

Minutes of the meeting of WATTON TOWN COUNCIL held on
Tuesday June 27th 2023 at 7.00pm in the Council Chamber at
Wayland Hall, Middle Street, Watton IP25 6AG

Councillors Present: Peter Bishop - Chairman, Tina Cruz, Keith Gilbert, Stan Hebborn, Sue Hebborn, Graham Martin, Kathryn Stallard, Don Saunders, Gillian Tarrant.

Officer present: Jane Scarrott Clerk

0 members of the public present

1. APOLOGIES FOR ABSENCE RECEIVED AND ACCEPTED from

Tobi Amadasun, Anthony Bridges and Tina Kiddell

The Chairman reported that he has received a letter of resignation from Pat Warwick.

2. DECLARATIONS OF INTEREST MADE:

Peter Bishop declared an interest in item 7.1 and Stan and Sue Hebborn declared an interest in item 7.4.

3. MINUTES

3.1 The Minutes of the meeting held on June 13th 2023 were accepted as a true record and signed by the Chairman.

3.2 Updates from items raised at the meeting on 13.06.23 all to feature in agenda items for this meeting.

4. REPORTS

4.1 Chairman's Report

The Chairman has attended:

15.06.23 Finance Committee Meeting

22.05.23 Charlotte Harvey Trust Management Committee/Food Hub Meeting

27.05.23 Heritage Site Meeting re. location of Heritage Information Boards

4.2 Vice-Chairman's Report

The Vice – Chairman has attended:

14.06.23 Retirement buffet for the Clerk of Swaffham Town Council

22.05.23 Charlotte Harvey Trust Management Committee/Food Hub Meeting

14.05.23 Bishop of Norwich Garden Party

4.3 District Councillor's Report

Written Report from Tina Kiddell passed to Councillors and copy filed.

Keith Gilbert informed the meeting that he has attended several training sessions and Housing Dept. meetings at Breckland Council. He also reported that Breckland Council is to remove the flagpoles from Watton High Street.

It was requested that District Councillors ensure that assurances are obtained that listed buildings in the High Street have not suffered any damage from any flagpole fixings. Councillor Gilbert will ask for a breakdown of the cost of the flagpole initiative.

4.4 County Councillor' Report

County Councillor not present and no report received.

4.5 Clerks Report

Written report presented in Councillors Agenda packs included:

SLCC Conference 2023

The Clerk is booked to attend the 2023 Norfolk Society of Local Council Clerks Annual Conference on July 7th at a cost of £55. Such events provide an opportunity to stay up to date with sector related topics and knowledge is always gained. The event is open to Councillors as well as clerks.

Cllr Stan Hebborn showed an interest in attending the conference.

Sports Centre Skate Park

An application for planning permission for a skate park at Watton Sports Centre has been submitted by Watton Sports Association but subsequently withdrawn as a noise assessment report has been requested to accompany the application.

Training

List of upcoming Norfolk Parish Training events emailed to all on 20.06.23.

Councillors asked to let the office know if they would like to attend any of the advertised training sessions.

Breckland Local Plan Update

Following the consultation and consideration of the comments made, the Council submitted the Partial Review to the Planning Inspectorate on 29 November 2022. The Hearing Session was held on Tuesday 18 April in Dereham.

In June 2023 the Inspector issued her interim findings in relation to the Breckland Plan Partial Review. These can be found at the following link

<https://www.breckland.gov.uk/planning-policy/examination-library>

It is understood that the final Report will be issued towards the end of July 2023

Grant Applications

Grant applications are scheduled to be considered at Full Council meetings at the end of June, September, November and March. Two applications have recently been received after the agenda for the meeting had been issued. It was agreed these two applications will be agenda items for the next Full Council meeting with a suggestion made that the grant application form should include dates when applications need to be received.

High Street Gold Bus Stops

The Norfolk County Council Public Transport Development Officer who is leading on the Watton High Street Gold Bus Stop Proposal has been in contact to apologise for not yet setting a date for a site visit.

Breckland Council review of car parks

Breckland Council is set to carry out a survey of its public car parks. Cameras will gather information about which car parks are most used and identify the peak times of demand and typical parking duration.

Breckland Council mobile deployable surveillance cameras

Before installing any new mobile surveillance cameras Breckland Council will inform parishes. Trials will be held where there is a high level of fly-tipping and anti-social behaviour and parishes are invited to suggest locations.

Christmas Lights

The Clerk and Deputy Clerk met with the Christmas Lights contract on 27.06.23 to look at where additional lights for 2023 could be placed. The contractor is to come back with costs for extra lights in the High Street and prices for an artificial tree.

4.6 Reports from Lead Councillors

Heritage Lead Councillor Kathryn Stallard reported that location sites for the planned Watton Heritage Information Boards have been agreed and the Projects, Events and Promotions Support Officer continues to undertake a lot of work to complete this project.

5. WORKS IN PROGRESS LIST

The Works in Progress List was accepted as presented.

Points noted:

- 58 It is possible no Heritage Information Board will be erected at Church Walk.
- 6 Any works to the old water fountain to be deferred indefinitely.

6. **PUBLIC PARTICIPATION** – No members of the public present.

7. FINANCE

7.1 Payments for Approval for June 2023 accepted as presented

7.2 Finance Committee Minutes from the meeting held 15.06.23 were accepted as presented.

7.3 Recommendations from the meeting held on 15.06.23

7.3i **It was resolved** that prior to setting a budget for the Bike Event, an outline proposal for the format of the event, (including the possible use of outside agencies, risk assessment/management, marshalling and public liability insurance) and an indication of potential cost should be provided by the Councillors leading on the event.

It was suggested the Councillor leading on the bike event should present a report as above at the next Finance Committee meeting so a budget can be considered.

7.3ii **It was resolved** that the purchase of a new chain for the Mayor should be explored as the current chain will be fully engraved by 2024.

7.3iii **It was resolved** to allocate up to £5000 (including VAT) in the 2023 budget to install an electronic blind to cover the large end window in the Council Chamber.

More than one quote will be found if possible but this is quite specialised work.

7.3iv **It was resolved** to accept the tender document received from the consultant engaged to compile the tender for replacement of play equipment at Lovell Gardens Play Area and to add £20,000 from reserves to boost the available £60,000 s106 funding.

7.3v **It was resolved** to enter into a yearly service contract with CBR Business Solutions for HR and Employment Law Consultancy.

7.3vi **It was resolved** to accept the quote received of £3168 for gutter clearing at Wayland Hall.

7.3vii **It was resolved** to accept the review of Financial Regulations with no amendments.

7.4 GDPR CONSULTANCY

Quotes received for General Data Protection Regulations (GDPR) were presented but it was agreed to defer any decision until further information has also been received from another possible provider. This will be an agenda item again at the next Full Council meeting.

8. ARMED FORCES COVENANT

The Armed Forces Covenant was reviewed with no amendment suggested.

Noted that Stan Hebborn in his role as rep. for the RAF Watton Families Club is considered Lead Councillor to promote support for the Armed Forces community

9. DONATION TO QUEEN'S HALL

It was resolved to make a donation of £100 to the Queen's Hall for annual use of the Queens Hall railings to post event advertising banners.

10. DONATION REQUEST FROM KINGSLEY HEALTHCARE LTD

It was resolved to allocate a donation of £500 towards support of a fund raising picnic to be held at Loch Neaton organised by Kingsley Healthcare. The donation will be paid against invoices received.

11. MEN'S SHED

The Men's Shed has asked where they may be able to undertake some gardening work around the town. A list of suggested areas will be compiled.

12. EMERGENCY PLANNING TRAINING

It was resolved to accept the offer from Breckland Council Emergency Planning Officer of a 30 minute Emergency Planning Training session.

13. AIR CONDITIONING FOR WAYLAND HALL

Investigation will be undertaken regarding the need and cost of the provision of either fixed or mobile air conditioning units for the Watton Town Council Offices at Wayland Hall.

14. PLANNING

14.1 3PL/2023/0089/F - Demolition of existing bungalow and development of single storey annexed building for a care home and new access - 255 Lovell Gardens IP25 6TU WATTON

No objections but comments made by Watton & Saham Flood Action Group will be supported.

15. It was resolved to pass a resolution to exclude the Public and Press to consider HR and Cemetery matters:

15.1 The minutes of the HR Committee Meeting held on 14.06.23 were noted.

15.2 A request received for a large double memorial at the Cemetery was accepted but a Cemetery Working Group meeting will be convened in the near future to address matters which have arisen regarding rules for memorials and the number of ashes permitted in one plot.