

Minutes of the meeting of WATTON TOWN COUNCIL held on  
Tuesday December 14th 2021 at 7.00pm in the Council Chamber at  
Wayland Hall, Middle Street, Watton IP25 6AG

Councillors Present: Jane Fountain - Chairman, Peter Bishop, Beryl Bunning, Charlotte Greenough, Sue Hebborn, Stan Hebborn, Keith Prince, Kathryn Stallard, Pat Warwick, James Wooler

Officer present: Jane Scarrott Clerk

3 members of the public

**1. APOLOGIES FOR ABSENCE RECEIVED FROM**

Keith Gilbert, Tina Kiddell and Tina Cruz

**2. DECLARATIONS OF INTEREST MADE:**

Sue and Stan Hebborn declared an interest in item 8.

**3. MINUTES**

3.1 Minutes of the meeting held on November 23rd 2021 were accepted as a true record and signed by the Chairman.

3.2 Report updating on items from the meeting on 23.11.21 was included within the agenda pack. Noted that:

- the hedge at the Cemetery has been trimmed
- papers have been submitted to the solicitor to register the land at the Cemetery
- play equipment providers have been asked to produce quotes for new equipment at Lovell Gardens Play Area
- advert has gone out for the position of Town Operative
- 3 applications have been made to the Norfolk County Council Parish Partnership Scheme. It will not be known until March 22 whether the applications have been successful. The Town Council is looking for 50% funding towards a trod on the Thetford Road, to provide solar lighting in the bus shelters in the High Street and a second Speed Activated Mobile (SAM) sign.

**4. REPORTS**

**4.1 Chairman's Report**

The Chairman has attended:

24<sup>th</sup> Nov. Virtual meeting looking at the possibility of locating a flag pole in the town

25<sup>th</sup> Nov. Virtual meeting with Watton and Saham Flood Action Group and the Fire Service re. emergency planning

27<sup>th</sup> Nov. Christmas Fayre at St. Mary's

28<sup>th</sup> Nov Festive Market

30<sup>th</sup> Nov. Neighbourhood Plan Working Group meeting

2<sup>nd</sup> Dec. Virtual Future Breckland meeting (Loch Neaton)

8<sup>th</sup> Dec. Air Cadets Achievement Awards evening. Also attended by Cllr Greenough.

13<sup>th</sup> Dec. Funeral of Rita Gilbert. Attended both in a personal capacity and to represent the Town Council.

**4.2 Vice-Chairman's Report**

The Vice-Chairman has attended:

28<sup>th</sup> Nov Festive Market

3<sup>rd</sup> Dec. Festive Celebration USAF Lakenheath and Mildenhall, held at RAF Lakenheath

13<sup>th</sup> Dec. Funeral of Rita Gilbert.

#### 4.3 Clerk's/Deputy Clerk's Report

Written report issued with the agenda pack included:

- Date for Sam Chapman-Allen (SCA) Leader of Breckland Council to attend a Town Council meeting – Feb. 22<sup>nd</sup> 2022 6pm. SCA is also to undertake a town walkabout on Feb. 4<sup>th</sup> 2022.
- A further briefing note, dated 23.11.21, received from BDC following clarification being sought to answers to questions previously submitted.
- A surveyor has approached the Town Council re. vehicular access to Church Walk, beyond Linden Court. It is expected a meeting will be arranged at a future date when possible development plans will be shared with the Town Council.
- The Clerk and Cllr Stallard have met and are compiling all Church Walk information gathered to date, with the suggestion that the Church Walk Working Group (KS, KG and SH) meet on Jan. 10<sup>th</sup> at 2pm.
- Due to the Christmas rush, Breckland District Council has decided to push back publication of the Watton Future Breckland Plans to early in the new year.
- The town clock is presently not striking and thus a service has been requested. This may not happen until the New Year. Estimated cost: £150 plus VAT.
- The Office is working through the recommendations in the Fire Risk Assessment as commissioned from TP Fire & Security Ltd.

Verbal update given:

- Request received to use the Town Council Santa Sleigh but **it was resolved** that the sleigh will not be taken out again this year. Mark and John Bunning were thanked for offering to take the sleigh around the town.
- E-mail received from the Museum 4 Watton giving an update on the Chamber refurbishment [Notes from the Museum 4 Watton Working Group meeting held on 23.11.21 e-mailed to Cllrs 14.12.21].
- Police Community Update e-mailed to Cllrs 14.12.21.

#### 4.4 Events Report

Festive Market Report included within the agenda pack.

It is suggested dates for events for 2022 should be agreed as soon as possible to be added to the diary and plans for the Queen's Jubilee need consideration. An events meeting is scheduled for Jan. 11<sup>th</sup> 2022 @ 6.00pm.

### 5. FINANCE

5.1 Invoices for December 2021 approved for payment

5.2 Any comments or suggestions for the 2022/23 draft budget figures presented on 23<sup>rd</sup> November 2021 can be passed to the Finance Committee to be considered as part of the final budget recommendation to be prepared at the meeting scheduled for 16<sup>th</sup> December.

## **6. PUBLIC PARTICIPATION**

A local resident spoke of parking issues in Nelson Court. It was noted that matters considered to be parking obstructions should be reported to the Police at the time they occur.

The Police have already been informed of parking concerns in Nelson Court and it was suggested that the resident attend the Safer Neighbourhood Action Panel meeting to be held in the Council Chamber on Jan. 6<sup>th</sup> at 7pm.

## **7. WATTON NEIGHBOURHOOD PLAN**

7.1 **It was resolved** to accept the draft Watton Neighbourhood Plan as presented, for the purposes of undertaking the statutory public consultation under Regulation 14 of the Neighbourhood Planning (General) Regulations 2012 (as amended).

The Chairman and the Neighbourhood Plan team were thanked for progressing the Plan to this point.

7.2 **It was resolved to** delegate the agreement of any minor factual, typographic and grammatic amendments to the Plan to the chairman and members of the Neighbourhood Plan Working Group.

## **8. GDPR**

Agenda item to consider GDPR training for Councillors deferred to the Jan. 11<sup>th</sup> Town Council meeting.

## **9. DONATION REQUEST**

Agenda item requesting a donation deferred to the Jan. 11<sup>th</sup> Town Council meeting.

## **10. MIDDLE STREET ROAD CLOSURE**

**It was resolved** that the Town Council should instruct Norfolk County Council to proceed to implement a permanent Wednesday closure of Middle Street at an estimated cost of £7450.

## **11. TRANSFORMING BRECKLAND**

**It was resolved** that the Council will write to Breckland Council to ask what Breckland Council is doing to transform Watton! Councillors were asked to let the Clerk know what points they would like raised in the letter.

It was suggested the Town Council should compile a newsletter to list the Council's achievements over the past four years. This will be an agenda item for the Jan. 11<sup>th</sup> Town Council meeting.

## **12. COMPLAINTS POLICY**

**It was resolved to** accept the Complaints Policy as reviewed and presented. Reference to GDPR regulations will be updated as required.

## **13. COUNCIL REP FOR WATTON AIR CADETS CIVILIAN COMMITTEE**

Cllr Keith Prince volunteered and was accepted as the Council Representative for Watton Air Cadets Civilian Committee. It was noted that Cllr Charlotte Greenough has also volunteered for the Civilian Committee. Both Cllrs were thanked for putting their names forward.

## **14. GROUNDS MAINTENANCE**

**It was resolved** to accept the quotes as presented for additional grounds maintenance works.

## **15. FLAG POLE**

Agenda item relating to the possible location of a flag pole in the town deferred to the Jan. 11<sup>th</sup> Town Council meeting.

## **16. PLANNING**

16.1 3PL/2021/1545/HOU - Single Storey Rear Extension/Alterations - 53 Dereham Road IP25 6EZ – WATTON

No comments

16.2 3PL/2019/0010/F - Erection of 54 dwellings with associated roads, parking, hard & soft landscaping and open space - Land adj Swaffham Road Saham Toney, Watton

AMENDMENT: Amendments & additional information received

Watton Town Council agrees with the concerns raised by Saham Toney Parish Council and supports the objections raised by the Watton and Saham Toney Flood Action Group which has detailed knowledge of drainage issues effecting the site.