

Minutes of the meeting of WATTON TOWN COUNCIL held on
Tuesday August 22nd 2023 at 7.00pm in the Council Chamber at
Wayland Hall, Middle Street, Watton IP25 6AG

Councillors Present: Peter Bishop - Chairman, Don Saunders, Keith Gilbert, Stan Hebborn, Sue Hebborn, Tina Kiddell, Graham Martin, Kathryn Stallard, Anthony Bridges, Gillian Tarrant, Tomos Hutchings, Catherine Turley-Long, Steve Turley-Long

Officer present: Michelle Thompson Deputy Clerk

2 members of the public present

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

Tobi Amadasun and Tina Cruz

2. **DECLARATIONS OF INTEREST MADE:** Steve Turley-Long and Catherine Turley-Long declared an interest in item 8

3. **MINUTES**

3.1 The Minutes of the meeting held on August 8th 2023 were accepted as a true record and signed by the Chairman.

3.2 Updates from items raised at the meeting on 08.08.23:

- Events – Council to meet to decide what it would want an event organiser to do. It was suggested that after the Bike Event, Apollo be asked to debrief and discuss future events and costings.
- Hares Green - Play area provider contacted again 14.08.23 to request update on the safety surface before 18.08.23. Council insurers also approached for advice.
- Officers Mess Site - Cllrs Stan and Sue Hebborn and the Clerk met with a grounds maintenance contractor on site regarding the future maintenance of the recently acquired alternative community land at the former Officers Mess Site off Norwich Road. The Council needs to agree a brief which can be passed to landscape architects to design a plan for how the area may be laid out. However, it has been suggested just to cut the area while building continues and during that time to monitor the pathways the public may create so a design could be based around the layout already existing. It may be necessary to either leave the boundary overgrowth or in time add bunding to the site to stop vehicular egress. An initial cut is scheduled to happen in the next couple of weeks.

4. **REPORTS**

4.1 Chairman's Report

The Chairman has:

- attended a Finance Committee Meeting and a CHT Management Committee meeting on August 10th
- Received a food donation from the Police for the Watton Food Hub on August 11th

4.2 Vice-Chairman's Report

The Vice-Chairman:

- Was in attendance when a food donation from the Police was given for the Watton Food Hub.

4.3 District Councillor's Report

Tina Kiddell had submitted a written report which was circulated to Councillors prior to the meeting. Keith Gilbert reported that he, as a District Councillor had relayed concerns to Breckland Council regarding current issues at Cranswick.

4.4 County Councillor' Report

No report received.

4.5 Clerks Report

Written report presented in Councillors Agenda packs.

Verbal report given:

- The Town Council has received the Event Management Plan, Risk Assessment, and Insurance documents from Apollo Events for the Bikes on the Street Event.
- The Town Council was informed that the Royal British Legion Watton Branch had a Normandy Veteran, Sid Barnes. Unfortunately, Sid passed away. He was honoured by Lord Dannett some years ago with the Legion of Honour for his wartime service in France. Councillors were made aware of the date of his funeral if they chose to attend.

4.6 Reports from Lead Councillors

No reports given.

4.6i Report from Lead Councillor for Youth

Tony Bridges had submitted a written report which was circulated to Councillors prior to the meeting.

- a. **It was resolved** that Councillor Bridges compiles a play areas policy, draft to be presented to council for consideration.
- b. **It was resolved** that Councillor Bridges undertakes a play area inspection training course, but was asked to bear in mind that inspections are undertaken by the Town Operative.
- c. **It was resolved** that Councillor Bridges is CRB checked.
- d. **It was resolved** that another sign be purchased for the Lovell Gardens Play area which will be situated by the gate access area on the Gilman's Drift side.

5. WORKS IN PROGRESS LIST

The Works in Progress List was accepted as presented.

6. PUBLIC PARTICIPATION

2 members of the public present who raised concerns regarding daily anti-social behaviour at the Memorial Gardens. The anti-social behaviour has been reported to the police numerous times but is still an ongoing issue. The residents were asked to attend the next Police Priorities meeting.

It was resolved that an item be added to the next agenda to discuss potential removal of the benches at Memorial Gardens and in the meantime the Council will liaise with Watton's Police Beat Manager.

7. FINANCE

7.1 Payments for Approval for August 2023 accepted as presented with the addition of Norfolk Parish Training and Support £135.00 and NT Garden Services £76.00

7.2 Finance Committee Minutes from the meeting held August 10th 2023 were noted as presented.

7.3 Recommendations from the meeting held on August 10th 2023:

- **It was resolved** to accept the proposal received for the 2023/24 Internal Audit.
 - **It was resolved** to not to administer grant funding for individuals but to keep a general fund available which could be of benefit to all young people of the town.
- It was resolved** that moving forward grants that are awarded and the grant application will be advertised on social media including a link to the Town Council website.

8. ALLOTMENT SITES MAINTENANCE WORKS

Councillors Steve Turley- Long and Catherine Turley-Long were asked to leave the meeting due to declarations of interest in this item.

It was resolved to accept quote 1 from the Town Councils preferred contractor to cut frontage, edges and all peripheries twice a year at the Thetford Road site and to clear and trim vacant allotments ready for cultivation.

9. PLAYAREA INSPECTIONS REMEDIAL WORKS

It was resolved to accept quotes received for Bridle Road play area from the inspection company. **It was resolved** to defer the remedial work at Lovell Gardens play area as play equipment is being replaced.

It was resolved to defer the remedial work at the Sports Centre play area until the Sports Centre have considered the Memorandum of Understanding.

10. LOCH NEATON AGREEMENT

It was resolved to accept the draft agreement as presented.

11. SPORTS CENTRE PLAYAREA AGREEMENT

It was resolved to accept the draft Memorandum of Understanding as presented and send to the Sports Centre for their consideration.

12. TRUSTEE FOR STEVENS ALMSHOUSES CHARITY

It was resolved that Councillor Catherine Turley - Long will be the Trustee for Stevens Almshouses Charity.

13. TENDERS FOR LOVELL GARDENS PLAY EQUIPMENT

3 tenders have been received for replacement of play equipment at Lovell Gardens.

It was resolved to appoint Tender A at the cost of £80,000. It is hoped additional equipment could be added including the possibility of outdoor gym equipment.

14. LAMP POST POPPIES

It was resolved to purchase 100 new Lamp post poppies at the cost of £3.00 each.

15. PLANNING

Noted that both Keith Gilbert and Tina Kiddell are substitutes for Breckland Council Planning Committee and therefore cannot pass comment on applications prior to discussion at Breckland planning meetings.

15.1 3PL/2023/0777/HOU - Proposed flat roof side/front extension to kitchen area forming utility - 2 Sharman Avenue IP25 6ED WATTON

No comments

16. It was resolved to pass a resolution to exclude the Public and Press to consider Confidential matters:

16.1 The Town Council has been made aware of possible closure of a local organisation who hires the Community Centre. The Group provides important support to residents and the Town Council will approach the group to discuss possible future funding and other help where needed.