

Minutes of the meeting of WATTON TOWN COUNCIL held on
Tuesday January 23rd 2024 at 7.00pm in the Council Chamber at
Wayland Hall, Middle Street, Watton IP25 6AG

Councillors Present: Peter Bishop - Chairman, Tobi Amadasun, Stan Hebborn, Sue Hebborn, Tomos Hutchings, Tina Kiddell, Graham Martin, Don Saunders, Kathryn Stallard.

Officer present: Jane Scarrott Clerk

1. APOLOGIES FOR ABSENCE RECEIVED AND ACCEPTED from

Tony Bridges, Tina Cruz, Keith Gilbert, Gillian Tarrant.

2. DECLARATIONS OF INTEREST MADE

Tina Kiddell declared an interest in item 14.5

3. MINUTES

3.1 The Minutes of the meeting held on January 9th 2024 were accepted as a true record and signed by the Chairman.

3.2 Updates from items raised at the meeting on 09.01.24

- High Street Clock has been removed and taken away for repair.
- Wayland Hall Office door locks have been changed and new keys issued.
- Precept request has been submitted to Breckland Council.
- Railings around the plinth at Chaston place has been completed. Planter has been ordered to be sited on the plinth. The contractor will empty and store the planter when the plinth is needed for the Christmas tree. Cost of £200 to site the planter and put a display in it, £200 to remove and store it and £200 to re-plant.
- Blacksmiths from Fransham Forge have undertaken a site visit to advise on possible works to Walsingham Gates. A report and quotes are awaited.

4. REPORTS

4.1 Chairman's Report

The Chairman has attended

- High Street Bus shelter site visit 11.01.24
- Town Council Finance Committee meeting 11.01.24
- Meeting with local undertaker 18.01.24

4.2 Vice-Chairman's Report

The Vice-Chairman attended the Finance Committee meeting on 11.01.24

4.3 District Councillors Report

Tina Kiddell was the only District Councillor present. Tina attended the High Street Bus Shelter meeting 11.01.24 and reported that all is quite quiet at Breckland Council at the moment.

It was noted that Breckland Council is offering funding for D Day events and this will be an agenda item for the next Full Town Council meeting.

4.4 County Councillors Report

County Councillor not present and no report received.

A request was made to ask the County Councillor about proposals for future opening times for the recycling centres.

4.5 Clerks Report

Written report presented in Councillors Agenda packs:

Breckland Local Plan

The Clerk attended the informative Local Plan webinar held on 10.01.24. Filigree Communications who staged the webinar have also scheduled a Local Plan town and parish council consultation on Wednesday 24th January at Watton Sports Centre from 6pm-7.30pm.

Only 4 Councillors have confirmed attendance and ideally the aim would be for around 12-15 attendees.

St Mary's Church

St Marys Church has applied for a faculty to build an extension onto the existing church rooms in order to provide a kitchen, an extra meeting room and storage space.

Verbal update included:

- The next Police Safer Neighbourhood Team (SNT) Priority Setting Meeting is to be held at Wayland Hall on 31.01.24. Further meetings to be held in 2024 are to be located in villages within the SNT area.
- It was noted that there will be an estimated fee of £2000 plus VAT to engage a solicitor for the Town Council to assist with transfer of the Thetford Road allotment land to the Charlotte Harvey Trust. This is additional to the cost agreed to fund the solicitor acting for the current land owner.

4.6 Reports from Lead Councillors

Youth Lead Councillor

The Youth Lead Councillor had submitted a report (e-mailed to Councillors) to update on refurbishment of the Lovell Gardens Play Area.

Matters raised discussed under agenda item 12.

It was noted that the Youth Lead Councillor has been invited to give a speech at a Youth Advisory Board event entitled "Everyone has the right to play".

A verbal reminder was given to those present that Councillors need to exercise care in their capacity as a Councillor when addressing others and when doing so they must remain factual, reporting only what has been agreed by the Council, and what is within Council policies and procedures. No Councillor can commit the Council to any contract or make any agreement with another party without resolution from the Council.

HR Committee

- Noted that the last two HR Committee meetings have not been able to take place as the meetings have not been quorate. A meeting is needed to proceed with further planned staff recruitment.
- Interviews have taken place for the new staff post of Events & Marketing Officer.
- Don Saunders volunteered and was accepted as an additional member of the HR Committee.

5. WORKS IN PROGRESS

The Works In progress list was received.

6. PUBLIC PARTICIPATION

No members of the public present.

7. FINANCE

7.1 Payments for Approval for January 2024 were accepted as presented with the addition of £36.44 for sundries for Lovell Gardens Play Area and £20 funding for Watton & Saham Flood Action Group.

7.2 The draft minutes of the Finance Committee meeting held on 11.01.24 were received.

7.3 **It was resolved to** accept the quoted £50 per month to supply 5 sim cards for staff phones and £4290 quoted to supply additional IT equipment to support the planned increase in staffing together with monthly IT support costs to rise by £56.80.

8. INVESTMENT STRATEGY

The Investment Strategy was accepted as presented.

9. HIGH STREET BUS SHELTERS

It was resolved to request that the proposed Gold Bus Stop planned for the north side of the High Street be the 'Harrogate' shelter with enclosed sides and three display boards. Two display boards will be requested for the bus shelter on the south side of the High Street which is to be retained but slightly moved away from the road. It was decided not to have a living roof and for both shelters to be painted black. Appropriate seating for the new shelter will be installed with the option to increase seating provision outside the shelter.

The Council has been asked whether it would want the old shelter (which is to be removed), to be re-located.

The solar lighting in the north side bus shelter (which will have a power supply for lights) will be moved to the south side shelter.

10. TREE REPORT

It was resolved to accept the Tree Report presented.

11. WATTON SPORTS ASSOCIATION

11.1 **It was resolved to** accept the Memorandum of Understanding with Watton Sports Association as presented.

11.2 Funding

A letter received from Watton Sports Association requested that the Town Council adds cutting of grass at Watton Sports Centre to the existing Town Council's program of works and that a joint working group be formed between the Town Council and the Sports Association.

It was resolved that the grass cutting at Watton Sports Centre (as requested) will be added to the Town Council's contract at an additional cost of £4000 for the remaining final year of the contract. This commitment is for one year only and will be reviewed when the grounds maintenance contract is due for renewal.

It was agreed in principal to establish a working group with two representatives from Watton Town Council and two from Watton Sports Association. Town Council representatives will be agreed at the next Full Meeting of the Council.

12. LOVELL GARDENS PLAY AREA

12.1 It was resolved to accept the quote of £600 to repair the Lovell Play Area fencing which runs alongside along Gilman's Drift

12.2 It was resolved to accept the quote of £2350 for fitting of gates to close the hole created at the Norwich Road end of the Lovell Play Area fencing.

12.3 It was resolved to accept the quote of £980 to install a graffiti wall at Lovell Gardens Play Area.

13. STATEMENT OF INTENT

It was resolved to accept the Land Purchase Statement of Intent:

To provide and protect open space land and where possible create green corridors from one parcel of land to another, Watton Town Council will consider the purchase of land should it become available in the parish.

14. PLANNING

14.1 3PL/2023/1106/F - Installation of a new steel-reinforced concrete skate park.
- Watton Sports Centre Dereham Road IP25 6EZ WATTON
Support

14.2 3CM/2024/0004/CM - FUL/2023/0052 Extension to the Existing Sewage Pumping Station including access Fencing and landscaping - Land Adjacent to the Existing Pumping Station Watton Road IP25 6HN
Support

14.3 3PL/2024/0014/F - Proposed installation of new odour abatement plant complete with associated ductwork, flue and concrete plinth. – Location AND SAHAM TONEY Abattoir, Cranswick Country Foods Brandon Road IP25 6LW – Parish WATTON
Support

14.4 3PL/2024/0017/A - Installation of 1x 42" LCD media screen size- 860(W)x2160(H)mm Screen size-530(W)x930(H) mm 3nos x 1250mm x 700mm flag pole signs, overall 3350mm in height (Retrospective) - WATTON: Tesco Thetford Road
Retrospective application

14.5 3PL/2024/0022/PIP - Permission in Principle for the erection of a maximum of 3no. dwellings with associated access (Town and Country Planning Act 1990, Town and Country Planning (Permission in Principle) (Amendment) Order 2017
WATTON: Land at Holme House Watton Green

Noted that Tina Kiddell declared an interest in this agenda item.
Agreed to support comments submitted by Watton & Swaffham Flood Action Group.

14.6 3PL/2023/1206/F - Erection Of 1no. Dwelling - WATTON: Plot 3, Land at the junction of Portal Avenue & Dowding Road - Bennett Homes
No comment

14.7 3PL/2024/0020/HOU - Demolition of existing garage and replaced with 2 storey side extension - WATTON: 22 George Trollope Road
No comment

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

15.1 It was resolved to accept the recommendation from the interview panel regarding the appointment of the Events & Marketing Officer.