



Watton Town Council

Wayland Hall, Middle Street, Watton, Thetford, Norfolk IP25 6AG
Telephone: 01953 881007 Website: www.wattontowncouncil.gov.uk
Town Clerk: Mrs Jane Scarrott clerk@wattontowncouncil.gov.uk

Councillors: You are hereby summoned to attend the Town Council meeting to be held in the Council Chamber, Wayland Hall on Tuesday 12th November 2024 at 7.00pm for the purpose of transacting the following business.

Jane Scarrott – Town Clerk

6th November 2024

1. To receive and accept apologies for absence
2. To note Declaration of Members personal, prejudicial and disclosable pecuniary interests in respect of items on the agenda
3. MINUTES
 - 3.1 To confirm that the minutes of the meeting held on 22.10.2024 are a true and accurate record
 - 3.2 To receive an update on items from the previous meeting if not agenda items for this meeting
4. TO RECEIVE REPORTS
 - 4.1 Chairman's Report
 - 4.2 Vice Chairman's Report
 - 4.3 Clerk's Report
 - 4.4 Reports from Lead Councillors
 - i. Youth Provision
 - 4.5 To receive events update
5. PUBLIC PARTICIPATION
6. To note draft Car Parking Expression of Interest
7. To accept quote for 2024 Tree Risk Assessment
8. To agree donation for Wayland Academy Class of '24 Graduation Evening
9. To consider correspondence received from Love Watton
10. To receive report and consider recommendations regarding Church Walk Christmas lights
11. To consider correspondence received from Watton Sports Centre re. Hardship Rates Relief
12. To consider donation request received from Norfolk Community Law Service (NCLS).
13. To accept the proposal for Internal Audit 24/25
14. To agree small event to celebrate the 50th year of the Town Council
15. To accept the Risk Management Plan
16. To accept the Proposed 20mph Speed Limit Zone for Harvest Road, Crabtree Close and Bramble Way
17. To consider request to adopt the Open space provision within LAM REF – 542-3PL/2022/0296/F Field Maple Road, Watton.
18. PLANNING To consult on planning applications received since the last meeting
19. To pass a resolution to exclude the public and press to consider confidential matters

Item 3.1

Minutes of the meeting of Watton Town Council held on

Tuesday 22nd October 2024 at 7.00pm in the Council Chamber at Wayland Hall

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

Officer present: Jane Scarrott Clerk

Also present: District/County Council Claire Bowes

1. APOLOGIES FOR ABSENCE RECEIVED AND APPROVED from

Tina Cruz, Catherine Turley-Long and Steve Turley-Long.

2. NO DECLARATIONS OF INTEREST MADE

3. MINUTES

3.1 The Minutes of the meeting held on October 8th 2024 were accepted as a true record and signed by the Chairman.

3.2 Updates from items raised at the meeting on October 8th 2024:

- Chairman and Clerk were booked to meet with Sam Chapman-Allen, Leader of Breckland Council, on 25.11.24 re. possibility of the TC taking over the BDC town carparks but this date has been cancelled.
- Volunteers have made a great start at clearing the boundaries at Bridle Road but there is a lot of green waste to now clear from the site.
- No further update has been received re. completing the works for the new High Street bus shelters. (County Councillor Claire Bowes offered to follow this up if necessary).

4. REPORTS

4.1 Chairman's Report

The Chairman has attended:

- 11.10.24 Opening of the High Street Banking Hub
- 16.10.24 Watton Society AGM
- 17.10.24 CHT/Food Hub Meeting

4.2 Vice-Chairman's Report

The Vice-Chairman has:

- 09.10.24, with Cllr Stallard and the EMO, purchased goods for the Mayors Charity tombola
- 11.10.24 Opening of the High Street Banking Hub
- 17.10.24 attended the CHT/Food Hub Meeting

4.3 District Councillor's Report /4.4 County Councillors Report

District and County Councillor Claire Bowes had submitted a written report which was shared with Councillors prior to the meeting [Report available on the Town Council website].

Points noted:

- Breckland District Council has released s106 funding to support improvements to the Bridle Road Play Area.
- Keeping Breckland Tidy – The Council's Environmental Team has been working with local communities to tackle littering. New signage has been installed across the district [signage to be placed in and around Watton High Street].
- Car Park Charging – Councillor supports 'no charging' for Watton.
- Norwich Road Watton – footway resurfacing and construction is to take place during October and November 2024.
- Parking outside Westfield School – measures to deter inconsiderate and antisocial parking are being sought.
- Watton Library will be closed between 16th and 24th November 2024 for scheduled refurbishment.
- Norfolk Market Towns Conference held 01.10.24.

District Councillors Keith Gilbert and Tina Kiddell had no further reports to make but it was noted all Councillors have received correspondence relating to parking concerns at Wayland Fields.

4.5 Clerks Report

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

Norfolk County Council Highways Grit Bin Audit 2024

Norfolk County Council (NCC) has undertaken an audit of all grit bins located on the public highway.

Grit bins that have been reported as broken/damaged - if they were supplied by the Parish, it is the Parish's responsibility to replace them. NCC responsibility is to fill them as per schedule. The replenishment of the salt /sand mix in grit bins is usually undertaken twice per winter season (which is in November/December and then again after Christmas, depending upon weather conditions). Parishes cannot request any individual/additional fills.

- NCC is unable to provide additional grit bins at new locations due to funding pressures. NCC owned grit bins that become redundant in their present location, because of network changes, can be re-sited if they can be re-located appropriately. Parish or Town Councils may wish to fund additional grit bins on the public highway;
- Requests for grit bins cannot be received directly from members of the public. They should instead be channelled through the Town Council or Local Member;
- Grit bin requestors must provide details of the proposed grit bin location (ideally with a plan and coordinates). The relevant Highway Engineer will then complete a grit bin assessment and respond to the applicant as to whether or not the new grit bin has been approved.

Casual Vacancy

The Notice of Vacancy for the casual vacancy on the Town Council has been posted and the due date for requests for an election is 29.10.24. If an election is not requested by 29.10.24 the Town Council will be able to fill the vacancy by co-option.

Merton Road, Watton – 20mph Advisory Speed Limit

Norfolk County Council is proposing the implementation of an advisory 20mph speed limit at Merton Road. The Town Council has no objection to this but it was queried whether an advisory limit is enforceable.

High Street Clock

Noted that the clock mechanism has been re-installed in the High Street Clock Tower and the clock should now be working.

4.6 Reports from Lead Councillors

- Tony Bridges as Lead Councillor for Youth Provision informed the Council that he plans to put a report to the next Full Council Meeting regarding possible upgrades for the planned works at Bridle Road Play Area.
- Kathryn Stalled as Lead Councillor for Heritage informed the Council that Historic England has updated the List Entries for Walsingham Gates with an extra sentence that the gates were replaced. The gates are being painted by the Town Operatives and a copy of the e-mail received from Historic England will be forwarded to Norfolk County Council and Breckland Historic Buildings Officer. The Town Council will now close its investigation of Walsingham Gates. Cllr Stallard was thanked for all her work on this matter.
- Cllr Hutchings has attended the AGMs for Watton Sports Association and Loch Neaton and the Market Towns Conference. Reports will be forwarded to Cllrs.
- Cllr Hutchings is making enquiries with Breckland Director of Planning re. Wayland Woods.
- Noted that the Museum 4 Watton will be taking part in the town's Halloween Witches Trail 26.10.24.

5. WORKS IN PROGRESS

The Works in Progress list was received.

- References to the Walsingham Gates will now be removed as the project is considered to be completed.
- An update will be sought re. the order for the new Mayors Chain.
- Clarification will be sought re. the requested new litter bin for Norwich Road.
- Cllr Bridges is still to present a Play Area Policy.

6. PUBLIC PARTICIPATION

No members of the public present.

7. FINANCE

7.1 Payments for October 2024 were approved for payment as on the list presented prior to the meeting, with the addition of Town Crier Expenses £15.00, Fireworks Facepainting £240, Toilet rolls (public toilets) £22.85, Pyromusical Fireworks Display £8442 and stationery £86.29.

7.2 The draft minutes from the Finance Committee held on 10.10.24 were noted.

7.3 Recommendations from the Finance Committee

- I. **It was resolved that** once clarification has been received regarding possible termination of the current lease of the Thetford Road allotment land the Town Council will advise the solicitor that if the owner is unable to transfer the land to the Town Council it will withdraw from the process.
- II. **It was resolved** to support the installation of the footfall cameras as proposed by Breckland Council. Review to be undertaken after an initial 3 year period.
- III. **It was resolved** to establish a working group to prepare a long term staffing strategy. The Working Group would comprise of members of the Finance and HR Committees.

8. HERITAGE PARK

The draft notes from the Heritage Park Working Group meeting held on 08.10.24 were noted.

It was suggested signs should be erected at Heritage Park stating ownership of the area and that metal detecting is not permitted.

9. SPEED ACTIVATED MONITORING (SAM) SIGNS

It was resolved to apply to the Norfolk County Council Parish Partnership Scheme for an additional SAM sign.

10. TREE PLANTING

It was resolved to support the tree planting proposals made by the County Councillor but with further consultation to take place with all parties to ensure the correct planting is undertaken.

11. MUSEUM FOR WATTON

It was resolved to proceed with the renewal of the Museum for Watton lease of part of Wayland Hall. The lease will be negotiated in accordance with the existing lease with reasonable modernisations, and the additions of shared use of the Council Chamber by mutual agreement and joint use of the kitchen facilities in the Chamber.

The solicitors estimated fees of approximately £2500 plus VAT were accepted.

12. CHURCH WALK

Breckland District Council has been attempting to secure a location for the proposed 2nd camera at the east end of Church Walk. St Mary's Church and a neighbouring resident have both been approached and further letters to them have recently been put into respective letter boxes. BDC is hoping for a response!

District Councillor Tina Kiddell offered to further investigate progress of the installation of the second camera.

13. 50TH YEAR OF TOWN COUNCIL

It was resolved that in celebration of the 50th year of this Town Council, Watton Town Council wishes to record its thanks for the work of all the many Town Councillors who have served over the past 50 years. It is with greatest appreciation that this Council recognises the dedication of Councillors and Council staff in serving the people of Watton since 1974.

The Council also recognises the service given by those involved in the Parish Council prior to this date.

It was resolved that before the end of the year a small celebratory event for past and present Cllrs and staff will be held to celebrate the 50th anniversary year.

14. PLANNING

No planning applications received for consultation.

15. No resolution to exclude the public and press was made as this was not needed.

Item 3.2 Update from the meeting held 22.10.24

Agenda Item No.	
3.2	Car parking proposal - agenda item 6 12.11.24
3.2	Bridle Road update – volunteers have cleared much overgrowth from the eastern boundary of Bridle Road Play Area but there is now a lot of green waste to dispose of. The Town Operatives will try chipping what they can but it may be that the preferred contractor will need to be brought in (estimated cost £1000) to clear the ground prior to the volunteers return.
3.2	High Street bus shelters update – The RTI display company is returning on the 22 nd November to install the unit outside Watton Edwards News but there is no update re. the shelter on the opposite side of the road. Once works are complete NCC is willing to consider other works, if requested, such as additional seating and re-location of/additional flower tubs.
4.5	Casual vacancy – notices posted to advertise that the vacancy can now be filled by co-option. Date for receipt of applications 06.01.25.
4.5	20mph Advisory Speed Limit – An advisory speed limit is a recommended safe speed which may be non-obvious to the driver unless signed as it is below the legal speed limit. It is not illegal to drive above the recommendation but it could be seen as negligent to do so.
4.6	High Street Clock is now working! Clock repairer has been asked to quote for annual service to be timed with when summer time begins.
5	New Mayors Chain should be received mid November.
5	Norwich Road litter bin - NCC would need to grant permission for agreed location and bin would need to be purchased. To re-visit once current highways works along the Norwich Road are completed. To note: Policy needed on the provision of bins if requested.
5	Play Area Policy – Cllr Bridges will be working with the Office to produce a policy in the New Year.
7.3i	Thetford Rd allotments - Waiting to hear from solicitor.
7.3ii	Staffing Strategy Working Group - date to meet to be set at the next Finance Committee Meeting.
9	A submission has been made to NCC Parish Partnership Scheme for 50% cost of a third SAM2 Vehicle Activated Sign. Signs are no longer permitted to be put on lamp posts so we will still need to have a location agreed with Highways and obtain a price for any new posts needed. Post cost has not been included in the submission.
12.	No update received re. security camera for Church Walk.
13.	50 th celebration - Agenda item 14 12.11.24

Item 4.3 Clerks Report

IT Equipment

The next Finance Committee meeting scheduled for November 14th will focus on the budget need for 2025/26. IT support will be included within the discussion. So decisions can be made it would be useful to know how many Councillors would choose to receive a Council laptop for use for Council business.

Please let the Office know if you would make use of a Council laptop/tablet should it be provided.

High Street Clock

The clock is finally up and running again!

We are looking at establishing a maintenance programme and have requested a quotation to both service the clock each year and arrange for the time to be altered for summer timings.

Smiths who have just completed the work, suggest waiting until the beginning of February 2025 when they will provide an offer to service the clock to coincide with the summer time clock change and also to include a second attendance to change the time of the clock later in the year.

Watton Sports Centre Junior Parkrun

E-mail received:

“Thank you all for your contributions in making this happen for Watton, either dipping in your pockets or making sure the funding was secure. We are very grateful.

As a show of our appreciation, we would like you to be our special guests at our first Junior Parkrun in Watton.

This is to be held at Watton Sports Centre behind the Hockey pitch **on Sunday 17th November at 9am**. Please arrive by 8.30 so we can get photos.

We do hope that you can find time in your diary to attend and be part of this occasion for Watton.

If you could kindly return if you are able to attend it would be helpful.”

Staff Training

Due to training, dates when the Clerk and Deputy Clerk will be unavailable:

Tues. 12th Nov 9.30-4.00

Weds 13th Nov 9.30-4.00

Thurs 14th Nov 10.30 – 12.30 and 1.30-3.30

Thurs 21st Nov 10.30 - 12.30 and 1.30-3.30

Thurs 28th Nov 9.30 – 12.30

3rd December 2024 Town Operatives booked for PAT training

Training attended:

25.09.24 Clerk and Deputy Clerk networking session for Clerks to larger councils

18.10.24 Clerk, Deputy Clerk and EMO NTPS Seminar

ACAS on-line training:

15.10.24 Clerk Mental Health & Stress

29/30.10.24 Clerk HR for beginners

Casual Vacancy - Town Councillor: Watton Town Council

The period during which electors might request an election to fill the casual vacancy on the Town Council has now elapsed. No requests were received. Accordingly, the Council may now proceed to fill the vacancy by co-option to take place as soon as practicable.

Item 4.4i

Youth Lead Report 7

Ladies and gentleman of the council, my apologies for the lack of reports this past year, I have had to take a back seat due to poor health and working commitments. I would also like to make an official apology to those of 864 Sqn Watton Air Cadets. I was kindly invited to a barbeque this year but I had to pull out last minute due to an incident at work. Needless to say, I did have a very good meeting with the staff after being invited along by Carol Cox. The squadron is currently looking for extra support, I was able to point them in the direction of funding streams they could request. It has transpired that they would like assistance with torches and High visibility vests for the cadets, as the area that they are transiting to and from is not well lit, well actually apart from their actual compound, there appears to be no lighting. I did suggest that I would talk with the Heritage Park committee and discuss for their consideration, the possibility of solar lighting when the project starts to take place, though I am on said committee I've not been able to attend any of those meetings yet. The squadron also asked about purchasing the hanger behind their building. I suggested that they may want to approach the military first to discuss costs and that they put together a full report as to what they were after, it's intended use, how they may raise funds etc etc... I must say after years of living in this town and seeing the support given by the cadets at various events, they will no longer be allowed to support any form of traffic control. I believe they have had a blanket ban put on them across the country, whether this changes again in the future is another thing.

I'm pleased to say, that though there were some misconceptions over the placement of the defib at Lovell Gardens and if it would be tampered with, this has not occurred. The park at Lovell Gardens has been in my opinion, this councils biggest success of the year. I have had to put a post out on the towns social media page as it was brought to my attention about dog fouling. It has been noted by some residents around the park that dog walkers are taking their dogs in there. I know it can't be prevented without a 24hr patrol but would kindly request two additional 'no dogs allowed' signs please, to be displayed, one at either entrance.

I am disappointed that the park at Bridal Road has not been started on, although the BMX ramps were removed. I am hoping that this will advance next year and that we can secure a start date with our preferred contractor. With that in mind, I was made aware that funding for this project has been redirected through 106 funds, which have now been approved. I was not involved when this was discussed and would have asked for the money to be spent on another project. Regardless of this it has opened an opportunity that will be good for the town and be good for the council. I know that this council are aware of the request I submitted not so long ago, for a pump track at the Heritage park. I am also aware that this would not be so practical at that location. With that in mind, I would like the councils consideration to enhance the current project at Bridal Road. As we are already moving the BMX obstacles, we could enhance the whole project. Attached are photographs of the pump track that has been supplied by Wymondham Town Council. What I am requesting, is to build it as identical as possible considering both areas are identical in size. The size and measurements have been taken off of Google Earth. The area already chosen and laid out at Bridal Road would include the BMX obstacles. The enhancement would only require the grass to be skimmed and soil to be built alongside existing obstacles, in the form of table tops swoops and banked curves.

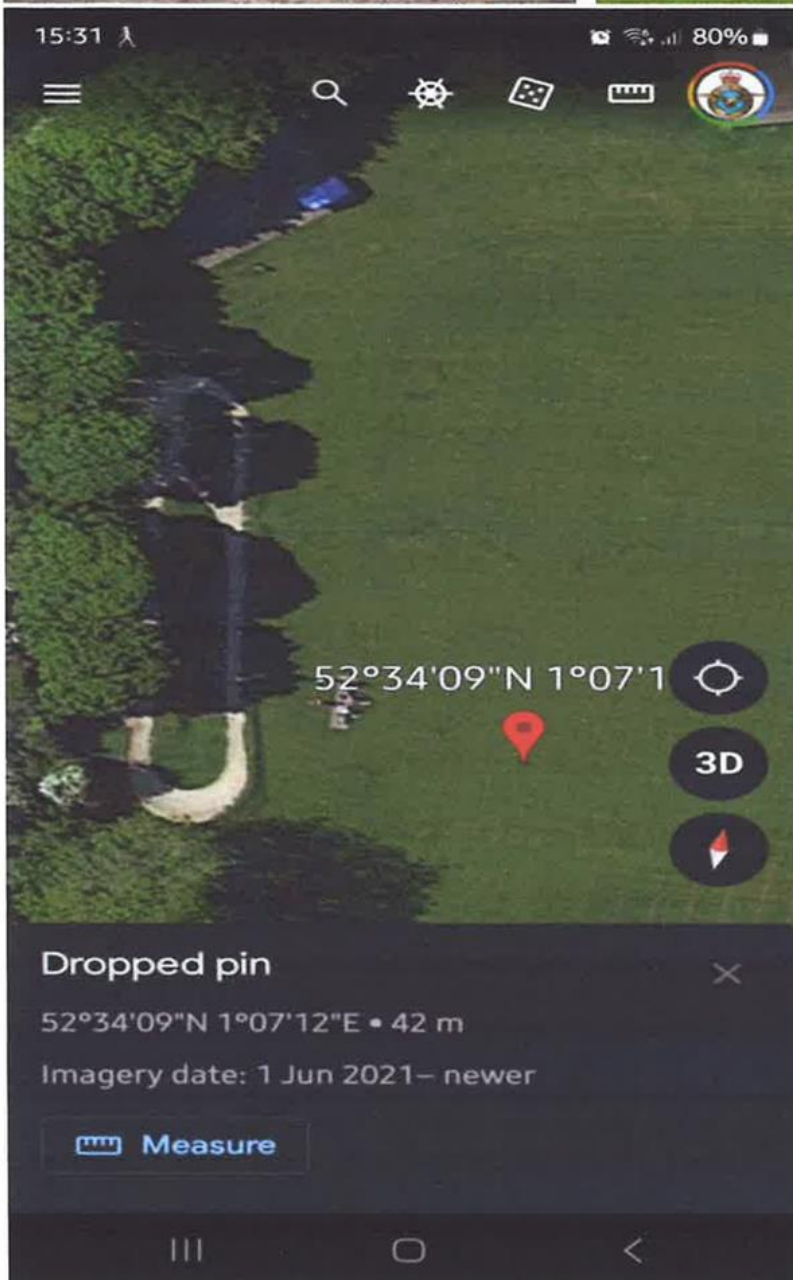
In retrospect, I would like to make the following proposals: -

1. I request Qty 2 "no dogs allowed" signs for Lovell Gardens to be displayed either on the gates or fences near the entrances.
2. I request that the sum of money not exceeding the £5000, which has already been approved by this council back in 2023, be used to purchase soil and pay for the work required, to complete a proper pump track. I am awaiting on the cost of soil but believe it would not exceed £5000. The sum of £7000, 106 funds, is for the install of the existing obstacles, benches and Muga.
3. To consider assisting in the purchase of high viz vests and torches for 864 Sqn.
4. I would like to request the council allow the Clerks and Myself to look at removing the wood chippings from the playpark at the sports centre, and consider looking at alternative surfacing methods, taking into account the pledge "Everyone has a Right To Play".

Pictures below are of the pump track at Wymondam Skate Park. The size of the pump track below is in the same space allocated for the existing project at Bridal Road.







Item 4.5

Fireworks update

The fireworks event was a great success, many thanks to Stan and Sue, Peter and Kathryn, Keith, Sue Dent and Steve Bryce.

We expanded the food village this year, with a total of 15 stalls – we increased the number due to feedback last year that people were waiting a long time to get any food or drink. We added an additional bar as last year the only bar we had sold out within the first few hours, this seemed to work well, and both did well. All the food stalls seemed to do well apart from the Pie and Mash man – he left the event before I got round to sort out paying for his pitch as he had requested to pay on the night, I have chased him for payment a couple of times now but have still not received payment. I will continue to chase payment.

Gray's funfair attended the event again this year but have asked to negotiate getting onto the Showground earlier next year in order to have more time to set up. This is something that Stan and I need to discuss with Kevin Bowes.

Cranswick kindly sponsored the event again this year, we have invoiced them for their 5k donation.

This year in the buckets we raised £1,171.30 – which is an increase from last year.

Next year it would be good to have more councillor participation, if possible, with running the event on the night – particularly with the wristbands for children. All thank you letters have been sent, donations will be made at the end of the month – we're waiting on the Army Cadets and Fire Crew to come back to me with BACS details so donations can be paid.

Item 6 Car Parking Expression of Interest

Watton Town Council

Car Parks Expression of Interest

From: Watton Town Council (WTC), Wayland House, Middle Street, Watton IP25 6AG

To: Breckland District Council (BDC), Elizabeth House,

Date prepared: 05.11 24

Accepted by Watton Town Council

This Expression of Interest outlines a possible solution to stop the implementation of the unpopular decision currently presented by Breckland District Council to introduce car parking charges to the three BDC owned car parks in Watton. It is a preparatory document felt necessary prior to a formal proposal being submitted by Watton Town Council to take over management of the towns three car parks.

The three car parks are currently free of direct charge for users and WTC would like them to remain so for the foreseeable future.

Car park locations: Goddard Court, Memorial Way and Kittell Close

Introduction/background

In response to a review of its services and funding a decision has been made by BDC to introduce a charging strategy for BDC owned car parks, as money to maintain the car parks needs to come from somewhere!

There has been an overwhelming negative response from WTC, businesses and residents of Watton to this decision. It needs to be recognised that Watton High Street is fragile and all towns are different and should be treated as unique. All The Future Breckland initiative promoted the importance of not adopting a one size fits all approach and stressed that the market towns should be considered individually.

Reasons cited against charging in Watton:

- BDC claims to want to support the High Street but the introduction of car parking charges will not encourage visitors to Watton. Free parking is an incentive which should remain.
- Shoppers and visitors are likely to travel elsewhere if free parking is not available.
- There are no regular bus services from the hinterland parishes and those who need to travel into the town to access services will face an additional financial burden if charged to park.
- Those who park and catch buses elsewhere will be penalised and could decide to drive further themselves, thus adding to the carbon footprint which we are all trying to alleviate.
- Revenue raised from charging is unlikely to match or outweigh costs in Watton.
- Effect of charging will be to increase on-street car parking which is already a constant source of contention especially at school run times. The parking Matters Report strongly hints that vehicle displacement from the car parks to on-street car parking in Watton could dramatically increase with the introduction of car park charges.

- The High Street is seeing change to increased residential properties but these very rarely have associated parking and those who live on the High Street are known to park in the town car parks. Many on low incomes will struggle to pay any charge introduced.
- There will be a knock on effect not just with shoppers and visitors trying to avoid additional costs but for those who volunteer or work in the town.
- An introduction of any change will be a financial burden and result in less money being available to spend in the High Street.
- At a time when the TC is struggling to maintain a vibrant weekly market, traders will be deterred if charged to park their vehicles.
- WTC is proud of the free events it stages along Watton High Street. The success of the events will be undermined should visitors need to pay to park.

The Problems

1. Budget need is driving the introduction of off street car parking charges.
2. Claim that churn is needed within the town

A study by external consultants Parking Matters claimed that there is a lack of peak period car parking spaces across the district which restricts car parking churn and has a significant impact on market towns turnover and trade. It is felt proposals to introduce car parking charges across the district will improve space availability for shoppers and visitors to support local businesses. High Street traders and others believe this is not relevant for Watton as there are extremely few instances when car parks in the town are full and the resultant consequences of charging are likely to have a detrimental impact if users choose not to pay to park.

To Note:

The original report from the consultants recommended that Watton car parks should be exempt from charges as it would “not be appropriate or cost effective to introduce parking charges at the current time”. The costs of introducing charges and the resultant need to enforce on-street car parking measures is more likely to see an increase in the deficit of maintaining the car parks.

Future Breckland claims to be investing in the market towns but this proposal appears contradictory to any initiative to re-vitalise the High Street and increase footfall.

Possible Proposed Solution

Much discussion at Breckland Council appears to be around balancing the budget, as it should be, and thus the need to recover the cost of maintaining the car parks.

The District Council's finances are under consideration but so also should be the finances of local businesses and the users of the services within the market towns. The vitality of the High Street is dependant on shoppers and visitors coming to the town and having money to spend!

The Parking Matters Report suggested exploring whether the Town Council would take over the car parks.

If the Town Council were to do so its objective would be to ensure that all three car parks in Watton remain free of direct charge for users.

The Town Council is prepared to investigate the feasibility of taking over the management of the three car parks in the town but further discussion is needed with Breckland Council. A resolution was made by Watton Town Council on September 24th to “hold discussions with Breckland District Council regarding the possibility that the Town Council can take over the car parks in the town”.

Options include:

1. Short or Long Term Lease
2. Freehold Purchase
3. Management Agreement

The Town Council needs to understand the liabilities it would incur and to make a decision regarding preferred options.

To further investigate:

1. Initial costs
2. Maintenance programme
3. Possible need for change of Off-Street Parking Places Orders

The Council needs to understand and consider the feasibility of taking over management of the three BDC car parks in Watton and to know what would be acceptable to BDC.

WTC needs to know:

- Purchase or lease cost
- Cost of the rates - approx. £8000 p.a.
- Cost of any legal fees including whether there is any need for parking orders and possible provision of enforcement
- Cost of general maintenance - car park surfaces and grounds maintenance
- Cost of litter collection and disposal
- Who is responsible for car park lighting and would any cost be passed to WTC
- Who is responsible for boundary features and what maintenance may be involved
- Who receives income from the electricity charging stations at the Kittel Close Car Park and how are these managed

Initial suggested annual cost has been estimated at £21000 (see MB Report as listed in references at end of this document), but this figure does not include all of the above.

If the Town Council is to consider any additional budget need for running the car parks a timeline would be important for future planning.

Conclusion –

Why should BDC consider this Expression of Interest from WTC?

1. In response to the overwhelming outcry against the proposed introduction of charges!

2. It is believed the reasons for the recommendations made by BDC to implement car parking charges, as taken from the Report to Cabinet, will remain supported should the TC take over the town car parks:
 - The Council must make changes to how it continues to provide car parking services to meet the changing needs of our towns and high streets – *Watton needs free car parking as cited above because the High Street is changing!*
 - The Council needs to maintain a balanced budget
- *Watton Town Council would absorb the running costs of the car parks.*
 - By charging modest fees for car parking.....this will also enable a regular turnover of parking spaces and therefore availability. – *A need for churn is not felt to be relevant in Watton as car parking spaces are available.*
 - As per the evidence..... the ability to park (to use the town centre) is more important than any charges levied. – *App 1 of the Parking Matters Report states that the relationship between the cost of car parking and footfall is not clear but the quality of a towns offer will improve footfall. The relationship between parking and local economies is complex but local business owners are adamant a charging regime will decrease footfall and spending power.*
 - This approach aligns the Breckland area with all other Council districts in Norfolk.....*why is this relevant?*
3. The expected benefits, as also listed in the Report, would be addressed by Watton Town Council if necessary. Perhaps of greatest importance is that the budget savings which BDC is looking for would be absorbed by the Town Council and costs which would be incurred to implement the proposed car parking strategy within Watton would be negated.

Next Stage

To submit the Expression of Interest to Breckland District Council in preparation for the scheduled meeting with BDC Officers on 25.11.24.

Following on from this meeting, once further information has been provided by BDC, a formal proposal would be submitted.

Ref:

BDC Report for Cabinet 15.07.24 including Parking Matters Breckland Car Park Strategy Main Report:

<https://democracy.breckland.gov.uk/documents/s69206/Car%20Park%20Strategy%20Report.pdf>

MB Report submitted to Watton Town Council by local business owner Oct. 2024

<https://www.wattontowncouncil.gov.uk/wp-content/uploads/2024/11/Watton-Carparks-costings-for-WTC-council-24th-Sept.docx>

Item 7 Tree Risk Assessment

Our fixed price for the above service is £775 + vat

(Bridle road play area, Loch Neaton, Jubilee Garden, Thetford Road allotments, Cemetery Churchyard, Church Road Allotments, Shire Horse Way, Hares Green, Heritage Park.)

Item 8 Wayland Academy Class of '24 Annual Graduation Evening

Thursday 28th November

"We would like to cordially invite you to attend our Graduation Evening on Thursday 28th November at 6.15pm.

Light refreshments will be served at 6.15pm before our formal presentation begins at 7.00pm.

Our celebration is to recognise the achievements of our Year 11 students after this year's summer results.

We do hope you will be able to attend and meet our young people, their families and other guests. We are looking forward to seeing you and sharing a little of what makes this Academy very special.

Previously Watton Town Council have kindly sponsored a prize and we would be very grateful if you would agree to do the same this year. Acknowledgements of sponsorship are listed on our programme."

In previous years the TC has donated £50.00



Email from Alison Toombs

"I've put the attached summary together which I hope you could share with the Council to ask if there are any small projects they have in mind for us to consider, and any other thoughts or comments we may want to think about.

I'm in touch with the Sports Centre and Loch Neaton committees to see if we can hold the thank you picnic on one of their outside spaces and will get in contact with local voluntary groups/businesses as well."

Item 10

Church Walk Christmas Lights Report

Spartek

- On 8/10 Michelle and Lorren met with Spartek down Church Walk to discuss putting up Christmas lights. It was flagged up that the trees are rather overgrown down the western end of Church Walk but Spartek agreed that it would be doable to put up the lights if the Town Operatives were to trim back some of the lower hanging branches.
- No issues were flagged with the lights we currently own, Spartek were happy to use them. They provided us with the below quote:



Neaton Business Park
Norwich Road
Watton
IP25 6JB

Tel. 01953 882787
www.spartek.co.uk

Company No. 8237924
VAT Reg. No. 170 8358 96
UTR # 2359812430

CUSTOMER QUOTATION NO. 5378

Christmas Lights - Electrical Installation

Installation of Christmas lights down Church Walk.

Electricians to convert the lighting centre on lampposts to power the lights.

Part #	Item	Quantity
4323P	BG Metal 13A Fused Spur & Flex Outlet	4.00
	Consumables	1.00
	Electrician	40
	Electricians Mate	40
Sub-Total ex VAT		£3766.96
VAT @ 20 %		£753.39
Total inc VAT		£4520.35

Cherry Picker - Electrical Installation

Part #	Item	Quantity
	Cherry picker including delivery and pick-up	1.00
Sub-Total ex VAT		£425.00
VAT @ 20 %		£85.00
Total inc VAT		£510.00

Thank you.

Sub-Total ex VAT	£4191.96
VAT	£838.39
Total inc VAT	£5030.35

Cozens

- On 11/10 Michelle and Lorren met with Roy from Cozens and discussed the possibility of using the Christmas lights that have previously been stored in the unit.
- Roy flagged up a couple of issues with this plan, including the fact that the lights are mains powered – thus meaning they would need to be much higher up than initially thought. The mature trees lining Church Walk would not be tall enough to meet the height criteria.
- The second issue would be that the trees along the western end of Church Walk (past Linden Court) would be unusable unless cut back, which TTSR are not able to do until after the Christmas period.
- It was suggested that IF the cherry trees were removed from the high street before the Festive period, the low voltage lights on those trees could be placed up in Church Walk instead – but **Breckland have now confirmed that the Cherry Trees will still be in situ for Christmas.** Regardless, it’s also questionable as to whether there would be enough lights from these cherry trees to make much impact down Church Walk.
- Roy suggested that we could use the mains icicle lighting we have in the high street, focusing around the Christmas tree area to enhance the Christmas lights in the centre of town.
- He has provided the below quotes based on moving the lights from the cherry trees to Church Walk, and putting up additional lights in town centre:

QUOTE

Watton Town Council
Wayland Hall
Middle Street
Watton
Norfolk
IP25 6AG
UK

Date
22 Oct 2024

Expiry
21 Nov 2024

Quote Number
QU-0727

Reference
RC

VAT Number
552 6584 25



Cozens (UK) Limited
10 Stanley Close
Cantley
Norwich
Norfolk
NR13 3RW

Description	VAT	Amount GBP
WATTON TOWN COUNCIL ADDITIONAL XMAS LIGHTING FOR 2024 - 225M X ICICLES ON EXISTING SUPPORT WIRES ALONG HIGH STREET AND 2 X POWER SUPPLIES FOR CHURCH WALK.		
HIGH STREET:-		
1)INSTALL AND REMOVE 225M X LED 230V ICICLE LIGHTS ALONG BOTH SIDES OF HIGH STREET AROUND XMAS TREE AREA AS AGREED FROM SURVEY USING EXISTING SUPPORT WIRES. (WATTON TOWN COUNCIL TO SUPPLY ICICLE LIGHTS)	20%	2,340.00
2)CARRY OUT A 12-MONTHLY SAFETY VISUAL CHECK OF 15 X WALL METAL BRACKETS.	20%	450.00
CHURCH WALK:-		
1)SUPPLY AND INSTALL 2 X L4 CHARLES ENDIRECT RCD FESTIVE CUT-OUTS WITH 6MM TAILS + TIMECLOCKS IN EACH STREETLIGHT COLUMN AND FIT 20 X 16A COMMANDO SOCKETS/CABLING ONTO COLUMNS AND MAKE OFF FINAL CONNECTIONS.	20%	650.00
	Subtotal	3,440.00
	Total VAT 20%	688.00
	TOTAL GBP	4,128.00

Terms (if any)

Karl Schenn

- On 14/10 Michelle and Lorren met with Karl, he confirmed that Christmas lighting is under different legislations and regulations than normal electrical lighting so would need to research on the specific regulations regarding height requirements.
- We are currently awaiting a quote/regulation advice from Karl.

Recommendations

- Leave Church Walk for this year, the trees are not suitable to house Christmas lights at present as the canopy growth is too thick.
- The lights we already own are too high of a voltage to be safe to the public at the height they could be hung at, the lights would need to be of a lower voltage – perhaps this is something the council could look at budgeting for next year.
- It would need to be considered that every third year of the tree growth (as they are pollarded every 3 years), the trees would not be in a suitable condition to house Christmas lights of any sort.
- Going against advice from the Christmas Lights specialist and specialist legislation may lead to invalidating our insurance if an incident were to occur with the higher voltage lights.

The below quote is for purchasing all new low voltage lights for Church walk



QUOTE

Watton Town Council
Wayland Hall
Middle Street
Watton
Norfolk
IP25 6AG
UK

Date
12 Jul 2024
Expiry
11 Aug 2024
Quote Number
QU-0650
Reference
RC
VAT Number
552 6584 25

Cozens (UK) Limited
10 Stanley Close
Cantley
Norfolk
NR13 3RW

Description	VAT	Amount GBP
WATTON TOWN COUNCIL XMAS LIGHTING WITHIN THE LINE OF TREES AT CHURCH WALK 2024 - 370M LED BRAIDS & 4 X POWER SUPPLIES.		
1)SUPPLY OF 370 X 10M WARM WHITE LED BRAIDS AND POWER LEADS.	20%	8,325.00
2)SUPPLY AND INSTALL 4 X L4 CHARLES ENDIRECT RCD FESTIVE CUT-OUTS WITH 6MM TAILS + TIMECLOCKS IN EACH STREETLIGHT COLUMN AND FIT 4 X 16A COMMANDO SOCKETS/CABLING ONTO COLUMNS AND MAKE OFF FINAL CONNECTIONS.	20%	1,300.00
3)INSTALL AND TAKEDOWN 37 X 10M LED BRAIDS ONTO TREES DAISY CHAINED LOOP IN AND LOOP OUT ALONG LINE OF TREES EACH YEAR.	20%	5,180.00
	Subtotal	14,805.00
	TOTAL VAT 20%	2,961.00
	TOTAL GBP	17,766.00

Item 11

<https://www.gov.uk/apply-for-business-rate-relief/charitable-rate-relief>

Email received from Watton Sports Centre

“Over the last year we have made good strides into bringing the Sports Centre finances under control and have increased the number of public and private events we are hosting. As you probably know Tobi has stepped down from his role to concentrate on his professional and family matters and I am looking to continue and expand on the great work he did at the Centre.

We still have a long way to go and one of the courses of action we are considering is to apply to Breckland district Council for Hardship Rates Relief.

Legislation allows the authority levying the Rates to reduce or cancel them for businesses that have financial issues where it can be shown that they provide an important service to the community. Below is a short extract from the government paper concerning this.

Hardship relief

Councils can reduce or cancel your business rates bill with hardship relief.

To give you this relief, your local council must agree that both:

- *you would be in financial difficulties without it*
 - *giving hardship relief to you is in the interests of local people*
- You may be asked for proof of your financial situation or how your business benefits the local community.*

My reason for writing to you is to ask if you would be prepared to provide written support for us in making the claim. By this I mean a letter of support that Watton Sports Centre provides a valuable service to the community.

I look forward to hearing from you when you have had an opportunity to consider this request”

Item 12

14 Prince of Wales Road, Norwich, NR1 1LB

Tel: 01603 496623

Email: info@ncls.co.uk

Web: www.ncls.co.uk



 22nd October 2024

To: Watton Town Council

Application for Funding

Dear Trustees,

I am Chief Executive of Norfolk Community Law Service (NCLS), a vital charity focused on helping to fill the ever increasing gaps in access to justice, which leave so many people powerless and without a voice.

For nearly four decades we have provided free legal advice to anyone who needs it and our team of around 35 staff and 150 volunteers offer support, guidance and representation to more than 4,500 people every single year.

For a variety of reasons, including the cost-of-living crisis and financial hardship that many are facing, our service has been receiving an increase in referrals, from those in society who are vulnerable, to people who may not have previously required free legal provision. In the last year, we have helped over 4,500 clients – seeing an increase of 38% since 2021/22.

We are fortunate enough to receive funding from a number of town councils in Norfolk and are always looking to develop new partnerships. I am writing to you today to see whether you would consider providing us with any funding so that we can continue and expand the vital work we do.

Now is very much the perfect time to support NCLS, as next year will be our 40th anniversary, during which time we expect to move premises, which will enable us to further improve the service we provide.

We have also recently employed two new outreach workers, which will help us to hold drop-in sessions at more local outreach areas with the aim of ensuring our service is as Norfolk-centric as possible. We are currently looking at places in Watton to start an outreach service, and we hope to be able to provide this very soon. If you feel this service could benefit people in a particular location, this is something we would very much be willing to discuss.

To give you a bit more of an idea about what we do, throughout Norfolk our services include:

- Initial free legal advice sessions covering employment, family & general advice
- debt and money advice
- welfare benefits advice and representation at appeals Tribunals
- legal advice for victims of domestic abuse
- immigration advice, including EU Settlement Scheme
- family court support service for cases concerning child contact

Free and independent legal advice

Norfolk Community Law Service Ltd (NCLS) is registered in England under Company No. 3524607. Registered Charity No. 1069066

Authorised by the OISC to provide immigration advice and service Ref. No. N201200043
Authorised by the Financial Conduct Authority Ref. No. 620093



- rent arrears mediation for Norwich City Council housing tenants

Our specialist **Debt Service** provides advice on budgeting, income maximisation e.g. benefit entitlement, identifying priority debts, negotiating with creditors. We assist clients to implement their chosen debt remedy e.g. pro-rata payments, debt relief order, or bankruptcy. In 2023/24 we advised 734 clients and succeeded in having £700,000 of debt written off or renegotiated on their behalf.

Our **Welfare Benefits Service** provides advice, casework and representation at [Tribunal](#) for clients who wish to appeal against a refusal or loss of benefit, or to challenge the amount they have been awarded. In 2023/24 we supported 515 benefit clients, representing at 139 Tribunal hearings. Some 78% of benefit decisions appealed by NCLS were overturned and this resulted in £3.2m worth of benefits, previously wrongfully denied, being put into the pockets of the people we supported.

Our **Immigration Service** provides specialist advice around issues of residency status and entitlement, as well as representation for welfare benefit appeals, challenging DWP and Home Office decisions. There is no Immigration Legal Aid provider in Norfolk. We advised a total of 812 clients in [2023/24](#) and this is a figure which has risen every year for the past 5 years, mainly due to lack of alternative support for the people we help.

Our weekly **Free Legal Advice** clinics cover a range of areas, including employment, family, housing and general issues, with advice provided by our 65 volunteer solicitors. They give clients free initial advice and, where appropriate, refer them to other NCLS services or to a partner agency, through NCAN, for more in-depth advice. In 2023/24 1,810 people received free legal advice from NCLS.

Our **Family Court Support Service** was set up following the legal aid reforms of 2012, when clients came to us needing support with court proceedings about their children following a separation. Large numbers of people are not eligible for legal aid, yet cannot afford legal representation. Navigating the court process alone can be daunting at best, and impossible at worst, for vulnerable people. We offer legal advice and ongoing support and provide volunteers to accompany clients to court hearings as 'McKenzie Friends'. In 2023/24 we helped 540 clients and attended 232 hearings.

Our **Domestic Abuse Service** was developed at the request of local domestic abuse support charities, to help victims gain legal protection from their abuser. Pro bono solicitors run a weekly clinic to advise clients on their options, and our volunteers assist clients to apply to court, and attend hearings with them where needed. In 2023/24 we assisted 174 clients. These figures have also risen considerably over the last 3 years, partly due to the increase in victims of domestic abuse, but also because of our growing reputation for helping people in this field of work.

Timely advice addresses clients' immediate problems and provides knock-on benefits such as reducing stress and financial exclusion, avoiding homelessness, reducing crime, improving productivity, reducing family breakdown, and improving mental and physical health. We aim to provide a holistic service and try to ensure that clients' often multiple issues are resolved.

As well as measuring the numbers of clients using our services, and financial impacts where appropriate, we measure the impact of our services using the Warwick-Edinburgh Mental Wellbeing Scale. We have been able to demonstrate that a client's mental wellbeing [improves](#)

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Authorised by the Financial Conduct Authority Ref. No. 620093

following advice. 86% of clients tell us they believe that without NCLS their situation would not have improved. Qualitative feedback from our clients is consistently excellent and references the difference we make to people's lives.

Some comments from clients in 2023/24

"I can't thank you all enough, you've given me hope for a future."

"I can't thank NCLS enough for treating me so well. The advice was fantastically helpful and the solicitor was lovely. It was a much needed positive in something that has been a completely negative experience."

"Hopeful after advice! I felt they listened! Made me feel relaxed!! And I could tell how much the lady was listening! She explained what to do next!!"

"The service was excellent the people I dealt with were helpful, informative and very friendly. You should all be very proud of yourselves and the service you provide."

"I would like to take this opportunity to once again say thank you to the family team for your help, support and attendance in these court proceedings - it has been a major help for me."

I have also attached our latest Impact Report, which tells you more about the work we do and the difference we make. We very much hope that you will be able to support us. Please do let me know if you would like any further information.

Yours sincerely

David Powles

David Powles
Chief Executive Officer

Norfolk Community Law Service
14 Prince of Wales Road, Norwich, NR1 1LB
Tel 01603 496623; email info@ncls.co.uk; website www.ncls.co.uk

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TREVOR BROWN CPFA

Local Council Financial Services & Internal Audit

Watton Town Council

Proposal for the Provision of Internal Audit Services for the year 2024/25

1. Introduction and Background.

1.1 It may be helpful to the Town Councillors and the Town Clerk to have a brief outline of my auditing background and qualifications for reference purposes.

1.2 I am a qualified accountant, holding the Chartered Institute of Public Finance and Accountancy (CPFA) qualification. I spent my career in local government accountancy and auditing, including the position of Audit Partnership Manager for Ipswich Borough Council, Suffolk Coastal District Council and Waveney District Council (now East Suffolk Council) having formed an Audit Consortium for these councils. I was responsible for undertaking the internal audit function for all three councils with a total gross expenditure of over £200m.

1.3 I continued to manage the Consortium until I took early retirement from local government and set up my own self-employed business to undertake auditing and consultancy work for private clients, including parish and town councils and charities within Suffolk, Norfolk and Essex. My work normally arises through personal recommendation. I personally undertake all the Internal Audit work for local councils, I do not delegate to other persons or staff.

1.4 I have also previously worked as Clerk/RFO to Melton Parish Council (near Woodbridge) and accordingly understand the pressures, challenges and demands placed upon both Clerks and local councils.

1.5 I provide Terms of Reference and an individual Internal Audit Plan for each of my clients. I provide a formal detailed Audit Report at the end of each audit and complete the Annual Internal Audit Report within the Annual Governance and Accountability Return (AGAR) at the year-end.

1.6 I have over 60 local council clients in the East Anglia region and will be pleased to provide a full client list as required. I make myself available throughout the year to my local council clients in order that they may discuss any issues about which they may require guidance or support.

1.7 I was appointed Internal Auditor to Watton Town Council for the year 2023/24 and Councillors and the Town Clerk will have seen the Internal Audit Reports presented to the Council in respect of that year.

1

TREVOR BROWN CPFA
Internal Audit Services
Charnwood, California, Woodbridge, Suffolk IP12 4DE
Tel: 01394 384698 or 07587 523764 Email: tcdbrown01@yahoo.co.uk

The following Proposal for the year 2024/25 is put forward to the Town Council for consideration:

2. An Interim Internal Audit during 2024/25.

2.1 Interim Internal Audit Reviews are valuable where a Council requires assurance during the year that accounting procedures and operations and income/expenditure controls are operating efficiently. Interim Audits are normally considered essential in the case of larger Town Councils which have relatively high levels of income and expenditure and a significant number of transactions within the year.

2.2 It is proposed that one Interim Internal Audit should be performed at Watton Town Council during the 2024/25 year (a date in November 2024 would be appropriate for the review of the Council's operations during the half-year ending 30 September 2024). This would lead into, support and inform the End-of-Year Audit for the 2024/25 year in May/June 2025. In this way, the Town Council will be supported throughout the 2024/25 year in terms of receiving assurance on the adequacy and efficiency of the key systems and operations in place.

2.3 Terms of Reference have been prepared for consideration by the Town Council (copy at Appendix A). A Draft Audit Plan of the work to be undertaken for the Interim Audit has also been prepared for agreement with the Town Clerk/RFO. The coverage will focus on the key internal control systems operating at the Town Council (viz. accounting procedures including bank reconciliations, controls over income and expenditure, Risk Management, Budgetary Control, Payroll Controls and Asset and Investment Controls).

2.4 On the conclusion of the work the Internal Auditor will issue a Draft Audit Report and will discuss with the Town Council's Staff, as required, the issues arising from the report and any recommendations being put forward.

2.5 Once the Draft Report has been agreed a Final Copy will be formally issued to the Town Council.

2.6 Whilst some work can be undertaken remotely using available information published on the Council's website, the Interim Internal Audit will involve 1 day on site at the Watton Town Council offices in order to complete key aspects of the review and to undertake sufficient testing of internal controls in operation.

2.7 The fee for the Interim Internal Audit would be unchanged from the 2023/24 year viz. £475 plus travelling expenses of £55 (reflecting the 122 miles at the HMRC rate of 0.45p per mile from Woodbridge to Watton and return) for the site visit.

3. The End-of-Year Internal Audit 2024/25.

3.1 Towards the end of March 2025, the Internal Auditor will provide the Town Council with a Draft Internal Audit Plan for the End-of-Year Audit for 2024/25 to take place in May/June 2025.

3.2 The Interim Internal Audit undertaken during the year will provide significant support to the End-of-Year Audit for 2024/25 but there are some essential areas of work that can only be undertaken at the year-end to enable the certification of the Annual Internal Audit Report within the Annual Governance and Accountability Return (AGAR) to be completed.

3.3 It is anticipated that 1 day will be required at the Watton Town Council offices in order to complete key aspects of the End-of-Year review and to undertake sufficient testing of internal controls to enable the full and proper completion of the Annual Internal Audit Report.

3.4 As in the case of the Interim Internal Audit, some areas of examination and the preparation of the detailed audit report can be undertaken remotely using published information and data on the Council's website and this will assist the work to be undertaken during the auditor's attendance at the Council's offices. Many clients provide me with read-only access to their Scribe accounting system to assist in the End-of-Year audit work.

3.5 On the conclusion of the work the Internal Auditor will issue a Draft Report and discuss with the Town Council's Staff the issues arising from the report and any recommendations being put forward. Once the Draft Report has been agreed a Final Copy will be formally issued to the Watton Town Council.

3.6 During the course of the Internal Audit, the Town Council will be kept apprised of the progress being achieved at each stage.

3.7 The Fee for the 2024/25 End-of-Year Internal Audit, being supported by the Interim Audit work performed earlier in the year of account, would be unchanged from the 2023/24 year viz. £495 plus travelling expenses of £55 (122 miles at the HMRC rate of 0.45p per mile from Woodbridge to Watton and return) for the site visit.

4. Summary of Proposal.

4.1 it is proposed that one Interim Internal Audit is undertaken for the Watton Town Council (in November 2024) which will lead into and inform the End-of-Year Internal Audit to be undertaken in May/June 2025.

4.2 The cost involved (including travelling) would be £530 for the Interim Audit and £550 for the End-of-Year Internal Audit, providing an overall total cost of £1,080 for the 2024/25 year of account.

4.3 Terms of Reference (at Appendix A) are attached to this Proposal.

I hope the above is helpful to the Council in its consideration of the Internal Audit support required for the year 2024/25.

Trevor Brown

Trevor Brown, CPFA

29 October 2024

Watton Town Council**Internal Audit Terms of Reference – 2024/25**

The Council as a whole is responsible in law for ensuring that its financial management is adequate and effective. Similarly, the Council must ensure that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and the arrangements for the management of risk. Internal Audit is a key component within that overall system of internal control.

The purpose of the Internal Audit is to review whether the systems of financial control and other controls over the activities of the Council are adequate, effective, and in line with current regulations. Whilst Internal Audit would not actively seek evidence of fraud, corruption, error or mistakes, it can assist the Council in its responsibility for the prevention and detection of such occurrences. The Internal Auditor is independent of the operations (financial control/management) of the Council and competent in the understanding of the law as applicable to Local Councils, of accounting and basic PAYE and VAT requirements. Any change in personal circumstances that may cause a question over the independence requirement must be reported to the Council.

The Internal Auditor will apply the standards stipulated by the JPAG Practitioner's Guide 'The Governance and Accountability of Smaller Authorities in England' and will carry out under the direction and management of the Council (or as may be delegated to a Committee or to the Clerk) the following duties:

- a) To review during the year the accounting and internal control systems in place (it is the Council's responsibility to establish adequate and effective internal controls and act upon any recommendations put forward by the Internal Auditor in this respect).
- b) To provide Internal Audit Reports to the Council in writing on the results of the tests of the operation of the internal control systems.
- c) To carry out reviews and tests of the books, accounts, transactions and vouchers on a sample basis in order to arrive at an opinion on the systems in place.
- d) To complete the Annual Internal Audit Report within the Annual Governance and Accountability Return (AGAR) in respect of the financial year under review.

Internal Audit testing of internal controls will be sufficient for the proper completion of the Annual Internal Audit Report, which should provide an adequate level of assurance for the Council to complete the Annual Governance Statement within the AGAR.

In completing the Annual Internal Audit Report, the Internal Auditor will have planned and carried out the work necessary to give the assurances called for. The key control tests in the AGAR require an adequate and appropriate level of Internal Audit coverage; additional testing and reporting can be tailored to local circumstances. Internal Audit work always requires the application of judgement and, accordingly, the scope and the degree and frequency of testing should reflect and be proportionate to the likelihood of fraud, error or mis-statement that could occur. Testing should be related to the size and level of business activity of the Council.

Item 14

The Office is suggesting a small celebratory get together with refreshments and a photo opportunity. Small budget will be required.



Item 15

<https://www.wattontowncouncil.gov.uk/wp-content/uploads/2023/11/Watton-Town-Council-Risk-2024.pdf>

Item 16

The Norfolk County Council (Watton, Harvest Road, Crabtree Close and Bramble Way) (20 m.p.h. Speed Limit Zone) Order 2024

The Norfolk County Council propose to make an Order under the Road Traffic Regulation Act 1984, the effect of which is to introduce a 20 m.p.h. speed limit zone along the lengths of road specified in the Schedule below.

A copy of the draft Order, a plan and Statement of Reasons for making the Order may be viewed online at www.norfolk.citizenspace.com. Copies may also be available for inspection at Norfolk County Council, County Hall, Norwich and at the offices of Breckland District Council, Elizabeth House, Walpole Loke, Dereham, during normal office hours. However, in-house staffing levels have been reduced and viewing online would be recommended.

Any objections and representations relating to the Order must be made in writing and must specify the grounds on which they are made. All correspondence for these proposals must be received at the office of ~~nplaw~~, Norfolk County Council, County Hall, Martineau Lane, Norwich, NR1 2DH, marked for the attention of the ~~nplaw~~ Traffic Regulation Order Team by 19th November 2024. They may also be emailed to trafficorders@norfolk.gov.uk.

The officer T D'Arcy dealing with the public enquiries concerning these proposals can be contacted by telephone 0344 800 8020.

Schedule In the Town of Watton

Proposed 20mph Speed Limit Zone

U31832 Harvest Road	-	From a point 120 metres north of its junction with the B1108 Norwich Road for a <u>distance of 406 metres</u> westwards including turning head.
U31881 Crabtree Close	-	From its junction with U31832 for its entire length being a <u>distance of 184 metres</u>
U31880 Bramble Way	-	From its junction with U31832 for a <u>distance of 177 metres</u> westwards

DATED this 25th day of October 2024

~~Katrina Hulatt~~
Director of Legal Services (~~NPLaw~~)
County Hall
Martineau Lane
Norwich
NR1 2DH

Note: Information you send to the Council will be used for any purpose connected with this scheme and will be held as long as reasonably necessary for those purposes. It may also be released to others in response to freedom of information requests.

Item 17 Field Maple Road

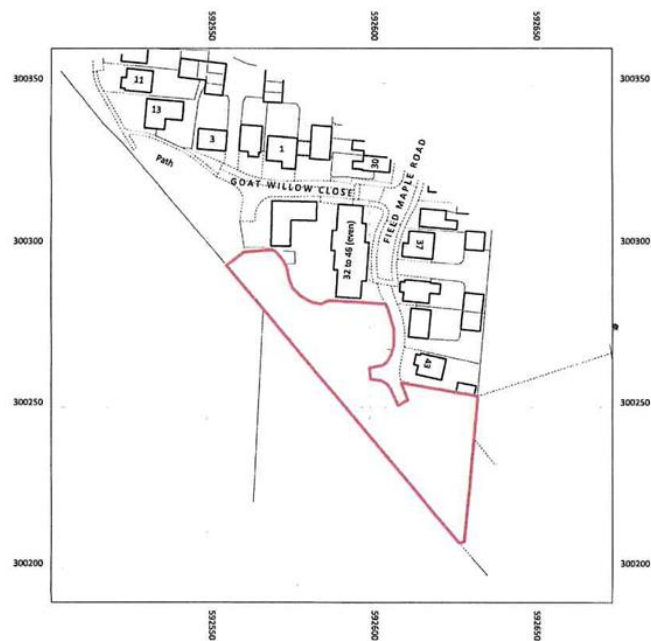
Received from the developer:

“I am writing with reference to the open space provision within the following application LAM REF – 542-3PL/2022/0296/F Field Maple Road, Watton.

I am writing to ask if the town council will agree to become the nominated body, as per the terms of the S106 agreement, for the open space, footpath, and wildflower meadow area for the site. Please see the latest agreed site plan (Drawing no EX.0001/PL.0002/PL.0160). The maintenance payment would be due of £8.50 per sqm and is payable to the Council, prior to 80% occupation and then this would transfer to the Town Council, upon the acceptance/transfer of the open space.

If you have any question or would like to meet on site, please let me know.”

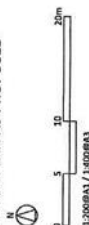
Minutes from 11th October 2022 stated “It was noted that the Town council previously agreed that it would not be accepting further open space land from Developers



SR Lockdown - 21



BLOCK PLAN AS PROPOSED



GENERAL NOTES

The information contained in this drawing is representative and has been compiled from a limited survey and does not warrant any title, but the contractor is to verify the accuracy of the information and to make any necessary adjustments to the design and construction to ensure that the works are carried out in accordance with the relevant regulations and standards.

All work and working practices on the site shall be carried out in accordance with the relevant regulations and standards and the contractor shall be responsible for ensuring that the works are carried out in accordance with the relevant regulations and standards.

The contractor shall be responsible for ensuring that the works are carried out in accordance with the relevant regulations and standards and the contractor shall be responsible for ensuring that the works are carried out in accordance with the relevant regulations and standards.

All provisions for temporary means of support and regulations for Health and Safety shall be the responsibility of the contractor and the contractor shall be responsible for ensuring that the works are carried out in accordance with the relevant regulations and standards.

All works to be carried out in strict accordance with the relevant regulations and standards and the contractor shall be responsible for ensuring that the works are carried out in accordance with the relevant regulations and standards.

DO NOT SCALE the contractor must verify all dimensions prior to commencing shop drawings and the contractor shall be responsible for ensuring that the works are carried out in accordance with the relevant regulations and standards.

To be used in conjunction with approved planning drawings

CONSTRUCTION
This drawing is the copyright of Cannon Clarke Architects and must not be copied, reproduced, or used in any way without the written permission of Cannon Clarke Architects. The contractor shall be responsible for ensuring that the works are carried out in accordance with the relevant regulations and standards.

GENERAL NOTES

This drawing should be used in conjunction with the local authority planning application and the contractor shall be responsible for ensuring that the works are carried out in accordance with the relevant regulations and standards.

DEVELOPMENT KEY

Plot	Plot Area (m ²)	House Type	GR (m ²)
Plot 1	237	1 (44/775)	139
Plot 2	279	3 (44/779)	221
Plot 3	526	4 (138/571)	86
Plot 4	526	4 (138/571)	86

BOUNDARY KEY

- APPLICATION SITE BOUNDARY
- INDIVIDUAL PLOT BOUNDARY
- EXISTING PAVEMENT
- PROPOSED PAVEMENT

ON SITE OPEN SPACE WILD FLOWER PLANTING - 122 sqm

- F - 1/2023 Amendments for section 158 agreement.
- E - 20/04/2021 Amendments following feedback concerning parking allocation - valid.
- D - 05/03/2022 ISSUED FOR PLANNING
- C - 02/02/2022 Issued for comment - responding to planning refusal comments.
- B - 10/10/2021 Amendments following feedback from highway officer on proposed access for the proposed road, along with the additional provision for a bin collection point.
- A - 06/10/2021 Amendments following feedback from highway officer on proposed access for the proposed road, along with the additional provision for a bin collection point.

CANNON CLARKE ARCHITECTS

4 New Build Dwellings at Maple Field Road, Watton

Field Maple Road, Watton, IP25 6GA

Address

Annotation Block Plan As Proposed

Information

1:2000BA1

28/07/2021

PA, RD

AC

1251

PL0002

F

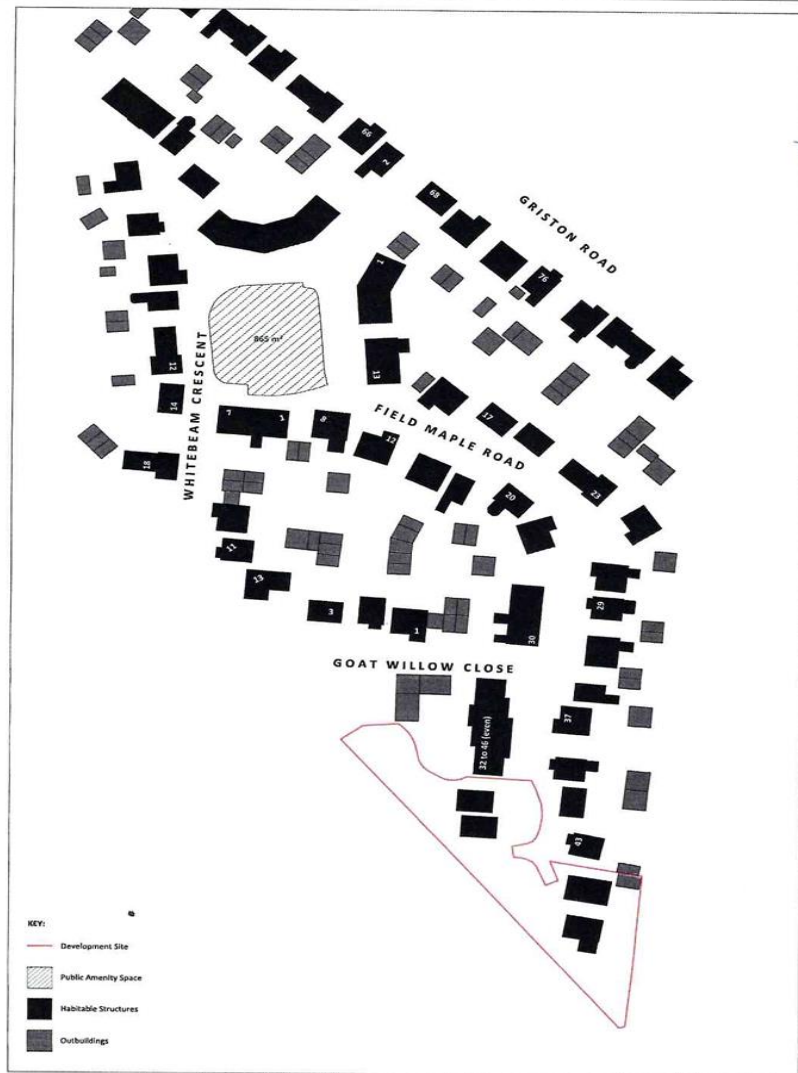
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1251

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DRAFT



13.01.2023
14.01.2023
15.01.2023

CANNON CLARKE ARCHITECTS

4 New Build Dwellings at Maple Field Road, Watton

Field Maple Road, Watton, IP25 6GA

Site Location Plan As Proposed FOR PLANNING

1:500@A1 13/01/2023

RA AC

1251 PL.0160

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