



# Watton Town Council

Wayland Hall, Middle Street, Watton, Thetford, Norfolk IP25 6AG Telephone: 01953 881007  
Website: [www.wattontowncouncil.gov.uk](http://www.wattontowncouncil.gov.uk) Town Clerk: Mrs Jane Scarrott [clerk@wattontowncouncil.gov.uk](mailto:clerk@wattontowncouncil.gov.uk)

Councillors: You are hereby summoned to attend the Town Council meeting to be held in the Council Chamber, Wayland Hall on Tuesday 10<sup>th</sup> May 2022 at 7.00pm for the purpose of transacting the following business.



Jane Scarrott – Town Clerk

May 4th 2022

*Please note there is a Charlotte Harvey Trust Meeting at 6pm before the Town Council meeting.*

*The Council chamber will be open to members of the public at 7pm*

1. To elect the Chairman/Town Mayor for the year 2022/2023 – nominations to be made at the meeting
2. Chairman to sign the Declaration of Office as Chairman and Town Mayor
3. To present the out-going Chairman with their Past Chairman's Badge
4. To elect the Vice Chairman for the year 2022/2023
5. To accept Apologies for Absence
6. To note Declaration of Members personal, prejudicial and disclosable pecuniary interests in respect of items on the Agenda
7. MINUTES
  - 7.1 To confirm that the minutes of the meeting held on 26.04.2022 are a true and accurate record
  - 7.2 To receive an update on items from the previous meeting if not agenda items for this meeting
8. TO RECEIVE REPORTS
  - 8.1 Chairman's Report
  - 8.2 Vice Chairman's Report
  - 8.3 Clerks Report
  - 8.4 HR Committee (PB)
  - 8.5 Finance Committee (KS)
  - 8.6 Cemetery Working Group
  - 8.7 Watton Neighbourhood Plan Steering Group
  - 8.8 Church Walk Working Group
  - 8.9 Museum4Watton Working Group
  - 8.10 Loch Neaton Working Group
  - 8.11 Charlotte Harvey Trust Management Committee
  - 8.12 Any other reports
9. To note PEPSO quarterly Report (App. 1)
10. To agree Representatives to outside bodies/Lead Councillors
11. To note Terms of Reference for HR and Finance Committees, NP Steering Group and Working Groups
12. Committee Members
  - 12.1 To elect HR Committee Members
  - 12.2 To elect Chairman of the HR Committee
  - 12.3 To elect Finance Committee Members
  - 12.4 To elect Chairman of the Finance Committee

### 13. Working Group Members

13.1 To confirm Council Members of Watton Neighbourhood Plan Steering Group (NP)

13.2 To elect Church Walk Working Group Members

13.3 To elect Cemetery Working Group Members

13.4 To elect Market Working Group Members

13.5 To elect Museum4Watton Working Group Members

14. To appoint councillor as Internal Control Officer (Financial Regulations 2.2)

15. To confirm bank signatories

16. To agree that Accounting Solutions will remain as Internal Auditors for Watton Town Council for 2022/23

### 17. PUBLIC PARTICIPATION

18. To agree purchase of 2022 Christmas Tree at a quoted price of £1195 + VAT

19. To consider hosting a reception event for visitors from Weeze on June 18<sup>th</sup>

20. To ratify the order for new planters for the High Street at a cost of £15,224.26 including VAT

21. To consider refurbishment of the Public Toilets

### 22. PLANNING

To consult on planning applications received since the last meeting

22.1 3PL/2022/0428/HOU - Remove & block up existing bedroom window to the side of the house and install new single pane window 1M to the right hand side of the old one. The new window is intended to be standard height, capable of being opened to allow air flow but will be frosted glass. - WATTON: 2 Railway Mews

<http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2022/0428/HOU>

22.2 3PL/2022/0454/HOU - Single storey front extension to allow for a porch area, store cupboard and WC. - WATTON: 37a Akrotiri Square

<http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2022/0454/HOU>

22.3 3PL/2022/0469/HOU - Proposed erection of bay window to the front of the property – WATTON: 12 Bluebell Close

<http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2022/0469/HOU>

23. Resolution to exclude the press and public to consider

23.1 The Wednesday road closure of Middle Street

23.2 Church Walk update – (App. 2 and App. 3)