

Minutes of the meeting of WATTON TOWN COUNCIL held on
Tuesday 22nd February 2022 at 7.00pm in the Council Chamber at
Wayland Hall, Middle Street, Watton IP25 6AG

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

Officer present: Jane Scarrott Clerk

County Councillor Claire Bowes

2 members of the public

1. APOLOGIES FOR ABSENCE RECEIVED FROM

Jane Fountain, Tina Cruz, Charlotte Greenough, Tina Kiddell

2. DECLARATIONS OF INTEREST MADE:

Pat Warwick declared an interest in item 8.

3. MINUTES

3.1 Minutes of the meeting held on 8th February 2022 were accepted as a true record and signed by the Chairman.

3.2 Written report presented updating on items from the meeting on 11.01.22

- Contractor has been instructed to undertake work to the guttering at Wayland Hall to rectify dampness in the Chamber.

4. REPORTS

4.1 Chairman's Report

Apologies received from the Chairman.

4.2 Vice-Chairman's Report

The Vice-Chairman attended the Town Council Finance Committee meeting on 10.02.22.

4.3 District Councillors Report

No reports given.

4.4 County Councillors Report

Written report received from the County Councillor prior to the meeting was shared with Councillors.

4.5 Clerk's Report

Written report issued with the agenda pack included report regarding possible options for future refurbishment of the public toilets.

S106

Breckland District Council is in the process of preparing application 3PL/2021/0032/F Land North of Norwich Road for Planning Committee (again). In the previous Planning Committee report, the officer made reference to open space and that the Town Council had no 'specific deliverable' schemes for outdoor sport identified at the time of writing that report (heard at Planning Committee on 2nd August 2021). On this basis, no outdoor sport open space (and due to the size of site/housing numbers) was sought. As this earlier decision to grant planning permission has been quashed, BDC must

reconsider the whole development and refer back to Planning Committee. In this regard the Town Council is being asked if the situation with regards to no 'specific deliverable' schemes for outdoor sport has changed?

If the Town Council has a scheme, then BDC need to be made aware ASAP so it can be taken into consideration in the determination of the planning application.

Emergency Planning

The Emergency Planning meeting held in the Chamber on 10.02.22 was attended by the Chairman Jane Fountain, Keith Gilbert, Liz Whitcher, Jane Scarrott and Richard Herrell.

The Chairman will be compiling draft Terms of Reference for a local Emergency Planning Group which, once agreed, can be used to establish and manage the Group moving forward.

5. WORKS IN PROGRESS LIST

The Works in Progress list was accepted as presented with addition to be made to No.48 that the Church Walk Working Group met on 06.01.22.

6. PUBLIC PARTICIPATION

Member of the public spoke about parking issues in Nelson Court. He was advised to attend the next Police SNAP meeting on April 6th 2022 which is to be held in the Council Chamber.

There are also concerns regarding on road parking in other areas of the town and the Town Council will contact the Police about this.

7. FINANCE

7.1 Payments for Approval for February were accepted as presented except for payment for a stall at the Wayland Show 2022 which will be checked and brought back to Full Council for agreement.

Additional payments not listed but also agreed for payment:

| | |
|-----------------------------|----------|
| Bills & Mills Inflatables | £280.00 |
| Britannia Safety & Training | £174.00 |
| PHS Group | £1009.94 |

7.2. The minutes from the Finance Committee Meeting held on 10.02.22

7.3 Finance Committee recommendations to Full Council:

- i. **It was resolved** to set a budget of £3000 to cover costs for the planned Platinum Jubilee Picnic – to be taken from within the events cost centre in the 22/23 budget or from the Community Improvement Fund if necessary.
- ii. **It was resolved** that the 2023 allotment fees should not be increased
- iii. **It was resolved** to initiate a project, led by a nominated Councillor, to replace street furniture in the High Street. Funding to be met from reserves. Peter Bishop volunteered to be Lead Councillor for this.
- iv. The recommendation to seek quotes to link the Christmas Lights display to the street lighting columns on both the south and north side of the High Street, incorporating Middle Street, from the Bull at the east end to the Health Centre at the west end was rescinded. It was agreed that a meeting should be held on March 1st to consider options for the Christmas Lights 2022.
- v. **It was resolved** that the Office should publish an electronic newsletter in May, September and January each year to include contributions from Councillors.
- vi. **It was resolved** that delegation of expenditure to the Clerk be increased to £1000 and that Financial Regulations (Regulation No. 4) be amended to reflect this.
- vii. Following review **it was resolved** that the Investment Policy needs no amendment at this time.

8. **DONATION REQUEST WAYLAND CHAMBER OF TRADE**

A query regarding accounts presented by the Chamber to support the donation request will be clarified with the donation to be an agenda item again for the Town Council meeting on March 8th.

9. **EVENTS**

The notes from the Events Meeting held on 08.02.22 were accepted.

9.1 **It was resolved** that the Bike Event as spoken of at previous meetings will be planned for 01.05.22.

9.2 It was resolved to apply for road closures for events on 01.05.22, 18.06.22, 03.07.22, 13.11.22 and 27.11.22.

10. **CCTV**

Investigation will be undertaken regarding replacement of the current office CCTV with a view to ensuring it is of an appropriate standard. At present one monitor is not working and needs replacing. Prices will be obtained and passed to the Finance Committee to consider options.

11. **CLOCK TOWER ACCESS**

There is concern that access to the first floor of the clock tower is hazardous and quotes to replace the ladder will be obtained before the next Finance Committee meeting on 10.03.22. If access is deemed too hazardous the clock will remain unwound for the duration until the ladder is replaced.

12. **TPOs**

It was resolved that Watton Town Council would support Swaffham Town Council in its request for TPO's or similar to be placed on identified trees between Watton and Swaffham.

13. **WATTON TOWN DELIVERY PLAN**

It was resolved that comments on the draft Watton Town Delivery Plan compiled as submitted by Councillors and presented prior to the meeting will be passed to Breckland District Council (BDC).

14. **CAR PARKING**

It was resolved to request that BDC review local car parking enforcement options within the town.

15. **PLANNING**

15.1 3PL/2021/1710/HOU Proposed rear/side extension. WATTON: 36 Jubilee Road
No Comment

16. Resolution passed to Exclude the Press and Public

16.1 Hares Green

The Council preferred contractor has provided quotes for possible future grounds maintenance needs should the Town Council accept the open space land at the Hares Green development.

The Council has previously considered acceptance of the open space land at this development but concern has been raised regarding future maintenance costs. **It was resolved** that advice will be sought from Birketts regarding the possible land transfer.

Noted that the transfer of the open space and community land at the former RAF Officers Mess Site is progressing and that the Council will need to engage a solicitor to review the transfer deeds and associated s106 variation. Costs are being sought.