

Minutes of the meeting of Watton Town Council held on

Tuesday 25th June 2024 at 7.00pm in the Council Chamber at Wayland Hall

Councillors Present: - Don Saunders - Chairman, Tobi Amadasun, Peter Bishop, Tina Cruz, Stan Hebborn, Sue Hebborn, Tomos Hutchings, Tina Kiddell, Graham Martin, Kathryn Stallard, Steve Turley-Long, Catherine Turley-Long, Gillian Tarrant.

Officer present: Jane Scarrott Clerk

Norfolk County Councillor Claire Bowes also present for part of the meeting

Noted that a meeting of the Charlotte Harvey Trust was held prior to the start of the Town Council meeting.

1. APOLOGIES FOR ABSENCE RECEIVED AND APPROVED from

Tony Bridges, Keith Gilbert

2. DECLARATIONS OF INTEREST MADE

Stan Hebborn declared an interest in item 15.

3. MINUTES

3.1 The Minutes of the meeting held on June 11th 2024 were accepted as a true record and signed by the Chairman.

3.2 Updates from items raised at the meeting on June 11th 2024

4.3 Town Operative 2 undertook strimmer training 19.06.24 and both town operatives are booked for sprayer training in July.

4.4 A request to amend the listing for Walsingham Gates has been submitted 18.06.24.

9 Wayland News

The editor of the former Wayland News has announced that he is looking to re-launch the paper under a different name by the end of the year.

10 Councillors have been provided with an e-mail trail from the solicitors regarding the transfer of the Thetford Road Allotment land to CHT and further advice is being sought from the solicitor on charity law points.

11 The Safer Neighbourhood Team has advised that "Our camera safety team do regularly (every week) come to Watton".

14.2 The HR advisor currently engaged by the Town Council has visited the Office regarding future provision of HR services.

Staff meeting held 19.06.24 at which staff were presented with a Policy for the Provision and Use of Smartphones.

4. REPORTS

4.1 Chairman's Report

The Chairman attended the Change of Command Ceremony at RAF Lakenheath (also attended by Cllrs Hebborn, Gilbert and Kiddell) on 21.06.24.

It was reported that Cllr Stan Hebborn is to be the Honorary Commander, 48th Communications Squadron RAF Lakenheath which should present a good liaison link with base.

4.2 Vice-Chairman's Report has

- acted as a judge for the Town Crier Competition on June 15th. The next competition will be planned for two years time in 2026.
- attended a Festive Market meeting and a meeting with the Council's HR provider on June 18th.

It was stressed that donations will be needed for the Town Council tombola stall at the Festive Market and that volunteers will be wanted to man the stall.

Some discussion was undertaken regarding the possible provision of Christmas lights along Church Walk. It was suggested the Church Walk Working Group could look at plans for using Church Walk for events such as the Festive Market and the Finance Committee should consider any budgetary needs for Christmas lighting along the walk.

4.3 District Councillor's Report

District Councillor Tina Kiddell reported that she has attended events as consort with Chairman of Breckland Council Keith Gilbert.

She is chasing the awaited planning permission to allow the planned skate park to be installed at Watton Sports Centre.

4.4 County Councillors Report

County Councillor Claire Bowes gave a verbal report, a copy of which is filed with the minutes.

4.5 Clerks Report

Written report presented in Councillors Agenda packs with verbal update given:

- Breckland Local Plan

The Clerk attended a webinar on 17.06.24 hosted by Commonplace:

<https://brecklandlocalplan.commonplace.is/>

There were only 14 participants!

A date is being arranged for the Commonplace Team to visit Watton and this will be shared once known.

- S106 application

The Council has been notified of an application for s106 funding from Junior Park Run Watton – e-mail sent to Cllrs 18.06.24.

To note there is currently s106 of approx. £119,000 still available to date held against the Thetford Road Development 3PL/2018/0952/O with a deadline for spending of 28/05/28.

Further information is being sought relating to how this money might be used and this will be an agenda item for the Town Council meeting on 09.07.24.

The Breckland s106 Officer will be asked to provide an up to date breakdown of what s106 money is currently available for Watton.

- Future Breckland

Briefing note and meeting notes from 11.06.24 shared with Cllrs.

- High Street Clock

Mechanism is being returned to the Clock Tower 26.06.24

- Wayland Hall 5 year Electrical Installation Inspection

The 5 year electrical installation inspection has been completed with identified necessary works to be commissioned.

- Bridle Road Play Area

The pump track mounds at Bridle Road are currently being removed and will be placed in storage for a while until re-located, as agreed, in a different position on the site.

The contractor has been asked to ensure the works are fenced off adequately and a notice will be posted on the Town Council website stating why the work is being undertaken.

4.6 Reports from Lead Councillors

4.6i Open Spaces

Cllr Bishop has met with the Grounds Maintenance contractor who has been asked to submit a cost to extend the stoned ashes area at Watton Cemetery to include the defined area as requested within the original Faculty application.

5. WORKS IN PROGRESS

The Works In Progress list was received.

It was noted that a decision made to update the Staff Handbook has not been included on the Works in Progress List. The Works in Progress table will be reviewed and amended as necessary and review of the Staff Handbook will be picked up by the HR Committee.

6. PUBLIC PARTICIPATION

No members of the public present.

7. FINANCE

7.1 The Internal Auditors Final Report for 2023/34 was received.

7.2 The Annual Governance Statement 2023/24 was approved and signed.

7.3 The Accounting Statements for the financial year ending 31.03.24 were approved and signed.

7.4 Payments for June 2024 were approved for payment as presented with the addition of £672 for the 5 year Wayland Hall Electrical Installation Report.

7.5 The draft minutes of the Finance Committee meeting held on 13th June were received.

7.6 Recommendations from the Finance Committee held 13th June

- I. **It was resolved** to formally minute that the Council supports the purchase of the second Town Council van and it is noted that the process is now complete. Money spent will be taken from the general reserves.

- II. It was resolved that a meeting date should be set for the Heritage Park Working Group to begin to plan the future use of the site.

8. FINANCIAL REGULATIONS

It was resolved to adopt the new model Financial Regulations as presented.

9. VE DAY AND VJ DAY 2025

It was resolved that the Events and Marketing Officer should start planning for an 80th celebration of VE and VJ in 2025.

10. MARKET TOWN INITIATIVE GAZEBOS

It was resolved that a budget of £2000 should be set allowing £300 to be spent on signage for the weekly market and purchase of 3 new gazebos for the market.

11. SIGNAGE FOR THE WEEKLY MARKET

See item 10. Above.

12. HEDGE TRIMMER

It was resolved to spend up to £1000 to purchase a hedge trimmer/pruner as requested by the town operatives. Advice will be sought from local suppliers and evidence of best value obtained prior to purchase.

13. CHERRY TREES

It was resolved not to agree to the future maintenance of trees which Norfolk County Council is looking to plant in various locations around the town.

It was also agreed that further discussions need to be held with Breckland Council relating to the removal of the trees in the flower tubs at the west end of the High Street which are becoming too big for the containers. The original agreement with Breckland was for Breckland to arrange removal and replanting of the trees (possibly at Loch Neaton).

14. GDPR POLICIES

It was resolved to accept the General Data Protection Regulations (GDPR) as presented and to pay the solicitors invoice of £1200 for provision of the model policies.

15. GRANT APPLICATION FROM WATTON CARNIVAL

It was resolved to grant £500 to Watton Carnival as requested.

16. BANNER REQUEST

It was resolved not to allow banners advertising non Town Council events to be posted on the fence at Lovell Gardens Play Area.

17. WAYLAND HALL

It was resolved to accept the quote received of between £750 and £1450 for an initial inspection and structural report on the north end gable wall of Wayland Hall.

18. MAYORS CHAIN

It was resolved to proceed with investigation of replacement of the Mayors chain. A totally new chain will be purchased with the old chain to be retired and displayed in the Museum4Watton.

19. PLANNING

19.1 3PL/2024/0487/HOU - Single Storey Rear Extension - WATTON: 18 William Close

No objections

19.2 3PL/2024/0494/HOU - Single Storey Flat Roof Extension to Rear - WATTON: 22 Dye Road

No objections

19.3 3PL/2024/0483/HOU - Proposed balcony to rear elevation with external staircase and associated alterations - 7 Fairway Drive Richmond Park Golf Club Saham Road IP25 6DT
WATTON

No objections

19.4 3PL/2024/0512/F - Proposed erection of 2-bedroom bungalow with associated parking
Land adjacent to 60 Norwich Road IP25 6DF WATTON

Further information to be sought before any comment is submitted.

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

20.1 Staffing Matters

The Chairman of the HR Committee reported that staff have been presented with a Policy for the Provision and Use of Smartphones.

20.1 HR Services

It was resolved to continue the contract with the current HR consultants for a further year. The contract will be for 20 hours at a cost of £85 plus VAT per hour.

20.2 Wayland News - see item 4.5