

Minutes of the meeting of Watton Town Council held on

Tuesday 26th March 2024 at 7.00pm in the Council Chamber at Wayland Hall

Councillors Present: Peter Bishop - Chairman, Tobi Amadasun, Keith Gilbert, Tomos Hutchings, Tina Kiddell, Graham Martin, Don Saunders, Kathryn Stallard, Gillian Tarrant, Tina Cruz, Stan Hebborn, Sue Hebborn

Officer present: Michelle Thompson Deputy Clerk

1. APOLOGIES FOR ABSENCE RECEIVED AND APPROVED from

Tony Bridges, Steve Turley-Long and Catherine Turley-Long

2. NO DECLARATIONS OF INTEREST MADE

3. MINUTES

3.1 The Minutes of the meeting held on March 12th 2024 were accepted as a true record and signed by the Chairman.

3.2 Updates from items raised at the meeting on March 12th 2024

- The Council is waiting for the Defib to arrive, and quotes are being sought for installation. Updated 26.03.24 Defibrillator has now been received.
- Events and Market Officer submitted a press release to the EDP re: the Sports centre and the Semi-final football match.
- The Mayor wrote to the EDP regarding the lack of coverage for Watton – Item 12 on 26.03.24 agenda.
- Everyone has the Right to play pledge has been signed and now waiting for the certificate.
- Tickets received for Flood Management Conference. Liz Whitcher to attend.

4. REPORTS

4.1 Chairman's Report

The Chairman has attended:

- A meeting on 14.03.24 at Church Walk with Breckland Council and Westcotec regarding location of a new lamp post and the provision of CCTV at both ends of the walk.
- The Watton Food Hub's one year birthday celebration on 14.03.24
- A Finance Committee Meeting on 14.03.24
- The Watton Twinning Association Annual General Meeting on 17.03.24
- A meeting on 19.03.24 to discuss the Charlotte Harvey Trust holding summer holiday activities at the Youth Centre.

4.2 Vice-Chairman's Report

The Vice-Chairman has attended:

- The Watton Food Hub's one year birthday celebration on 14.03.24
- A Finance Committee Meeting on 14.03.24

4.3 District Councillor's Report

District Councillor Tina Kiddell reported that she has attended:

- The Watton Food Hub's one year birthday celebration on 14.03.24
- A Finance Committee Meeting on 14.03.24

- Breckland Councils Chairman Civic Reception on 22.03.24

A Company called Daton Bell have been commissioned to deliver key technical and design work for the Digital Media Centre, they will provide evidence needed to then apply for funding.

4.4 County Councillors Report

County Councillor was not present at the meeting.

4.5 Clerks Report

Written report presented in Councillors Agenda packs:

- Breckland Council Historic Building Officer Andrew Gayton has been contacted for advice about the possible removal of Walsingham Gates.
His response: "I am afraid that approval under LBC would be required for the permanent removal of the gates and that would need to be adequately justified."
The Town Councils preferred contractor has quoted £500 + Vat to remove and store the gates temporarily.
- Works are now complete on the fire damage to the Public Toilets. Toilets to be opened after easter.
- The most recent communication we have received from the Restorative Justice Team re. the arson at the public toilets is that the information and request we have sent to them has been passed on to the case manager and the case worker is looking at what she can do to help the child understand the impact of their actions.
- 4 new litter bins have been installed in certain locations around the town.
- A staff meeting was held on 20th March, this was a great opportunity for staff to update each other on current projects and for the Deputy Clerk to update on decisions made at the previous Full Council meeting and Finance Meeting.
- The Town Clock is back in the clock tower but is still not working or chiming. We have an engineer coming out again to look at the issues.
It was noted that the Invoice is not to be paid until the clock is working.

4.6 Reports from Lead Councillors

4.6i Heritage

Written report presented in Councillors Agenda packs will be filed with the minutes.

It was resolved to send the Lead Councillors report to Andrew Gayton - Historic Building Officer at Breckland Council and ask for his advice and to suggest scheduling a meeting with him to discuss moving forward.

4.7 Final Breckland Council Watton High Street Task Force Report was received.

4.8 Update from The Charlotte Harvey Trust

- The Memorandum of Understanding with Watton Town Council re staffing at The Charlotte Harvey Trust (Community Centre was agreed by the Trustees.
- The Trustees agreed the Birkett's Terms of Engagement for Receipt of allotment land at Watton and it was asked to check that there were no covenants or other restrictions on the land which would impact on the transfer & future use.

The Charlotte Harvey Trust supports the proposal to run a weekly activity day at the Centre, aimed at families and children under 11. There will be one 'core' activity each week during the Summer Holidays. It was Proposed that the activities are to be run jointly with Watton Town Council who will be asked to consider providing £1500 additional funding.

5. WORKS IN PROGRESS

The Works In progress list was received.

It was resolved to re-investigate the drainage issues at Wayland Hall, in conjunction with the Museum 4 Watton.

6. PUBLIC PARTICIPATION

No members of the public present.

7. FINANCE

7.1 Payments for Approval for March 2024 were accepted as presented with the additions of:-

£480.00 for TTSR Limited – Grave Digging
£4985.76 for TTSR Limited – Gardening Contract
£2043.68 for TTSR Limited – Grounds Maintenance Contract
£1232.40 for TTSR Limited – Cemetery Maintenance
£600.00 for TTSR Limited – Sports Centre field Grass Cutting
£76.00 to NT Garden Services – Jubilee Garden.

7.2 The draft minutes of the Finance Committee meeting held on 14th March were received.

7.3 Following recommendation from the Finance Committee

1. **It was resolved** to approve the added cost of £294.00 for servicing and support from the councils existing IT company in respect of the new IT equipment.
2. **It was resolved** that the Office Support Clerk is offered extra hours to help cover staff absence.
3. **It was resolved** that in the absence of the Clerk, if the Deputy Clerk needs Professional Support in completing the end of year accounts process, then this can be covered from the Administration budget.
4. **It was resolved** that prior to purchase of a new van/vans, a short term hire of a van is sought for temporary use by the new Town Operative.
The quote from Enterprise was agreed, and the Events and Marketing Officer was thanked for the detailed report that was provided.
5. **It was resolved** to ratify the following payments: -

Electrical work in the Council Offices (Health& Safety)	£970.21
Plaques to complete the High Street Furniture Project	£920 plus vat
Matting for Lovell Gardens Play Area Project	£458.15

The Youth Provision lead Councillor suggested that the "Everyone Has A Right To Play" logo could be painted onto the new Graffiti Wall at the Lovell Gardens Play Area, ready for the opening on April 2nd. Councillor Bridges has been liaising with a young artist who has been part of the process for the parks update. The Young artist is willing to do the

logo but will require safety equipment and paint. The £107.00 quoted for the equipment was agreed.

8. GRANTS

8.1 It was resolved to award £500 to The Wayland Mens Shed

8.2 It was resolved to award £500.00 to The Watton Society

8.3 It was resolved to award £500.00 to The Watton Family Group

A late grant application was received from the Watton Sports Centre. The Council agreed to consider the late application at this meeting. **It was resolved** to award £500.00 to the Sports Centre.

9. GDPR POLICIES

Some basic amendments have been made to the Data Protection Policy, Privacy Notice and Data Breach Policy to address specific concerns.

It was resolved to defer this item to the next Town Council meeting.

It was resolved to not pay the invoice until the concerns are rectified.

10. PLAY EQUIPMENT AND STREET FURNITURE

10.1 The Council's Grounds Maintenance Contractor is currently storing 2 muggers with basketball hoops and 2 picnic benches, which were removed from the Lovell Gardens Play area during its refurbishment.

A quote has been received to site the old play equipment at the Bridle Road play area – as shown on the diagram enclosed in the Agenda Pack.

It was resolved to accept the quote of £1850 plus VAT

Along with the 2 muggers and 2 picnic tables a proposal from the Lead Councillor on Youth Provision was to re-locate the pump track at Bridle Road allowing a more aesthetically pleasing set of equipment freeing up much needed space, a diagram is enclosed in the Agenda Pack.

A quote of £5550.00 has been received to re-locate the pump track.

It was resolved to accept the quote of £5550.00 plus VAT .

It was noted that the £7400.00 for the Bridle Road project is to be taken from the Community Improvement Fund budget. The Project is to be managed by the Council Office staff.

10.2 2 benches which were located at the Memorial Gardens and removed due to anti-social behaviour are currently being stored with the Grounds Maintenance Contractor, one bench is broken.

It was resolved to cut the wood out and store the two cast ends of the broken bench, the other bench is to be located back at Memorial Garden, advice from the contractor is to be sought on an appropriate location.

11. Eastern Daily Press correspondence

Correspondence received from the Eastern Daily Press was noted.

When the Town Council produces a press release or is holding events it is suggested that Anglia News is also contacted.

12. No Litter Signage design Competition

It has been suggested by the lead councillor of Youth Provision that the schools are approached regarding the Children designing their own No Litter signage. The design will be judged by the Town Mayor, there will be 3 prizes of £25.00 amazon vouchers each and the winning sign will be put up at the newly refurbished Lovell Gardens Play area with the runners up having their design displayed at the other play parks.

13. Armed Forces Day – June 29th

The Armed Forces Day recognition will be passed to The Events and Marketing Officer to decide if it would be viable this year, or to make plans for an event next year.

14. PLANNING

14.1 3NM/2024/0010/NMA - Amendment to pp 3PL/2022/1375/F - Installation of front entrance canopy and window cill height to front elevation. Installation of additional air handling unit to rear elevation. Installation of heat exchanger air intake and exhaust stacks to roof-line and Change in number of garage doors to two from three and installation of personnel door to side - Land off Thetford Road IP25 6BQ WATTON

No comments

14.2 3PL/2024/0199/F - Change of use from Class E(d) (Indoor Sport, Recreation or Fitness) to Class B8 (Storage or Distribution), together with associated external alterations. - WATTON: Unit 1 Breckland Business Park Norwich Road

No comments

14.3 3PL/2024/0213/F Proposed Installation of 2 no. external air source heat pump units - WATTON: Unit 1 Breckland Business Park Norwich Road

No comments

14.4 3PL/2024/0225/F - Change of use of residential attached garage to Massage Salon (Class E) WATTON: 3 Sandringham Court

No comments

14.5 3PL/2024/0020/HOU - Demolition of existing garage and replaced with 2 storey side extension - 22 George Trollope Road AMENDMENT: Revised design.

No comments

15. It was resolved to exclude the public and press to consider confidential matters

15.1 Staffing Matters

Chairman of the HR Committee gave an update on the current Town Operative position.

15.2 Market Update

An incident which took place at the Wednesday market has been passed to the Town Councils insurance company.