



# Watton Town Council

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

Website: [www.wattontowncouncil.gov.uk](http://www.wattontowncouncil.gov.uk) Town Clerk: Mrs Jane Scarrott [clerk@wattontowncouncil.gov.uk](mailto: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 14<sup>th</sup> November 2023 at 7.00pm for the purpose of transacting the following business.

**Please note arplanning and Orbit Homes will be giving a presentation 6pm-7pm.  
Doors will not be open to the public until 7pm.**

*Jane Scarrott* - Town Clerk

8<sup>th</sup> November 2023

1. To receive and accept apologies for absence
2. To note Declaration of Members personal, prejudicial and disclosable pecuniary interests in respect of items on the Agenda
3. MINUTES
  - 3.1 To confirm that the minutes of the meeting held on 24.10.2023 are a true and accurate record
  - 3.2 To receive an update on items from the previous meeting if not agenda items for this meeting
4. TO RECEIVE REPORTS
  - 4.1 Chairman's Report
  - 4.2 Vice Chairman's Report
  - 4.3 Clerk's Report
  - 4.4 To receive Report from Lead Councillor for Youth and consider additional works at Lovell Gardens Play Area
5. PUBLIC PARTICIPATION
6. FINANCE
  - 6.1 To receive draft minutes from the Finance Committee Meeting held on 26.10.2023.
  - 6.2 To accept recommendations from the Finance Committee:
    - I. to purchase a cascading plant container at a cost of £787.50 + vat and delivery, to be sited on the plinth at Chaston Place during the summer months
    - II. to accept the quote received for £600 plus expenses and VAT in order to: review the existing Wayland Hall quinquennial report (includes a site visit), produce a programme of repairs, review with the town council over email/telephone and then finalise the report.
    - III. to accept removal of the Financial Regulations as suggested by the clerk.
    - IV. to increase the expenditure limit from £500 to £1000 on the Town Council Lloyds Commercial Credit Card.
    - V. that the High Street Bike Event becomes a regular feature each August Bank Holiday weekend.
    - VI. that the Council requests the use of s106 monies to fund the current re-furbishment of Lovell Gardens Play Area. Total request will be for £86924.03.
    - VII. that a policy should be agreed for the Town Council to consider purchase of land in the parish should it become available.
    - VIII. To increase annual allotment fee for 2024 to £25
    - IX. To raise cemetery fees by 10% from April 1<sup>st</sup> 2024
    - X. To reduce fees for the weekly market by half for an initial 6 months starting from December 1<sup>st</sup> 2023:
      - Small pitch to be free of charge

- Medium pitch to be £10
- Large pitch to be £15

6.3 To approve payment of outstanding missed invoice for cleaning of 2 bus shelters and external clean of windows at Wayland Hall at the cost of £192.00

6.4 To agree donation of £50 towards a prize for Wayland Academy Graduation Evening

7. To review the Risk Management Plan

8. To consider Letter received from the Museum4Watton

9. To consider quotes received for Tree Risk Assessment

10. To consider submitting bids for Parish Partnership projects 2024

11. To re-consider digital signage for the entrance points to the town

12. PLANNING To consult on planning applications received since the last meeting

12.1 3PL/2023/0982/LU - Removal of existing conservatory and replaced with single storey flat roof extension - certificate of lawfulness - proposed use WATTON: 31 Griston Road

<https://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2023/0982/LU>

13. To pass a resolution to exclude the public and press to consider confidential staffing matters

13.1 To accept the implementation of the agreed Local Government Services pay agreement from 1 April 2023 to 31 March 2024.