

Minutes of the meeting of WATTON TOWN COUNCIL held on
Tuesday December 12th 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, Tomos Hutchings, Graham Martin, Don Saunders, Kathryn Stallard, Catherine Turley-Long, Steve Turley-Long, Gillian Tarrant.

Officer present: Jane Scarrott Clerk

1. APOLOGIES FOR ABSENCE RECEIVED AND ACCEPTED from

Tobi Amadasun, Tony Bridges, Tina Kiddell, Stan Hebborn, Sue Hebborn

2. NO DECLARATIONS OF INTEREST MADE

3. MINUTES

3.1 The Minutes of the meeting held on November 28th 2023 were accepted as a true record and signed by the Chairman.

3.2 Updates from items raised at the meeting on 28.11.23:

- Initial informal contact has been made with Carbrooke Parish Council about possible contributions towards maintenance of Heritage Park as part of the land sits within Carbrooke parish.
It is felt however Carbrooke Council is unlikely to contribute to maintenance as Carbrooke PC owns land which is located in Griston parish and no request for any maintenance contribution is made by Carbrooke PC to Griston PC.
- **Community Governance Review**
Should the Town Council wish to look at a parish boundary change to the boundary with Carbrooke a Community Governance Review would be necessary. Breckland District Council will be approached regarding this.
- A job description has been compiled for the new Events and Marketing Officer post and the position has been advertised.

4. REPORTS

4.1 Chairman's Report

The Chairman attended the USAF Lakenheath Tri-Wing Yuletide Event on 1 Dec.

4.2 Vice-Chairman's Report

The Vice-Chaiman had no report to give.

4.3 Clerks Report

Written report presented in Councillors Agenda packs.

Verbal update included:

- It was resolved that the Council would purchase customised lanyards for councillors and staff at a cost of £154 for 50.
- **Coronation Living Heritage Fund - Community Orchards**
Breckland Council is keen to encourage local communities to plant and expand canopy cover across the Breckland District (BC) so on behalf of the

communities within Breckland, BC applied for and was successful in securing grant funding from the Kings Coronation Living Heritage Fund being delivered through DEFRA (Department for Environment, Food and Rural Affairs) to plant community orchards. Breckland is therefore offering the opportunity for all Breckland Town and Parish Council's, as well as Community Groups, to apply for grant funding (from £100 to £5,000), to plant community orchards within the Breckland District.

More information will be sought regarding time scales for the grant.

- To note that Councillor training and acceptance of a Biodiversity Policy will be agenda items for the January meeting of the Council.
- A site meeting regarding the proposals for the new gold standard bus stop for Watton High Street is scheduled for 11.01.24 at 11am.

4.4 Reports from Lead Councillors

The Youth Lead Councillor was thanked for submitting a report (presented within the agenda pack) to update on refurbishment of the Lovell Gardens Play Area. It was noted that the contractors will be leaving the site on 18.12.23 for the Christmas period but it is expected that the refurbishment will be completed in January 2024.

5. PUBLIC PARTICIPATION

No members of the public present.

6. FINANCE

6.1 Payments for Approval for December 2023 were accepted as presented with the addition of £302.51 to Crown Gas and Power for gas at Wayland Hall and £31.75 to BT for mobile phone provision.

6.2 WALSINGHAM GATES

Quotes are being sought for taking down the Walsingham Gates and transporting them to the Town Councils storage unit. Nigel Barnett from Francham Forge has been contacted again for advice, as advised by Breckland District Council Historic Buildings Officer Andrew Gayton, and has quoted to compile a condition report for the gates.

It was resolved to commission a condition report on the Walsingham Gates at a cost of £300 with the proviso that the report will be undertaken by January 31st 2024.

7. INTERNAL AUDIT REPORT

The Internal Audit Report was accepted as presented. The Finance Committee will review the recommendations made and report back to Full Council.

8. BANK SIGNATORIES

It was resolved that Keith Gilbert will replace Beryl Bunning as a signatory on the CCLA bank account.

9. GRANT APPLICATION

It was resolved to grant £500 to the Loch Neaton Junior Park Run as applied for.

10. CLOCK MECHANISM

It was resolved to accept the quote of £7583 to repair the mechanism of the clock in the High Street Clock Tower.

11. HIGH STREET PLANTER

It was resolved to accept the quote of £1750 from the preferred contractor to repair and replant the High Street planter which was badly damaged by a vehicle. An insurance settlement has been received.

12. EVENTS 2024

Dates for 2024 Events were confirmed where possible:

Event	Date
Open Gardens/Yard Sales	Still to confirm
D Day 80 th	June 9 th Road Closure to be booked
Town Crier Competition	June 15 th Road Closure to be booked
Antiques Street Fair	July 7 th Road Closure to be booked
Bike Event	August 25 th Road Closure to be booked
Fireworks Evening	October 26 th
Remembrance Sunday	November 10 th Road Closure to be booked
Festive Market	November 24 th Road Closure to be booked

13. WATTON RELIEF IN NEED – item withdrawn

14. PUBLIC TOILETS

It was resolved to accept the insurance settlement of £8899.98 offered towards refurbishment of the public toilets following arson which took place on October 3rd 2023.

15. PLANNING

15.1 3PL/2023/1106/F - Installation of a new steel-reinforced concrete skate park. - Watton Sports Centre Dereham Road IP25 6EZ WATTON

Support

15.2 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 - AMENDMENT: Amendments to extent of application site and Proposed Site Layout Plan.

No comments

Additional application received (not on the agenda): 3PL/2023/1149/F Proposals to develop two new dwellings and a garage/cart lodge for the existing houses, 51 Thetford Road, retain the existing highway access and realign the driveway within the site to serve the proposed development together with associated ancillary works to hard and soft landscaping.

Agreed to support submission from Watton and Saham Flood Action Group as presented.

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

16.1 MEMORANDUM OF UNDERSTANDING

It was resolved to draw up a Memorandum of Understanding between the Charlotte Harvey Trust and Watton Town Council in relation to legal costs of the proposed transfer of the Thetford Road Allotment land and the ongoing cost of maintenance relating to continued use of the Thetford Road Allotments.

16.2 LITTER PICKING

It was resolved to ask the contractor to continue with litter picking of the Council play areas through to the end of January 2024.

16.3 STAFFING HOURS

It was resolved to ask the Admin. Clerk to continue working two additional temporary hours a week through to the end of January 2024.

16.4 HR COMMITTEE

Noted that members of the HR Committee compiled the job description for the Events & Marketing Officer and that the Clerk's Annual Appraisal was considered on 08.12.23.

16.4 PUBLIC TOILETS

It was resolved to advise the Police that the Council would like to see the case relating to arson at the public toilets progressed to court rather than through any Out of Court Disposal.