

**MINUTES of a MEETING of FAKENHAM TOWN COUNCIL**  
**held at Fakenham Connect, Oak Street, Fakenham**  
**on TUESDAY 9 FEBRUARY 2016 at 7.00pm**

**PRESENT:**

Councillor A Vertigan (Town Mayor, Presiding)

Town Cllrs: G Acheson, M Coates, T Duffy, J Dougall, J Holdom, I Grand, J Sandford-Cooke, G Thorpe, N Westmancott, E, Smith and T Wilkes.

Town Clerk: L Jennings

District Councillor: J Punchard

District Councillor: J Rest

Press: J Harding (Lynn News)

C. Bishop (EDP)

Police: PCSO J Rowbotham

PC Wayne Simmons

**190 HOUSEKEEPING**

The Chairman informed the Meeting of the location of the emergency exits and toilets and asked that mobile phones be turned off or set to silent.

**191 TO ADJOURN THE MEETING FOR FAKENHAM POLICE TO GIVE A REPORT**

**191.1 PCSO Rowbotham** gave the crime statistics for January 2016.

**191.2 PC Wayne Simmons** introduced himself as the Beat Officer for Fakenham for a temporary period.

**191.3 The Clerk will write to Police Inspector Stephens and ask for Crime Detection Rates to be reported in future.**

**PCSO Rowbotham and PC Simmons left the meeting.**

**192 TO ADJOURN THE MEETING FOR ELECTORS' QUESTIONS**

**192.1 Cllr Dougall** reported that building work has been completed at 55 Lee Warner Avenue without planning permission. The owners are currently developing a vehicle access to the rear of the property onto Rudham Stile Lane. This access is in a very narrow stretch of the Lane and close to the entrance to a play park and electricity substation. **The Clerk has informed the Planning Enforcement Officer.**

**192.2 Cllr Dougall** also reported his concerns that the slide on the Children's section of Millennium Park is not suitable for small children. The slide is inspected by RoSPA annually and no defects or concerns have been notified. **The Clerk will ask RoSPA for guidance on the age limit for the slide.**

**193 TO ADJOURN THE MEETING TO ALLOW DISTRICT/COUNTY COUNCILLORS TO ADDRESS THE MEETING**

**193.1 District Cllr Punchard** reported that the planning decision for the Aldiss site will be made tomorrow.

**193.2 District Cllr Rest** reported that the issue with residents of Ratcliffe Road and Aldi has been resolved. Car parking fees in Fakenham would not increase this year. The District Council has also agreed there will be no increase on Council Tax this year. AGE UK are looking to make Fakenham a dementia friendly town and they would like volunteers to join a group. Anybody interested is asked to contact First Focus on 17 February at 1.30pm. Cllr Holdom asked how long the consultation period would be for the proposed parking charges to be made at the Community Centre. District Cllr Rest informed the meeting that there would be 3 months. Cllr Vertigan asked if any of the

public toilets in Fakenham would be closing in the near future. District Cllr Rest confirmed that none of the toilets would be closing.

**193.3 District Cllr Claussen-Reynolds** Nothing to report.

**193.4 District Cllr Reynolds** Nothing to report.

**Cllr Punchard and Cllr Rest left the meeting.**

**194 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 12 JANUARY 2016**

The Minutes of the Meeting held on 12 January 2016, having been circulated were, on the proposition of Cllr Coates, seconded by Cllr Dougall AGREED and signed by the Chairman.

**195 TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs R. Crook, R. Smith, A. Claussen-Reynolds, R. Reynolds and County Councillor T. Fitzpatrick.

**196 DECLARATIONS OF INTEREST**

Cllr Thorpe declared an other interest in Items 10 and 12 on the Agenda.

**197 MAYOR'S ANNOUNCEMENTS**

Cllr Vertigan had nothing to report.

**198 TO RECEIVE ANY REPORTS FROM COUNCILLORS WHO HAVE ATTENDED MEETINGS OUTSIDE THE COUNCIL**

**Cllr Sandford-Cooke** reported that Cllr R. Crook attended the Fabcom meeting which will no longer be held monthly, but on an 'ad hoc' basis.

**Cllr Westmancott** reported that he had attended the Fakenham Charities meeting. The Charity had received no applications for help. The Charity is also looking for a secretary.

**Cllr Holdom** reported that she was awaiting the final invoice for the Christmas lights and hopes to give the Town Council a cheque at next month's meeting.

**Cllr Coates** attended the Town Band AGM with Cllr Acheson. The Band have asked for a slope to be fixed to the rear door to help with heavy instruments.

**Cllr Acheson** attended the Town Band AGM with Cllr Coates.

**Cllr Vertigan** attended the Sculthorpe Parish Council meeting to discuss their Parish Plan.

**199 TO RECEIVE AN UPDATE ON ACTIONS TAKEN AFTER THE LAST COUNCIL MEETING IF THESE MATTERS ARE NOT INCLUDED ON THE AGENDA**

**199.1 Cllr Thorpe** reported he had attended a meeting of the Fire Service regarding cuts. The 2 appliances at Fakenham have both been saved. The Clerk will write to the Chief Fire Officer to say how happy the Town Council is that the Fakenham Fire Station will be staying as it is. All in favour.

**Cllr Thorpe declared an interest in the above item.**

**199.2 The Queens 90<sup>th</sup> Birthday Celebrations.**

On the proposition of Cllr Coates, seconded by Cllr Thorpe **RESOLVED that a beacon is made which would be removable at a cost of no more than £500 to be situated in Millennium Park.** This will be lit in conjunction with other Town Councils on 21<sup>st</sup> April 2016. A vote was taken with 8 for and 4 abstentions.

**200 TO RECEIVE AND COMMENTS UPON ANY ITEMS FOR INFORMATION AND ACTION**

**200.1 Norfolk Constabulary:**

Weekly Crime Summary 28 January 2016

**200.2 Other Correspondence**

- a) Notification from 'Scope' of house-to-house collection dates.
- b) Request from Age UK Norfolk for volunteers to join a steering committee. **No one available to attend.**
- c) Highways Ranger visit week beginning 21 March 2016. **The Clerk will report that potholes are appearing outside the Infants School and The Maltings.**

**200.3 Publications & Newsletters**

- 1 Oh! Olivet January & February 2016 editions.
- 2 Market Times February 2016 edition.
- 3 Clerks & Councils Direct January 2016 edition.

**201 TO RECEIVE AND ADOPT THE MINUTES OF THE DEVELOPMENT & MARKET COMMITTEES HELD ON 18 JANUARY AND 1 FEBRUARY 2016**

**201.1** The minutes of the Meeting held on 18 January 2016 were moved for reception and adoption by Cllr Duffy, seconded by Cllr Sandford-Cooke and agreed unanimously.

**201.2** The minutes of the Meeting held on 1 February 2016 were moved for reception and adoption by Cllr Duffy, seconded by Cllr Acheson and agreed unanimously.

**202 TO RECEIVE AND ADOPT THE MINUTES OF THE LEISURE & ENVIRONMENT COMMITTEE HELD ON 26 JANUARY 2016**

**202.1** The Report and Recommendations of the Meeting held on 26 January 2016 were moved for reception and adoption by Cllr Holdom, seconded by Cllr Coates and agreed unanimously.

**203 TO RECEIVE AND ADOPT THE MINUTES OF THE POLICY AND RESOURCES COMMITTEE HELD ON 19 JANUARY 2016**

**203.1** The report and recommendations of the Meeting held on 19 January 2016 were moved for reception and adoption by Cllr Vertigan, seconded by Cllr Acheson and agreed unanimously.

**204 FINANCIAL MATTERS**

**204.1 To authorize payment of the Accounts and Accounts paid out of Meeting for January 2016 and receive Bank Reconciliation Statements for January 2016.**

On the proposition of Cllr Coates, seconded by Cllr Duffy RESOLVED the Accounts and Accounts paid out of Meeting for January 2016 and the Reconciliation Statements for January were approved.

**204.2 To receive the Internal Audit Report (Interim) 2015-16.**

The Chairman thanked the Cllr Holdom and the Clerk for their work with the Auditor. **Cllr Holdom asked that the Asset Register is updated.** Cllr Dougall thanked Cllr Holdom for highlighting the need to change to quarterly VAT reporting.

**204.3 To approve the North Norfolk District Council request for the Precept for 2016/17.**

On the proposition of Cllr Vertigan, seconded by Cllr Coates RESOLVED that the Precept is approved with a 1.99% increase and set at £159,091.00. All in favour.

**205 TO EXCHANGE ANY INFORMATION ON ANY MATTER WHICH MIGHT PROPERLY BE INCLUDED ON THE AGENDA OF THE FEBRUARY MEETING**

None.

**206 TO MOVE THAT THE PUBLIC & PRESS BE EXCLUDED FROM THE MEETING UNDER THE PROVISIONS OF SECTION 1(2) OF THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960**

On the proposition of Cllr Vertigan, seconded by Cllr Coates RESOLVED that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that Public & Press be excluded from the Meeting, as publicity would be prejudicial to the public interest by reason of the nature of the business to be transacted.

**207 TO DISCUSS TOWN COUNCIL ACCOMMODATION**

**187.1 The Council has appointed Swann Edwards Architects to provide drawings with different schemes for the improvement of the Trap Lane Pavilion. The cost for this will £950 + vat.**

**208 STAFF MATTERS**

The report from Suffolk ALC will be presented to the Town Council at an Extraordinary Meeting on Wednesday 2 March 2016.

**209 TO MOVE INTO OPEN SESSION**

On the proposition of Cllr Coates, seconded by Cllr Acheson RESOLVED the Council moves into Open Session.

There being no further business the Meeting ended at 19.55.

Confirmed this

day of

2016

**CHAIRMAN**