

Minutes of the meeting of WATTON TOWN COUNCIL meeting held on

Tuesday May 10th 2022 at

Wayland Hall, Middle Street, Watton, Norfolk IP25 6AG

Councillors Present:– Sue Hebborn - Chairman, Tobi Amadasun, Peter Bishop, Beryl Bunning, Jane Fountain, Keith Gilbert, Charlotte Greenough, Stan Hebborn, Keith Prince, Don Saunders, Kathryn Stallard, Pat Warwick, James Wooler.

Officers Present: Jane Scarrott Town Clerk

4 members of the public

1. ELECTION OF CHAIRMAN

Sue Hebborn nominated and seconded as Chairman and with no further nominations duly elected.

2. CHAIRMAN SIGNED DECLARATION OF ACCEPTANCE OF OFFICE

3. OUTGOING CHAIRMAN PRESENTED WITH PAST CHAIRMAN BADGE

4. ELECTION OF VICE-CHAIRMAN

Peter Bishop nominated and seconded as Vice-Chairman and with no further nominations duly elected.

5. APOLOGIES of absence accepted from:

Tina Kiddell and Tina Cruz

6. DECLARATIONS OF INTERESTS MADE

Beryl Bunning declared and interest in item. 19.

7. CONFIRMATION OF MINUTES 26 04 22

The minutes of the Town Council meeting held on 26<sup>th</sup> April 2022 were accepted as a true record of the meeting and duly signed by the Chairman.

7.2 UPDATES FROM MEETING HELD 26 04 22

- Radio Norfolk has made no further approach to the Town Council regarding any programme about the town.
- The 5 market towns meeting with Breckland District Council scheduled for 05.05.22 has been postponed.
- No County Councillor members allowance is to be put towards the Parish Partnership application to provide a trod along the Thetford Road. Acceptance of the Parish Partnership grant for the trod has therefore been submitted.
- The transfer of the open space land at the Hares Green development has been passed to Birketts solicitors to act on behalf of the Town Council.

8. REPORTS RECEIVED:

8.1 CHAIRMANS REPORT

No report but the incoming Chairman thanked the outgoing Chairman and thanked Peter Bishop for accepting the role of Deputy Chairman. The Town Council is currently a strong and enthusiastic team of Councillors and staff.

#### 8.2 VICE-CHAIRMAN'S REPORT - no report given

#### 8.3 CLERK'S REPORT

Written report submitted in the agenda pack:

- A site meeting has been undertaken with the contractors engaged to provide the Christmas Lights 2022. Twenty street light columns along the High Street and Middle Street will have braid and icicles lights will be on the clock tower and Wayland Hall. The tree by the book shop will have baubles and the Chaston Place Christmas tree will have lights provided by the contractor. A real Christmas tree will be purchased by the Town Council with sponsorship support from a local company.
- The Town Operative has undertaken training in the use of a mower.
- An E-mail received from a resident suggested opening of a route from Thetford Road pathway opposite Monkhams drive to the Wayland Academy back entrance gate to the road at Churchill Close. Noted that this is not something the Town Council can action and it is believed that there were many objections to any opening at this location in the past and that visibility from Churchill Close onto Merton Road is substandard and not suitable for any increase in vehicular movement.
- Breckland Town & Parish Forum Monday 23rd May 2022 @ 5.30pm Breckland Council Offices, Elizabeth House, Dereham. Please let the TC Office know if you plan to attend.
- The Parish Partnership bid for a second SAM 2 sign has been successful and will be funded up to 50% by NCC.

#### 8.4 HR COMMITTEE WRITTEN REPORT RECEIVED AND NOTED

The members of the HR Committee for this period were; Cllrs Bishop, Bunning, Warwick, Hebborn.

The Committee met on four occasions during the year and considered the proposed job description and contract for the new PEPSO; the Town Clerk's appraisal; revised hours for the Market Supervisor; job description, hours, and contract for a new Town Operative. The Committee carried out interviews for the post of Town Operative and made recommendations to the Town Council for the appointment of a candidate.

#### 8.5 FINANCE COMMITTEE WRITTEN REPORT RECEIVED AND NOTED

Members of the Finance Committee during the year: Cllrs Peter Bishop, Sue Hebborn, Don Saunders, Kathryn Stallard (Chair), Pat Warwick

Jane Scarrott - WTC Clerk facilitated and supported the meetings and work of the Committee (Michelle Thompson - Deputy Clerk also attended meetings and supported the work of the Committee)

Meetings held: 12 meetings were held during the year.

Activities during this period:

Monitoring and scrutiny of the Working Budget

Consideration of the outcome from the Interim Audit and its recommendations

Setting of the Budget for 2022 -23 and calculating an appropriate precept

Monthly review of the 3 year Spending Projection

Discussion re refurbishment/replacement of Public Toilets.

Consideration of legal and financial issues regarding land registration, Church Walk and Bridle Road parking.

Consideration of the financial viability of a joint Council/Museum 4 Watton Council Chamber Project.

Discussions concerning Finance relating to various matters including the following:- Council Contracts; maintenance issues; S106 funding; IT Hardware and Software; Financial Policy and Regulations; Grants; Donations; routine expenditure; staffing; overall financial planning.

Recommendations made to Full Council included:

Commissioning of a building survey on Wayland Hall, and also the Clock Tower.

To agree funding for the Projects Events and Promotions Support Officer.

Allocation of funding for the joint Museum4Watton/Town Council Project in the Chamber.

To agree a prioritisation of work at Wayland Hall following the Quinquennial Report.

A consideration of options for the provision of the Christmas Lights.

To agree not to increase Cemetery fees for 2022 and the allotment fees for 2022 and 2023.

To develop and fund a High Street furniture replacement project.

The registration of all Town Council assets to be checked.

To accept the proposed Budget and Precept.

To raise with BDC councillors questions re accessing MTI funding and possible projects.

## 8.6 CEMETERY WORKING GROUP REPORT RECEIVED AND NOTED

The Cemetery Working Group has not met during 21/22. One main aim of the group was to clarify land ownership at the Churchyard and Cemetery and ensure registration. Solicitors have submitted appropriate documents for registration to Land Registry.

A meeting is recommended to discuss the provision of memorials, such as benches or trees.

## 8.7 WATTON NEIGHBOURHOOD PLAN (NP) STEERING GROUP REPORT RECEIVED AND NOTED

Councillor members of the NP Group: Jane Fountain, Keith Gilbert, Kathryn Stallard, Pat Warwick

The Chairman of the NP group gave a report at the Annual Town Meeting. A copy can be viewed at:

<https://www.wattontowncouncil.gov.uk/wp-content/uploads/2022/04/Watton-NP-Report-for-Town-Meeting.pdf>

#### 8.8 CHURCH WALK WORKING GROUP REPORT RECEIVED AND NOTED

Councillor members of the Group: Keith Gilbert, Kathryn Stallard, Stan Hebborn with Jane Fountain and Peter Bishop to join the group.

Noted that Church Walk is an agenda item 23.2.

#### 8.9 MUSEUM4WATTON WORKING GROUP REPORT RECEIVED AND NOTED

The group has met when necessary. Noted that the Museum 4 Watton Chamber project is near completion with an unveiling planned for June.

#### 8.10 LOCH NEATON WORKING GROUP REPORT RECEIVED AND NOTED

The Working Group has met to consider a Memorandum of Understanding which is to be reviewed by the new Council in 2023. No meetings have taken place since October 2021 and meetings will be called as necessary in the future.

Agreed tree works were agreed and have been carried out.

#### 8.11 REPORT FROM CHARLOTTE HARVEY TRUST RECEIVED AND NOTED

A report from the CHT Management Committee was given at the Annual Town Meeting.

<https://www.wattontowncouncil.gov.uk/wp-content/uploads/2022/04/CHARLOTTE-HARVEY-TRUST-Report.pdf>

Sue Dent was thanked for the work she has undertaken to help revitalise the Youth and Community Centre and move the Trust forward.

#### 9. PEPSO QUARTERLY REPORT RECEIVED AND NOTED

#### 10. COUNCIL REPRESENTATIVES/LEAD COUNCILLORS

Current Reps who will remain:

Chamber of Commerce – Pat Warwick

Twinning Association – Pat Warwick (noted that the Mayor is President of the Twinning Association)

Patients Participation Group – Pat Warwick

Norfolk Association of Local Councils – Pat Warwick

Mens Shed – Keith Prince

SNAP Meetings – Pat Warwick

Watton Sports Centre – James Wooler

Any Council nominated Trustees will continue as Trustees until either their Term of Office as Trustee ends, or they relinquish the role.

The Council has recently agreed Terms Of Reference for an Emergency Planning Group. Councillor representatives on the group are Jane Fountain and Stan Hebborn.

**Lead Councillors:**

Don Saunders - liaison with BDC  
Jane Fountain - Planning  
Peter Bishop - Cemetery matters and Grounds Maintenance  
Stan Hebborn - Fireworks Event  
Beryl Bunning - Festive Market and other events!  
Tina Kiddell – Bike Event and Antiques Event  
Heritage – Kathryn Stallard  
Market – Tina Kiddell  
Provision for the elderly – Pat Warwick  
Social Welfare – Don Saunders  
Youth Provision – Pat Warwick  
Public Toilets – James Wooler

**11. TERMS OF REFERENCE**

Terms of Reference for the HR and Finance Committees were presented and noted.

Terms of reference for the Neighbourhood Plan (NP) Steering Group presented and noted.

Cemetery Working Group and Loch Neaton Working Group Terms of Reference presented and noted.

**12. COMMITTEE MEMBERS****12.1 ELECTED MEMBERS OF THE TOWN COUNCIL HUMAN RESOURCES (HR) COMMITTEE:**

- Peter Bishop
- Beryl Bunning
- Pat Warwick
- Stan Hebborn

**12.2 PETER BISHOP ELECTED AS CHAIRMAN OF THE HR COMMITTEE****12.3 ELECTED MEMBERS OF THE TOWN COUNCIL FINANCE COMMITTEE:**

- Peter Bishop (as Chairman of HR)
- Kathryn Stallard
- Sue Hebborn
- Pat Warwick
- Don Saunders
- Tobi Amadasun

**12.4 KATHRYN STALLARD ELECTED AS CHAIRMAN OF THE FINANCE COMMITTEE****13. WORKING GROUP MEMBERS****13.1 CONFIRMED COUNCIL MEMBERS OF NP STEERING GROUP:**

- Jane Fountain

- Pat Warwick
- Keith Gilbert
- Kathryn Stallard

### 13.2 ELECTED MEMBERS OF THE CHURCH WALK WORKING GROUP:

- Kathryn Stallard
- Keith Gilbert
- Stan Hebborn
- Jane Fountain
- Peter Bishop

### 13.3 CEMETERY WORKING GROUP

Noted that all Councillors are members of the Cemetery Working Group.

### 13.4 MARKET WORKING GROUP

Agreed that the Market Working Group will be called as necessary as a task and finish group.

### 13.5 ELECTED MEMBERS OF MUSEUM4WATTON WORKING GROUP

- Kathryn Stallard
- Beryl Bunning
- Stan Hebborn
- Keith Prince

### 14. INTERNAL CONTROL OFFICER

Peter Bishop was confirmed as Watton Town Council Internal Control Officer.

### 15. BANK SIGNATORIES

Current agreed bank signatories were listed in the agenda pack with a new Barclays mandate to be actioned to remove past Councillors as signatories and add Sue Hebborn, Tina Kiddell and Pat Warwick.

16. **It was resolved** that Accounting Solutions should remain as Internal Auditors for Watton Town Council for 2022/23.

### 17. PUBLIC PARTICIPATION

Liz Whitcher was present as Chairman of Watton & Saham Toney Flood Action Group (WASFAG) to say that at the first Town Council meeting in June she will give an update following various WASFAG meetings which will have been held by the date of the meeting.

Margaret Divine, as Chairman of the Watton Twinning Association, invited Councillors to attend events to be hosted while the visitors from Weeze are in Watton in June 2022. Margaret was thanked for all she has done for the Twinning Association over the past 35 years.

## 18. CHRISTMAS TREE

**It was resolved** to accept the quote of £1195 plus VAT for the provision of the 2022 High Street Christmas Tree. The tree is to be sponsored by Verve.

## 19. WEEZE RECEPTION

**It was resolved** that the Town Council would host a welcome reception for the visitors from Weeze on June 18<sup>th</sup> in the Council Chamber. The Finance Committee was tasked with considering a gift for the visitors and setting a budget for this event.

It was noted that all Councillors are invited to attend the reception and the Town Crier competition which is to be held on the same date.

## 20. HIGH STREET PLANTERS

**It was resolved** to purchase new planters for the High Street at a cost of £15224.26 plus VAT.

## 21. PUBLIC TOILETS

The contract for opening/closing and cleaning of the public toilets will be reviewed by the Finance Committee. Consideration is also being given to refurbishment of the toilets with possible amendment needed to the Council's three year budget plans to bring this project forward.

## 22. PLANNING

Noted that District Councillor Keith Gilbert is a member of the Breckland District Council Planning Committee and he chooses to abstain from commenting on applications brought before the Town Council for consultation.

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

No comments

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

No comments

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

No comments

23. A resolution was passed to exclude the public and press to consider:

### 23.1 WEDNESDAY ROAD CLOSURE OF MIDDLE STREET

The Orders for the closure of Middle Street to accommodate the Wednesday Market are proceeding and should be in place to allow the siting of the market to continue once the temporary order has ceased. The market traders vehicles are to be exempt

from the order but it will be up to the Council to manage this and include rules within the market rules as to whether or not traders are to be permitted to leave their vehicles on site.

**It was resolved that** vehicles of staff and traders (unless the vehicle is the stall) should not be left within the road closure area.

## 23.2 CHURCH WALK UPDATE

Norfolk Gardens Survey and 25.04.22 Memo received from Birketts were presented within the agenda pack for the meeting.

Further information relating to the responsibilities for Church Walk is being sought from Ian Sharman at Norfolk County Council as suggested in the Birketts memo. A copy of the Enclosure Award 1801 has been obtained and shared with Ian who has access to the tithe records.

It was suggested the Church Walk Working Group should request a meeting with Ian Sharman.

Walsingham Gates – The metal fabricator who worked on the Walsingham Gates in 2001 has been into the Town Council Office and has said he will send an e-mail detailing the work undertaken at that time.