

Minutes of the meeting of WATTON TOWN COUNCIL meeting held on

Tuesday May 23rd 2023 at Wayland Hall, Middle Street, Watton, Norfolk IP25 6AG

Councillors Present:– Sue Hebborn - Chairman, Peter Bishop – Vice Chairman, Keith Gilbert, Stan Hebborn, Don Saunders, Kathryn Stallard, Pat Warwick, Tobi Amadasun, Graham Martin, Gillian Tarrant, Tina Kiddell, Tina Cruz

Officers Present: Michelle Thompson – Deputy Clerk

2 members of the public present

1. ELECTION OF CHAIRMAN

Peter Bishop 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

Don Saunders nominated and seconded as Vice-Chairman and with no further nominations duly elected.

5. NO APOLOGIES for absence received

6. DECLARATIONS OF INTERESTS MADE

Kathryn Stallard declared an interest in item 9.9

Sue Hebborn and Stan Hebborn declared an interest in item 26.2

7. MINUTES

7.1 The minutes of the Town Council meeting held on 24th April 2023 were accepted as a true record of the meeting and duly signed by the Chairman.

Gillian Tarrant was welcomed on to the Town Council.

7.2 UPDATES FROM MEETING HELD 24 04 23

- Nothing further heard from the solicitors re. Officers Mess Site. An update to be an agenda item on the next Town Council meeting.
- 17.05.23 Met with consultant re. refurbishment of play equipment at Lovell Gardens Play Area. A report has been received, suggested an agenda item for the next Finance committee meeting agenda.
- Response to Breckland Issues & Options consultation has been submitted.

8. GENERAL POWER OF COMPETENCE

The Town Council resolved that it is eligible to use the General Power of Competence.

9. REPORTS RECEIVED:

9.1 CHAIRMANS REPORT

No report but the incoming Chairman thanked the outgoing Chairman who has been an excellent Mayor for the town.

The expression of thanks also went to the three previous councillors who stood down at the last election: Keith Prince, Jane Fountain and Beryl Bunning.

It was proposed that comments from the new town mayor be replicated in a letter to them thanking them for their services as Councillors.

Don Saunders was also thanked for accepting the role of Deputy Chairman.

Peter Bishops charities that he will support during his year are the Watton Food Hub and the Charlotte Harvey Trust.

9.2 VICE-CHAIRMAN'S REPORT - no report given

9.3 CLERK'S REPORT

Written report submitted in the agenda pack:

Verbal update given:

- Liz Whitcher has booked Steve Halls, Senior Flood Risk Officer (Technical Lead) Flood and Water Management, NCC Community and Environmental Services to attend a meeting at the Youth & Community Hub as requested. Steve will present plans for possible drainage works for the field at Harvey Street. The meeting is scheduled for Monday June 5th at 11.00am at the Hub.
- ***It was proposed that the Town Council proceeds with the Festive Market as planned on the agreed date of November 26th. Tobi Amadasun is happy to liaise with Apollo Events and the Town Council to ensure both events run along side each other.***
- It is suggested that the matter of staffing which is indicated in the clerks report be an item on a future HR meeting agenda. A HR committee meeting to be scheduled in the coming weeks.

9.4 HR COMMITTEE WRITTEN REPORT RECEIVED AND NOTED

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

The HR Committee met on a number of occasions to discuss the Town Councils Communications Policy, The Town Clerks appraisal and a member of staff's long term absence and their return to work.

9.5 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)

An annual report from the Finance Committee was given at the Annual Town Meeting – this report can be seen on the Town Council website.

The Finance Committee held 11 meetings throughout the year to consider the financial implications of the council's priorities which was taken from the council meetings and made recommendations based on the finance of the council.

9.6 CEMETERY WORKING GROUP REPORT RECEIVED AND NOTED

The Cemetery Working Group has not met during 22/23.

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

Councillor members of the NP Group for this period were: 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 on the Town Council website.

The Neighbourhood plan is now at the stage where it will be examined, Therefore, in accordance with the Regulations Breckland Council are now formally seeking the approval of the Town Council to use Intelligent Plans and examinations (IPE) as the preferred examiner.

IPE was agreed as examiner.

9.8 CHURCH WALK WORKING GROUP REPORT RECEIVED AND NOTED

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

On March 16th correspondence was received from Norfolk County Council regarding ownership of Church Walk.

9.9 MUSEUM4WATTON WORKING GROUP REPORT RECEIVED AND NOTED

The group has met when necessary. It was noted that the main project was to transform the Council Chamber. The issue of the heating at Wayland Hall is still to be discussed.

9.10 LOCH NEATON WORKING GROUP REPORT RECEIVED AND NOTED

No meetings have taken place since October 2021 and meetings will be called as necessary in the future.

9.11 REPORT FROM CHARLOTTE HARVEY TRUST RECEIVED AND NOTED

A report from the CHT Management Committee was given at the Annual Town Meeting - this report can be seen on the Town Council website.

9.12 EMERGENCY PLAN WORKING GROUP UPDATE

Councillor members of the Group for this year were: Stan Hebborn and Jane Fountain.

The purpose of this group was to react to an emergency in the Town, where the community would need support. Following enquires there was lack of interest in the Group.

The Emergency Planning officer at Breckland Council was sent a draft of the plan in January 2023 but still awaiting a response. Councillor Tina Kiddell as District Councillor is willing to follow this up with the Emergency Planning officer. This item be added to the next Town Council agenda.

9.14 OTHER REPORTS

No other reports given.

10. PEP SO QUARTERLY REPORT RECEIVED AND NOTED

Tina Kiddell has asked that the Bike Event is held again this year – the event was so successful last year and the high street businesses really benefitted from the event.

Comments to be passed onto the PEP SO and Town Clerk. Item to be on the next Town Council meeting agenda.

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:

- Sue Hebborn
- Gillian Tarrant
- Pat Warwick
- Stan Hebborn

12.2 STAN HEBBORN ELECTED AS CHAIRMAN OF THE HR COMMITTEE

12.3 ELECTED MEMBERS OF THE TOWN COUNCIL FINANCE COMMITTEE:

- Peter Bishop
- Kathryn Stallard
- Sue Hebborn
- Pat Warwick
- Don Saunders
- Tina Kiddell
- Stan Hebborn (As Chairman of HR)

12.4 KATHRYN STALLARD ELECTED AS CHAIRMAN OF THE FINANCE COMMITTEE

13. WORKING GROUP MEMBERS

13.1 CONFIRMED COUNCIL MEMBERS OF NP STEERING GROUP:

- Graham Martin
- Pat Warwick
- Keith Gilbert
- Kathryn Stallard

13.2 ELECTED MEMBERS OF THE CHURCH WALK WORKING GROUP:

- Kathryn Stallard
- Keith Gilbert
- Stan Hebborn

- Peter Bishop

13.3 CEMETERY WORKING GROUP

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

13.4 CONFIRMED COUNCIL MEMBERS OF THE MARKET WORKING GROUP

- Tina Kiddell
- Tina Cruz

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
- Stan Hebborn
- Peter Bishop
- Gillian Tarrant

14. COUNCIL REPRESENTATIVES/LEAD COUNCILLORS

Council Reps:

Chamber of Commerce – Pat Warwick
 Patients Participation Group – Tina Kiddell
 Norfolk Association of Local Councils – Pat Warwick
 Mens Shed – Graham Martin
 SNAP Meetings – Pat Warwick
 Watton Sports Centre – Tina Kiddell
 Cadets – Sue Hebborn
 RAF Watton Families Club – Stan Hebborn
 Carnival – Pat Warwick

Lead Councillors:

Allotments – Don Saunders
 Breckland Council - Don Saunders
 Cemetery matters and Grounds Maintenance – Peter Bishop
 Fireworks Event - Stan Hebborn
 Festive Market – Pat Warwick and Kathryn Stallard
 Bike Event and Antiques Event – Tina Kiddell
 Heritage – Kathryn Stallard
 Market – Tina Kiddell and Tina Cruz
 Social Welfare – Don Saunders

A Twinning Association Rep, A lead councillor for Planning, Provision for the elderly and Youth Provision to be agreed once co-option has taken place.

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

15. STEVENS ALMSHOUSES CHARITY TRUSTEE

Pat Warwick was nominated as Trustee for the Stevens Almshouses Charity.

16. INTERNAL CONTROL OFFICER

It was agreed that this item be deferred to the next Town Council meeting.

17. QUARTELY CHECK OF STAFF WAGES

From recommendations in the Councils Internal Audit report it has been agreed to appoint a councillor to check staff wages. The Finance Committee previously nominated Don Saunders for this role.

18. MONTHLY INVOICES AGAINST PAYMENTS

Previously Keith Gilbert and Beryl Bunning have checked monthly invoices against payments. It was agreed that Sue Hebborn replace Beryl Bunning

19. BANK SIGNATORIES

Current agreed bank signatories were listed in the agenda pack.

It was agreed that the Deputy Clerk Michelle Thompson replace previous signatory Beryl Bunning on Barclays Bank. This will enable the office to have access to online banking.

Sue Hebborn to replace Beryl Bunning as a signatory on Unity Bank.

20. INTERNAL AUDITOR

It was resolved that Accounting Solutions should remain as Internal Auditors for Watton Town Council for 2023/24.

21. NO PUBLIC PARTICIPATION

22. MAY 2023 PAYMENTS

May payments for approval were accepted as presented.

23. IT PROVISION

Stan Hebborn declared an interest.

With the proposal to provide.gov.uk email addresses for all councillors **It was resolved** to stay with the Town Councils current provider at an additional cost of £3.30 per month to provide 15 extra .gov.uk email addresses.

24. TOWN SIGN PLINTH

An estimate of the costs to repair the plinth has been received from the preferred contractor. A request was made for a written quote to be submitted to be presented but no written quote has yet been received. This item be an agenda item on the next Town Council meeting.

25. GOLD BUS STOP

It was resolved to accepted proposed plans for a Gold Bus Stop in the high street, with the following agreed:

- Bus shelter to be the colour black to match planters and bins
- The shelter to have a living roof.
- Proposed seating agreed

26. PLANNING

Noted that District Councillor Keith Gilbert is no longer a member of the Breckland District Council Planning.

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

The Town Council is supportive of this application.

The following applications were noted:

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

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

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