

Minutes of the meeting of WATTON TOWN COUNCIL held on
Tuesday 25th October 2022 at 7.00pm in the Council Chamber at
Wayland Hall, Middle Street, Watton IP25 6AG

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

Officer present: Jane Scarrott Clerk

1. **APOLOGIES FOR ABSENCE RECEIVED AND ACCEPTED FROM**

Tina Cruz, Tina Kiddell, Keith Prince, Don Saunders.

Noted that Charlotte Greenough has resigned as a Town Councillor.

2. **DECLARATIONS OF INTEREST MADE**

Cllrs Stan and Sue Hebborn declared an interest in item 7.1.

3. **MINUTES**

3.1 Minutes of the meeting held on 11th October 2022 were accepted as a true record and signed by the Chairman.

It was noted however that the planning appeal referred to at Field Maple Road is not a planning appeal but a new application which is yet to be considered at the Breckland Planning Committee Meeting 01.11.22.

3.2 Update on items from the meeting on 11.10.22

- The planning officer dealing with the application to site a BT hub at Chaston Place has made the applicant aware that there is no BT phone box in Watton High Street but the applicant is not changing the wording of the application.
- The Clerk and Cllr Kiddell met 18.10.22 to begin review of the market rules

4. **REPORTS**

4.1 Chairman's Report

The Chairman has attended:

Wednesday 12th October Finance Committee Meeting.

Wednesday 19th October The Watton Society A.G.M.

Saturday 22nd October The Watton Twinning Associations Octoberfest.

Remembrance Parade 2022

The Chairman reported that the Office has booked a road closure for the 2022 Remembrance Parade. This will cost an estimated £36 for the closure order from Norfolk County Council and £800 for a contractor to man the closure. Norfolk Police are no longer able to cover the road closure as in previous years and thus the cost of the closure needs to be borne by the Town Council.

Noted that there is £6000 allocated in the budget for other events and contingency which the payments can be taken from.

It was resolved that the Council would write to the Police & Crime Commissioner and the Chief Constable to voice disappointment that the Police cannot support the Remembrance Parade by managing the road closure.

Town Sign

The Rotary Club has requested permission to replace a plaque on the post of the town sign stating that the sign was donated by the Watton Rotary Club. Permission will be confirmed in writing to the Club and a request will be made that the name of the designer of the sign be added to the plaque. The Council will ask to see a design of the plaque before it is erected.

4.2 Vice-Chairman's Report

The Vice-Chairman attended the Finance Committee Meeting 12.10.22.

4.3 District Councillors Report

Keith Gilbert stated that he had nothing to report as back benchers get to know very little at Breckland!

As no other District Councillors were present it was asked that they produce a written report for the Town Council meetings if they cannot be present.

4.4 County Councillor Report

County Councillor not present and no report received.

4.5 Clerk's Report

Written report issued with the agenda pack:

Food Hub Supervisor

Interviews for the Charlotte Harvey Trust Food Hub Supervisor will take place on 27.10.22.

Clock Tower Update

Smiths of Derby has provided a quote to repair the clock mechanism and possibly fit a means of auto winding the clock. The mechanism will need to be removed for repair and it is suggested this happens while the building maintenance work is undertaken. If the mechanism is removed it will not be subjected to dust etc. from the building works. Consideration may also need to be given to ensuring an appropriate electricity supply is available for auto winding. This matter will be an agenda item for the next Town Council meeting.

Safer Neighbourhood Action Panel meeting (SNAP)

The SNAP meeting was held at Wayland Hall on 12.10.22. Only 4 attended, which included the Clerk and Cllr Warwick.

Noted that crime figures can be found at <https://www.norfolk.police.uk/about-us/our-data/crime-map>

The Watton priority agreed at the meeting was for the Police to again target those riding cycles on the pavement.

The date of the next SNAP meeting is set for Weds. Jan. 18th 2023.

Solar lights for the High Street bus shelter

The solar lights, as applied for through the Norfolk County Council Parish Partnership Scheme, should be installed w/b 24.10.22.

Street light columns

The High Street light columns are due to be painted but this will now not happen until 2023 as the towns Christmas lights are scheduled to be put up on the columns and painting cannot happen until the columns are clear of all attachments.

5. WORKS IN PROGRESS LIST

The Works in Progress List was accepted as presented.

Cllr Stallard offered to review the list and note Council achievements during the current council term.

6. **PUBLIC PARTICIPATION** - no members of the public present.

7. FINANCE

7.1 Payments for Approval for October accepted as presented with the addition of £45 for MOT of the van.

7.2. The draft minutes of the Finance Committee Meeting held on 12.10.22 were received.

7.3 Recommendations from the Finance Committee Meeting:

i. **It was resolved** to accept the quote of £1800 received from the preferred contractor to remove the old litter bins and install new in Watton High Street.

ii. **It was resolved** to accept the quote from Stulee to clean the windows at Wayland Hall.

iii. **It was resolved** to accept the quote from Stulee to clean the bus shelters in the High Street.

iv. **It was resolved** to agree how to proceed with Heritage Signs Project:

Phase 1 - Signs which will be easy to put up should be ordered and placed at the public toilets, Wayland Hall and on the bus shelters as soon as possible. Signs could also be placed at Memorial and Jubilee Gardens.

Phase 2 – The location of signs in other areas is likely to be more costly. A meeting should be arranged with the BDC Heritage Officer and grant funding should be investigated.

7.4 **It was resolved** to accept the quote from the preferred contractor to place the old High Street planters at Bridle Road Play Area to deter vehicles from parking on the grass.

7.5 Mayors Chain

A quote has been received to repair the Mayor's chain but it was felt another quote should be obtained from a more local jeweller.

8. PUBLIC TOILETS

It was resolved to accept the price from a local contractor to refurbish the public toilets.

£60,000 to be taken from General Reserves has been allocated in the Council's four year financial plans.

9. WAYLAND HALL LEGIONELLA REPORT

It was resolved to accept the quote from the contractor who undertook the Wayland Hall Legionella Report for them to proceed with the works identified on the report.

10. ARCHIVE POLICY

It was resolved to accept the amendments to the Archive Policy Appendix as presented.

Also resolved to return the old Council minute books back to Norfolk Records Office.

The Museum 4 Watton who digitalised the old minutes will be asked to digitalise more recent minutes also.

11. TOWN CRIER

The Town Crier will be booked for the day of the Kings coronation but no guidance has yet been received regarding procedure for the day.

The Council will be looking at how it might celebrate the coronation and it is possible a Coronation Picnic will be arranged along the lines of the Jubilee Picnic.

12. RISK MANAGEMENT PLAN

Suggested amendment to the Risk Management Plan will be made clear before presentation at the next Town Council meeting.

13. WARM SPACES INITIATIVE

Some discussion took place around the Warm Spaces Initiative and how the Town Council and other organisations in the town might work together to offer warm spaces with a hot drink/soup for residents.

Cllr Amadasun, as Chairman of Watton Sports Association, offered to look at use of the Sports Centre and he will feedback to the Council on this at the next meeting.

It was also suggested the Emergency Planning Group could be involved, with support from the Town Council.

This matter will be an agenda item again at the next Town Council meeting with the intention to put a more formal steer on how the Town Council might assist the community.

The Finance Committee will meet prior to the next Town Council meeting to consider "Emergency Funding".

14. PLANNING

Noted that Keith Gilbert, as a member of the Breckland Council Planning Committee, took no part in agreeing comments made.

14.1 3OB/2022/0057/OB Discharge of para. 1.4 of schedule 1 of the s106 agreement of 3PL/2021/0032/F: Affordable Housing Land North of Norwich Road (Rokeles Green)

Believed to be an officers decision on whether conditions have been complied with and therefore no comments from the Town Council.

14.2 Watton: Wayland Junior Academy, Brandon Road, Watton, IP25 6AL: Retrospective planning application for the retention and continued use of existing two classbase modular building for a further five years (granted consent under Y/3/2016/3005):. Executive Director of Children's Services

No objections

14.3 Field Maple Road - 4 new dwellings 3PL/2022/0296/F. Notice received that the application has been referred to the Planning Committee.

A request had been made for this site to be an agenda item for the meeting but the Town Council felt there is no more to add to the comments it originally submitted and it will not send a representative to speak at the Planning Committee Meeting on 01.11.22.

15. Resolution passed to Exclude the Press and Public

15.1 Church Walk

A further e-mail [dated 13.10.22] from the Case Officer at Norfolk County Council regarding ownership of Church Walk has been received and shared with Councillors.

Much discussion took place regarding how to proceed with Church Walk issues as definitive answers are needed.

It was resolved that Cllr Fountain will liaise with the Clerk to draft a letter of complaint to Norfolk County Council that officers are refusing to make a site visit and meet with Town Councillors.

Cllr Warwick offered to bring the matter to the attention of George Freeman at his surgery in Carbrooke on 29.10.22.