need to be considered regarding what equipment might be replaced and whether any equipment removed can be relocated elsewhere.

The Finance Committee was asked to explore options and costs of relocating any equipment.

## 11. **NEWSLETTER**

There was some discussion around how the Council might produce a newsletter to provide information to residents and promote what the Town Council has achieved. Suggestions included posting notices in the town notice boards, publishing information regularly in the Wayland News and greater use of social media generally.

The Finance Committee was asked to consider costs of a regular article in the Wayland News.

## 12. **PLANNING**

Noted that Keith Gilbert, as a member of the Breckland Planning Committee, did not take part in item 12.

12.1 3PL/2021/1613/HOU - WATTON 67A Dereham Road, , IP25 6EZ Proposal: Proposed single storey extension to rear (Householder)

No comments

12.2 3PL/2021/1640/F - Single storey warehouse building for car washing and valeting - WATTON: Watton Valeting Centre Norwich Road

No comments

Reference was made to the issue around the designation of an area of land which was allocated as open space land at Field Maple Close. It was noted that this is something the Council will raise with the Leader of Breckland District Council when he visits Watton.

13. Resolution passed to Exclude the Press and Public to consider Charlotte Harvey Trust Annual Report

14. Charlotte Harvey Trust end of year accounts 2021

It was resolved that the Office will arrange for inspection of the Charlotte Harvey Trust accounts for the year ending 31.03.21 following suggestions made as to who might be approached to undertake this work.