



Watton Town Council

Wayland Hall, Middle Street, Watton, Thetford, Norfolk IP25 6AG Telephone: 01953 881007

Website: www.wattontowncouncil.gov.uk Town Clerk: Mrs Jane Scarrott 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 23rd May 2023 at 7.00pm for the purpose of transacting the following business.

Jane Scarrott

Jane Scarrott – Town Clerk

May 17th 2023

1. To elect the Chairman/Town Mayor for the year 2023/2024 – 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 2023/2024
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 25.04.2023 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 confirm that Watton Town Council is eligible to continue to use the General Power of Competence as it employs a qualified Clerk and a minimum of 2/3rds of vacancies were filled at the last ordinary elections.
9. TO RECEIVE REPORTS
 - 9.1 Chairman's Report
 - 9.2 Vice Chairman's Report
 - 9.3 Clerks Report
 - 9.4 HR Committee Annual Report (PB)
 - 9.5 Finance Committee Annual Report (KS)
 - 9.6 Cemetery Working Group – No Report as Group has not met during 2022/3
 - 9.7 Watton Neighbourhood Plan Steering Group – Report given at Annual Town Meeting by Chairman of the Steering Group
 - 9.8 Church Walk Working Group Update
 - 9.9 Museum 4 Watton Working Group Update
 - 9.10 Loch Neaton Working Group – No meeting since 2021
 - 9.11 Charlotte Harvey Trust Management Committee – Report given at Annual Town Meeting
 - 9.12 Emergency Plan Working Group Update
 - 9.13 Any other reports
10. To note PEPSO Report (App. 1)
11. To accept 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 agree Reps and Lead Councillors

15. To agree nomination for Trustee for the Stevens Almshouses Charity

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

17. To appoint councillor to undertake a quarterly check of staff wages

18. To appoint two councillors to check monthly invoices against payments

19. To confirm bank signatories

20. To agree that Accounting Solutions will remain as Internal Auditors for Watton Town Council for 2023/24

21. PUBLIC PARTICIPATION

22. To approve payments for May 2023

23. To consider quotes received for provision of IT services to include .gov e-mail addresses for all Councillors

24. To receive quote for maintenance work to the plinth of the town sign in Watton High Street

25. To accept plans for the Gold Bus Stop in Watton High Street as proposed

26. PLANNING

To consult on planning applications received since the last meeting

26.1 3PL/2023/0451/F - Install new steel-reinforced concrete skatepark - WATTON: Watton Sports Centre Dereham Road

<http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2023/0451/F>

To note:

26.2 3PL/2023/0408/VAR - Variation of condition 2 on pp 3PL/2019/0487/VAR - Vary dwelling types on Plots 41 & 42, additional variation of red line boundary of site in same region – WATTON AND CARBROOKE Ex RAF Officers Mess Site (Heritage Park) Portal Avenue

<http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2023/0408/VAR>

26.3 3DC/2023/0143/DOC - Discharge of Conditions No4 on 3PL/2023/0031/F - Clayland House 1 Norwich Road IP25 6DA WATTON

<http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3DC/2023/0143/DOC>

26.4 3PL/2023/0482/LU - Construction of garage - Certificate of Lawfulness - Proposed Use WATTON: 51 Thetford Road

<http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2023/0482/LU>