

Minutes of the meeting of WATTON TOWN COUNCIL held on  
Tuesday July 25th 2023 at 7.00pm in the Council Chamber at  
Wayland Hall, Middle Street, Watton IP25 6AG

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

Officer present: Jane Scarrott Clerk

0 members of the public present

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

Tobi Amadasun, Anthony Bridges, Tina Cruz, and Gillian Tarrant

2. **DECLARATIONS OF INTEREST MADE:** Keith Gilbert declared an interest in item 9.

3. **MINUTES**

3.1 The Minutes of the meeting held on June 27th 2023 were accepted as a true record and signed by the Chairman.

3.2 Updates from items raised at the meeting on 27.07.23:

- Hares Green Play Area has been closed. The Town Council is awaiting a response from the installers of the equipment regarding the carbon deposits coming from the rubber surfacing.
- The Town Clerk from Dereham visited Watton Town Council on July 13<sup>th</sup> to tell Councillors about how Dereham Town Council has created a new park area.

4. **REPORTS**

4.1 Chairman's Report

The Chairman has:

- attended the Finance Committee Meeting on August 13<sup>th</sup>.
- Attended the meeting with Dereham Town Council Clerk on August 13<sup>th</sup>.
- met with the preferred grounds maintenance contractor to look at works needed for the open space land at Heritage Park. Landscaping of the area will be an agenda item for the next Town Council meeting.
- met with local provider regarding purchase of a display chiller/freezer for the Food Hub.

It was acknowledged how much goes on at Watton library and a letter will be sent to the librarian voicing support from the Town Council for the community work undertaken and also asking how the Council might help promote activities held at the library.

4.2 Vice-Chairman's Report

The Vice-Chairman has:

- attended the Finance Committee Meeting on August 13<sup>th</sup>.
- Attended the meeting with Dereham Town Council Clerk on August 13<sup>th</sup>.

4.3 District Councillor's Report

Tina Kiddell had submitted a written report which was circulated to Councillors prior to the meeting. Keith Gilbert has a meeting scheduled for 28.07.23 with officers at Breckland Council to hear about the plans for pedestrianisation of Middle Street.

#### 4.4 County Councillor' Report

County Councillor Claire Bowes had submitted a written report which was circulated to Councillors prior to the meeting.

#### 4.5 Clerks Report

Written report presented in Councillors Agenda packs.

#### 4.6 Reports from Lead Councillors

Heritage Lead Councillor Kathryn Stallard submitted a written report which was passed to Councillors prior to the meeting.

#### 4.7 Report from HR Committee

Stan Hebborn as Chairman of the HR Committee reported that the new role for a Caretaker for the Harvey Street Community Hub has been advertised with one completed application form returned to date. A second agreed new role of Community Projects Officer is to be filled by a current member of staff.

### 5. **WORKS IN PROGRESS LIST**

The Works in Progress List was accepted as presented.

It was agreed to remove No. 6 from the list.

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

### 7. **FINANCE**

7.1 Payments for Approval for July 2023 accepted as presented with the addition of £309.72 for Kings and Dunne.

7.2 Finance Committee Minutes from the meeting held 13.07.23 were noted as presented.

7.3 Recommendations from the meeting held on 13.07.23

7.3i **It was resolved** to authorise £5765 to be taken from the Community Improvement Fund to cover the costs of the Heritage Boards Project.

7.3ii **It was resolved** to set a budget of £5500 for the 2023 High Street Bike Event.

Noted that Tina Kiddell is to meet with the contracted event manager for the bike event and all paperwork for the management of the event is to be submitted to the Council in the following week.

### 7.4 **DONATION REQUEST FROM THE BENJAMIN FOUNDATION**

**It was resolved** to donate £6253 to the Benjamin Foundation as requested to enable the two youth groups currently run by the Benjamin Foundation to continue until the end of 2023. It is hoped the Foundation can successfully obtain other funding to carry on the provision into 2024.

### 7.5 **CHRISTMAS LIGHTS 2023**

**It was resolved** to accept the quote received for additional Christmas Lights for 2023 to include a 6.5m artificial tree. The tree must be placed on a flat base and work will be needed to make the current platform in Chaston Place suitable. The Trust which owns the area has agreed that the Town Council can undertake the necessary work and a cost to do this will now be obtained.

The Clerk was authorised to investigate constructive options regarding disposal of the old Christmas lights held in the Unit. The Council can then consider suggested options.

## 7.6 WAYLAND HALL BUILDING MAINTENANCE

**It was resolved** to accept the quote as presented from the preferred contractor to undertake necessary building maintenance to Wayland Hall.

Noted that other works as mentioned in the 2020 Quinquennial Inspection Report for Wayland Hall should be scheduled into a running maintenance programme with future works on the building to be co-ordinated.

## 8. HIGHWAYS PARISH PARTNERSHIP SCHEME 2023

**It was resolved** to arrange a site meeting with the local Highway Engineer to investigate the cost of suggested projects for the 2023 Parish Partnership Scheme including the provision of two trods along the Norwich Road and the possibility of fixed speed activated signage for the Norwich Road.

## 9. ACHIEVEMENTS OF LOCAL ATHLETES

The Council has been approached regarding financial support for an aspiring local young tennis player. Unfortunately the athlete is not a resident of Watton and it was felt to be inappropriate for the Town Council to support someone who does not reside in the parish. It was suggested an enquiry could be made to Wayland Partnership about funding it may hold for supporting young people. District Councillors were asked to make an approach to Breckland Council to request a fund be established to support aspiring young people in the district. The Town Council would look to contribute to such a fund.

The Finance Committee will also be asked to look at setting up a scheme where individuals could apply for grant funding.

## 10. STEVENS ALMSHOUSES TRUSTEE

The Council has been asked to nominate a trustee for the Stevens Almshouses following the resignation of a Councillor who was a trustee.

It was decided to wait until the Council has filled current vacancies before making a nomination. Information on the role of the trustee will be sought.

## 11. MAYOR'S CHAIN

**It was resolved** to defer any decision on a new Mayor's Chain until 2024.

## 12. EVENTS

**It was confirmed** that Stan Hebborn as the Lead Councillor for the Fireworks Event will be present and leading the event on the day and that Kathryn Stallard and Gillian Tarrant as Lead Councillors for the Festive Market will be present and will lead that event on the day.

The Office is investigating the use of event management companies as it is hoped future event management can be outsourced.

## 13. 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.

13.1 3PL/2023/0701/HOU - Erection of flat roof garage/workshop - 6 Nelson Court IP25 6EL WAT

No Comments

13.2 3DC/2023/0203/DOC - Discharge of Condition no 10, 11 & 13 on 3PL/2022/1375/F - Land off Thetford Road IP25 6BQ WATTON

To note but any comments made by the Watton and Saham Flood Action Group will be supported.

13.3 TRE/2023/0204/TPO - Lime tree TPO 2008-59 Once tree has been removed and roots. We are happy to plant up to 3 small fruit trees - 6 Nelson Court IP25 6EL WATTON

Tree Officers decision

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

14.1 CORRESPONDENCE RECEIVED

The contents of correspondence received relating to an issue at Watton Cemetery was shared with Councillors and an agreed response to the letter was compiled.