

Minutes of the meeting of WATTON TOWN COUNCIL meeting held on

Tuesday May 14<sup>th</sup> 2024 at Wayland Hall, Middle Street, Watton, Norfolk IP25 6AG

Councillors Present:– Don Saunders - Chairman, Tobi Amadasun, Tony Bridges, Peter Bishop, Keith Gilbert, Stan Hebborn, Sue Hebborn, Tomos Hutchings, Tina Kiddell, Graham Martin, Kathryn Stallard, Catherine Turley-Long.

Officer Present: Jane Scarrott Clerk

0 members of the public present. Meeting is live streamed.

## **1. ELECTION OF CHAIRMAN DON SAUNDERS**

Don Saunders nominated and seconded as Chairman and with no further nominations duly elected.

## **2. CHAIRMAN SIGNED DECLARATION OF ACCEPTANCE OF OFFICE**

## **3. OUTGOING CHAIRMAN PRESENTED WITH PAST CHAIRMAN BADGE**

## **4. ELECTION OF VICE-CHAIRMAN GILLIAN TURRANT**

Gillian Turrant and Tina Kiddell were both nominated and seconded as Vice-Chairman, with Gillian Turrant being elected.

## **5. APOLOGIES for absence received and accepted from**

Tina Cruz, Gillian Turrant and Steve Turley-Long.

## **6. NO DECLARATIONS OF INTERESTS MADE**

## **7. MINUTES**

7.1 The minutes of the Town Council meeting held on 23rd April 2024 were accepted as a true record of the meeting and duly signed by the Chairman.

## **7.2 UPDATES FROM MEETING HELD 23 04 24**

- County Councillor Claire Bowes was approached re. assistance to obtain a cultivation licence to plant daffodil bulbs along Church Walk. Form has now been received and returned to Norfolk County Council.
- The registration of the Cemetery Land has now been completed. There is no update however on the registration of the adjacent allotment land.
- The solicitors have been instructed to proceed with requested land searches relating to the Thetford Road Allotments site.
- A verbal quote of £6k has been received to repair Walsingham Gates.

## **8. REPORTS RECEIVED:**

### **8.1 CHAIRMANS REPORT**

The incoming Chairman has attended a Finance Committee Meeting on April 25<sup>th</sup>, The 'Desert Rats' Association 'Little Audrey' tank re-dedication service on May 5<sup>th</sup> and a 100<sup>th</sup> birthday celebration at Dorrington House on May 11<sup>th</sup>.

### **8.2 VICE-CHAIRMAN'S REPORT – Vice-Chairman not present.**

### **8.3 CLERK'S REPORT**

Written report submitted in the agenda pack:

### **Staff Training**

- All staff undertook Fire Safety/Marshall Training on 01.05.24 with First Aid training booked for June 5<sup>th</sup> 2024.
- New staff have been booked for on-line Manual Handling Training and the new Town Operative (TO2) has also been booked for on-line Working at Height Training.
- TO2 has been booked to attend Play Area Inspection Training, but this is not available locally until August.
- TO2 needs to have training in the use of the petrol strimmer and lawn mowers.

### **Public Toilets**

It is of note that vandalism has occurred again in the gents public toilets. A toilet seat was smashed and an attempt made to flush away the plastic pieces. This has been reported to the Police.

### **Town Guide**

The Events and Marketing Officer is compiling town information to be included in a new guide for Watton which is to be published by Countrywide Publications.

### **Town Plaques**

The Hare & Barrel logo has been placed on all the planters in the High Street.

### **Church Walk Update**

#### **Re: Church Walk Safety Scheme**

The last matters still to be concluded as a result of the agreed safety proposals are to fit and commission a camera at the Eastern End of the walk (Church side) and the transfer of the additional lighting asset to the Town Council.

#### **Boundary Review – e-mail sent to Councillors 08.05.24**

The Local Government Boundary Commission for England (LGBCE), is currently undertaking a review of Breckland's electoral and boundary arrangements.

The Local Government Boundary Commission has decided that the number of councillors in Breckland should be 51. This is a change from the existing number, which is 49.

Verbal update given:

### **High Street Task Force**

Noted that Officers from Breckland have offered to attend a future Town Council meeting to b update on the Future Breckland Project and how the High Street Task Force initiative fits into plans.

### **Breckland Local Plan**

E-mail forwarded to Councillors giving dates for workshops for Town and Parish Councils for the Preferred Options phase of Breckland's Local Plan.

As part of the new local plan Breckland has commissioned management consultants to undertake a Playing Pitch & Outdoor Sports Strategy and an Open Space Assessment. The

Town Council has been asked to nominate somebody within the Town Council to take part in the project and this will be an agenda item for the next Town Council meeting.

### **Business Networking Breakfast**

Notification received of Wayland Chamber of Commerce Business Networking Breakfast to be held on June 5<sup>th</sup> 2024.

### **New Financial Regulations**

Notification received that new Model Financial Regulations are available. The Finance Committee will be asked to review these.

### **High Street Road Closure**

Notification received that Watton High Street will be closed to traffic on June 23<sup>rd</sup>.

## **8.4 HR COMMITTEE REPORT**

The Chairman of the HR Committee gave a verbal update on staffing and noted how the Council has grown with two new appointments made during the year. More staff has given rise to an increase in staffing issues and it is suggested outsourced professional HR management should be obtained. Further information given at the end of the meeting following the resolution to exclude the public and press.

## **8.5 FINANCE COMMITTEE WRITTEN REPORT RECEIVED AND NOTED**

### Members of the Finance Committee,

(Chair) Kathryn Stallard, Peter Bishop, Stan Hebborn, Sue Hebborn, Tina Kiddell, Don Saunders,

(Jane Scarrott - WTC Clerk facilitated and supported the meetings and work of the Committee. Michelle Thompson - Deputy Clerk also attended meetings and supported the work of the Committee)

### Meetings held:

11 meetings were held during the year, plus joint meetings with the HR Committee

### Activities during this period:

Monitoring and scrutiny of the Working Budget

Consideration of the outcome from the Interim Audit and its recommendations

Setting of the Budget for 2024 -25 and calculating an appropriate precept

Consideration of the 4 Year Planning Framework

Initial Work on Embedding Neighbourhood Plan Actions into the 4 Year Planning Framework

Reviewing Policies

Discussions concerning a range of financial matters including the following:-

Council Contracts; Maintenance Issues; Utilities Costs, Staffing Complement; IT Hardware and Software; Lease/Purchase of Council Vans; Council Assets and Heritage; Land Acquisitions/Change of Land Ownership and Legal Advice; Progressing Council Projects and Priorities; Setting of Fees Within the Council's Remit; Grants; Donations.

Matters of Recommendations made to Full Council included:-

Investigation into cost of repair/replacement of Mayor's Chain  
Purchase and Installation of Electronic Blind in Chamber  
Lovell Gardens Project - Use Of Consultant  
Use of HR and Employment Law Consultancy  
Legal Advice and Support re Change of Ownership of Allotment Land  
Legal Advice re Officers Mess  
GDPR Compliance  
Staffing Developments  
Variations on Events Budgets  
Funding for Heritage Boards Project  
Purchase of Artificial Christmas Tree  
Refurbishment of Public Toilets (Project)  
Boundary Discussions with Carbrooke Council  
Memorandums of Understanding with Specified Charities  
Purchase of IT and Communications Equipment to meet needs of increased staffing

It was noted that the Neighbourhood Plan needs to be embedded into the Town Council's 4 year financial plan to create more of a business plan as suggested by the Internal Auditor.

**8.6 CEMETERY WORKING GROUP**

The Cemetery Working Group has not met during 23/24.

**8.7 WATTON NEIGHBOURHOOD PLAN (NP) STEERING GROUP REPORT**

Councillor members of the NP Group for this period were: Kathryn Stallard, Keith Gilbert and Graham Martin.

The Chairman of the NP group gave a report at the Annual Town Meeting. A copy can be viewed on the Town Council website.

**8.8 CHURCH WALK WORKING GROUP**

The Church Walk Working Group has not met during 2023/24.  
(see also item 8.3).

**8.9 MUSEUM4WATTON WORKING GROUP**

The Museum4Watton Working Group has not met during 2023/24.

**8.10 LOCH NEATON WORKING GROUP**

No meetings of the Loch Neaton Working Group have taken place since October 2021.

**8.11 REPORT FROM CHARLOTTE HARVEY TRUST RECEIVED AND NOTED**

A report from the CHT Management Committee was given at the Annual Town Meeting - this report can be seen on the Town Council website.

**8.12 EMERGENCY PLAN WORKING GROUP UPDATE**

(i) Tobi Amadasun was appointed as Emergency Plan Lead Councillor.

*Peter Bishop and Kathryn Stallard left the meeting at 19:13.*

### **8.13 MARKET WORKING GROUP UPDATE**

Tomos Hutchings has been liaising with the Events and Marketing Officer to put together a plan of action to better promote and support the Wednesday Market. He suggested meetings should be booked to take place throughout the year and a Market Facebook page should be created to provide information and improve communication.

### **8.14 OTHER REPORTS RECEIVED AND NOTED**

Reports from Lead Councillors:

#### **I. Youth Provision**

Written report from Lead Councillor included in the agenda pack for the meeting.

**It was resolved** to provide a second smaller chalk wall at Lovell Gardens Play Area at an estimated cost of under £200.

Some discussion took place regarding plans for Heritage Park but it was re-iterated that the decision has been previously made to appoint a consultant to design the future layout of the open space area. A site visit with the developers has been requested.

#### **II. Festive Market**

Written report from Lead Councillors included in the agenda pack for the meeting.

#### **III. Police Priority Setting Meetings**

Written report from Lead Councillor included in the agenda pack for the meeting.

#### **IV. Air Cadets**

Written report from Lead Councillor included in the agenda pack for the meeting.

### **9. REPORT FROM EVENTS AND MARKETING OFFICER RECEIVED AND NOTED**

Written report from Events & Marketing Officer included in the agenda pack for the meeting.

### **10. REPORT FROM COMMUNITY PROJECTS OFFICER RECEIVED AND NOTED**

Written report from Community Projects Officer included in the agenda pack for the meeting.

### **11. TERMS OF REFERENCE**

Terms of Reference for the HR and Finance Committees were presented and noted.

Terms of Reference for the Neighbourhood Plan (NP) Steering Group presented and noted.

Cemetery Working Group and Loch Neaton Working Group Terms of Reference presented and noted.

Terms of Reference for Lead Councillors presented and noted.

### **12. COMMITTEE MEMBERS**

#### **12.1 ELECTED MEMBERS OF THE TOWN COUNCIL HUMAN RESOURCES (HR) COMMITTEE:**

- Peter Bishop
- Stan Hebborn
- Gillian Turrant
- Tina Kiddell as reserved

#### **12.2 STAN HEBBORN ELECTED AS CHAIRMAN OF THE HR COMMITTEE**

### 12.3 ELECTED MEMBERS OF THE TOWN COUNCIL FINANCE COMMITTEE:

- Peter Bishop
- Kathryn Stallard
- Don Saunders
- Tina Kiddell
- Stan Hebborn (As Chairman of HR)

### 12.4 **KATHRYN STALLARD** ELECTED AS CHAIRMAN OF THE FINANCE COMMITTEE

## 13. **WORKING GROUP MEMBERS**

### 13.1 CONFIRMED COUNCIL MEMBERS OF NP STEERING GROUP:

- Graham Martin
- Keith Gilbert
- Kathryn Stallard

### 13.2 ELECTED MEMBERS OF THE CHURCH WALK WORKING GROUP:

- Kathryn Stallard
- Keith Gilbert
- Tomos Hutchings
- Peter Bishop
- Graham Martin

### 13.3 CEMETERY WORKING GROUP

Noted that all Councillors are members of the Cemetery Working Group.

### 13.4 CONFIRMED COUNCIL MEMBERS OF THE MARKET WORKING GROUP

- Tomos Hutchings
- Tina Cruz

Agreed that the Market Working Group will be called as necessary as a task and finish group.

The Events and Marketing Officer will be tasked with working with the Group.

### 13.5 ELECTED MEMBERS OF MUSEUM4WATTON WORKING GROUP

- Kathryn Stallard
- Tomos Hutchings
- Peter Bishop
- Gillian Tarrant

### 13.6 ELECTED COUNCIL MEMBERS OF THE WATTON SPORTS ASSOCIATION WORKING GROUP

- Tina Kiddell
- Tina Cruz

Noted that the Sports Association Working Group members will also be part of the Loch Neaton Working Group along with Kathryn Stallard, Peter Bishop and Keith Gilbert.

#### **14. COUNCIL REPRESENTATIVES/LEAD COUNCILLORS**

##### **Council Reps:**

Chamber of Commerce – Stan Hebborn

Twinning Association – Keith Gilbert

Patients Participation Group – *to be decided at the next meeting of the Full Council*

Norfolk Association of Local Councils – *to be decided at the next meeting of the Full Council*

Mens Shed – Graham Martin

SNAP Meetings – *to be decided at the next meeting of the Full Council*

Watton Sports Centre – Tina Kiddell

Cadets – *to be decided at the next meeting of the Full Council*

##### **Lead Councillors:**

Allotments – Don Saunders

Breckland Council - Don Saunders

Planning – Keith Gilbert

Cemetery and Grounds Maintenance – Peter Bishop

Fireworks Event – Stan Hebborn

Festive Market – Gillian Tarrant & Kathryn Stallard

Antiques Fair – Tina Kiddell

Bike Event – Tina Kiddell

Heritage – Kathryn Stallard

Provision for the Elderly – Kathryn Stallard

Social Welfare – Don Saunders

Youth Provision – Tony Bridges

#### **15. STEVENS ALMSHOUSES CHARITY TRUSTEE**

No volunteer for this role.

#### **16. CARNIVAL COMMITTEE MEMBER**

**It was resolved** that the Events & Marketing Officer will be the liaison person between the Town Council and the Carnival Committee.

#### **17. INTERNAL CONTROL OFFICER**

Peter Bishop will remain as Internal Control Officer.

#### **18. QUARTELY CHECK OF STAFF WAGES**

From recommendations in the Councils Internal Audit report it has been agreed to appoint a councillor to check staff wages. The Finance Committee previously nominated Don Saunders and he will continue in this role.

#### **19. MONTHLY INVOICES AGAINST PAYMENTS**

Keith Gilbert and Tina Kiddell will check monthly invoices against payments.

#### **20. BANK SIGNATORIES**

Current agreed bank signatories were listed in the agenda pack.

#### **21. INTERNAL AUDITOR**

**It was resolved** that Trevor Brown will remain as Internal Auditor for Watton Town Council for 2024/25.

## **22. NO PUBLIC PARTICIPATION** (no members of the public present)

### **23.1 THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON APRIL 25<sup>TH</sup> 2024 WERE NOTED.**

**23.2 It was resolved to accept** the recommendations made at the Finance Committee Meeting held on 25<sup>th</sup> April 2024

- i. to purchase a small PA system up to £850 spend.
- ii. that Cllrs Saunders and Hutchings be asked to meet with town councillors from Thetford to investigate how the Wednesday Market may be re-vitalised.
- iii. to follow the works as suggested in the review of the 2020 quinquennial report for Wayland Hall.
- iv. to accept 3 year contract with Titanium Fireworks:  
2024     £7035  
2025     £7386.35  
2026     £7756.09
- v. to accept quote of £1600 from the preferred contractor to paint the metal plant containers at the western end of the High Street.

### **23.3 IT WAS RESOLVED TO ESTABLISH A WORKING GROUP FOR HERITAGE PARK**

#### **Members of the Group:**

Peter Bishop  
Stan Hebborn  
Sue Hebborn  
Graham Martin  
Tony Bridges

## **24. GDPR POLICIES**

**It was resolved** to send the letter, as drafted in the agenda pack, to the solicitor composing the GDPR policies. A request will also be made for the solicitor to meet with Stan Hebborn free of charge to talk through concerns with the policies.

## **25. EYE TESTS FOR STAFF**

A resolution was passed in 2017 relating to provision of eye tests for staff. It was felt this resolution needs to be re-visited and the HR Committee was tasked with researching options and bringing a recommendation back to the Full Council.

*Tina Kiddell left the meeting at 20:00.*

## **26. SECOND TOWN VAN**

After considerable discussion **it was resolved**, as a temporary measure, to purchase a transit style van up to a budget of £10,000 and during the summer evaluate what style of van may be needed moving forward.

It was suggested a petrol van should be sourced and an independent inspection booked for any vehicle to be purchased.



**27. IT WAS RESOLVED TO ACCEPT THE QUOTE FROM THE PREFERRED CONTRACTOR FOR ONE CUT OF THE GRASS AT THE THETFORD ROAD ALLOTMENTS AT A COST £180.**

**28. IT WAS RESOLVED TO ACCEPT THE QUOTE FROM THE PREFERRED CONTRACTOR TO RETURN A BENCH TO MEMORIAL GARDEN AT A COST £1200.**

**29. IT WAS RESOLVED TO CONTINUE WITH THE ARMED FORCES COVENANT AS PRESENTED.**

**30. PLANNING**

30.1 TRE/2024/0084/TPO - TPO/1981-36 As per report - Wayland High School Merton Road IP25 6BA

No Comments

30.2 3PL/2024/0364/HOU - Installation of 1No air source heat pump to the rear of the dwelling. - 27 Adcock Road IP25 6NX WATTON

No Comments

30.3 3PL/2024/0319/VAR Variation of Condition 10 & discharge of condition 13 on 3PL/2022/1375/F - Amendments to include additional Air handling unit following detailed design of HVAC system and installation of front canopy to provide protection to disabled visitors . Minor amendments to garage doors and discharge of condition 13 for surface water disposal WATTON: Land Off The Thetford Road  
Town Council supports observations made by Watton and Saham Flood Action Group

30.4 3PL/2024/0326/F - Part change of use of residential curtilage for standing of Mobile food truck to sell food and drinks opening time will be weekends only - WATTON: 34a Akrotiri Square  
Objection

30.5 3DC/2024/0091/DOC - Discharge of Conditions 3,4,5, on 3PL/2023/1206/F Land at Junction of Portal Ave & Dowding Road Plot3 WATTON

No Comments

**31. RESOLUTION PASSED TO EXCLUDE THE PUBLIC AND PRESS TO CONSIDER CONFIDENTIAL STAFFING MATTERS**

**31.1 HR Update**

**It was resolved** to accept the cost of necessary additional outsourced professional HR support up to £600.

The HR Committee will be looking at staffing issues and is tasked with making the best decisions for the Council. It is expected that a proposal will brought to Full Council to consider purchase of body worn cameras for staff.