

Minutes of the meeting of WATTON TOWN COUNCIL held on
Tuesday February 28th 2023 at 7.00pm in the Council Chamber at
Wayland Hall, Middle Street, Watton IP25 6AG

Councillors Present: Sue Hebborn – Chairman, Peter Bishop – Vice-Chairman, Kathryn Stallard, Beryl Bunning, Jane Fountain, Keith Gilbert, Stan Hebborn, Don Saunders, James Wooler, Keith Prince, Graham Martin, Tina Kiddell, Tina Cruz

Officer present: Michelle Thompson Deputy Clerk

Other officers present: District and County Councillor Claire Bowes

No members of the public present

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

Pat Warwick and Tobi Amadasun

2. **NO DECLARATIONS OF INTEREST MADE**

3. **MINUTES**

3.1 Minutes of the meeting held on February 14th 2023 were accepted as a true record and signed by the Chairman.

3.2 Written report presented updating on items from the meeting on 14.02.23

Verbal update given:

- A meeting with Thetford Road landowner scheduled for March 10th.

4. **REPORTS**

4.1 **Chairman's Report**

On 15th February, I attended the Hares Green play area. Please see the details in the clerks' report. 16th February I attended the finance meeting at the Town Hall.

4.2 **Vice-Chairman's Report**

The Vice – Chairman attended:

- On 16th February - The Finance Committee meeting

4.3 **District Councillor's Report**

Written report submitted and brief verbal update given by Claire Bowes.

District Councillor Tina Kiddell verbally reported that funding streams have become available through Breckland Council, including the Kings Coronation. She was concerned that the £500.00 coronation grant hadn't yet been applied for. It was confirmed that the Sports Centre has applied for the funding and The grant scheme was not available to Town and Parish Councils, so it was always going to need to be a community group that led on any joint ventures. It was suggested that the Town Council needs to be project ready so when grants become available an application can be submitted.

District Councillor Keith Gilbert verbally reported that he had attended a presentation on the Planning Design Guide, looking to get designs for developments in the town which consider local characteristics. It's hoped it will be positive for the town in the future.

4.4 County Councillor' Report

Written report submitted and brief verbal update given by Claire Bowes.

4.5 Deputy Clerk/Clerks Report

Written report presented in Councillors Agenda packs.

5. WORKS IN PROGRESS LIST

The Works in Progress List was accepted as presented.

It was agreed that when the original Council proposal has been carried out, the Status should be shown as green on the WIP plan. The item can then be removed from the subsequent plan. Follow up actions arising from the original proposal may need to come back to Council if there are financial, policy or other implications.

6. PUBLIC PARTICIPATION

No members of the public present.

7. FINANCE

7.1 Payments for Approval for February 2023 accepted as presented with the following additions:

Norfolk County Council £38.66 Event Road Closure for the Antiques Street Fair

Norfolk County Council £38.66 Event Road Closure for the Festive Market

7.2 Finance Committee Minutes from the meeting held 16.02.23 were accepted as presented.

7.3 Recommendations from the meeting held on Feb 16th:

- i. **It was resolved** that in this instance, the 50% contribution to the work related to Pigeon Control on the Kings Arms and Wayland Hall be agreed. A separate invoice of the £2,539 for Watton Town Council **must** be provided prior to payment.
- ii. **It was resolved** that a letter should be sent to Mr. Woodyatt requesting that any future joint work should be fully discussed, and agreed prior to any work being initiated.
- iii. **It was resolved** that the quote for 2023 and 2024 from TTSR for grass cutting work at Hare's Green be accepted. (Cost for 2023 £1931 plus VAT. Cost for 2024 £1989.19 plus VAT.)
- iv. **It was resolved** that the Contract for Jubilee Gardens, beginning again in March at the new rate of £38 per visit, be agreed.
- v. **It was resolved** that the Report from the Internal Auditor, including the recommended Action Plan be accepted. That a Councillor be nominated to check on payroll.
Councillor Don Saunders was nominated to check on payroll
- vi. **It was resolved** that there will be no increase in Allotment, Cemetery and Market fees for 2023/24
- vii. **It was resolved to move this item to excluding the press and public.**

8. SPEED LIMIT WATTON HIGH STREET

A proposal has been received for introduction speed reduction measure along the High Street in Watton. Norfolk County Council are proposing to introduce a 20mph speed restriction.

It was resolved to support the scheme, but to express that the speed restriction be enforced.

It was suggested that the Town Councils 2 SAM2 speed signs could be used in the high street on occasion to monitor the restriction. Claire Bowes was asked to liaise with Norfolk County Council/Breckland Council on this matter.

9. ALLOTMENT TENANCY AGREEMENT

It was resolved to accept the Norfolk ALC allotment tenancy agreement template that was presented.

10. UNIT RENT REVIEW

It was resolved to accept the Linmore Court unit rent review.

11. TWINNING ASSOCIATION STORAGE

It was resolved to allow The Watton Twinning Association to store a gazebo in the Town Councils unit.

12. PLANNING

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

12.1 3PL/2023/0133/LB - Replacement windows and doors - WATTON: 12 Harvey Street

No comments

12.2 3PL/2023/0130/LU - The use of Opal House, as a home for up to four looked after young persons between the ages of 8-18 - certificate of lawfulness - proposed use - Opal House 61 Griston Road IP25 6DN

Noted on the last Town Council minutes, listed as noted no comments submitted.

12.3 3PL/2022/1080/D Application for approval of reserved matters following outline approval 3PL/2019/0251/O: Erection of 6 Dwellings - Rear 3 & 3A Dereham Road - Amended Plans - Revised location

The Town Council has no issues to raise, it is aware that the Saham and Watton Flood Action Group have some concerns over drainage matters. The Town Council is aware of the detailed local knowledge of the group in relation to drainage issues and requests that their submission be given careful consideration.

12.4 TRE/2023/0068/TPO - Selective Reduction of over extended limbs of Oak T15. Reduction works will be carried out removing 2-3m sections to appropriate growth points, bringing the canopy back in keeping with the rest of the tree. The tree is roughly 8m- 9m in radius, so by removing 2-3m sections to appropriate growth points one can expect a canopy 6-7m in radius on the areas which we have pruned. - Old Vicarage, Norwich Road IP25 6DB WATTON

No comments

13. Resolution passed to exclude the press and public to consider legal matters

13.1 Planning correspondence received was acknowledged, and a decision was made that no action is required.

Item 7.7

It was resolved that WTC agrees the request from the Charlotte Harvey Trust Board amended as follows:-

Watton Town Council agrees to extend the hours provided relating to the Community Food Hub, from 15 hours per week to 20 hours per week, The contract will be amended to reflect the above in terms of hours, remuneration and other associated staff matters including the backdating of the increase in hours/pay to 1st February 2023.

It was suggested that the Chairman write to staff personally to thank them for all their hard work over the past few months due to a staff absence.