

MINUTES of a MEETING of FAKENHAM TOWN COUNCIL
held at Fakenham Connect, Oak Street, Fakenham
on TUESDAY 8 MARCH 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, R. Smith, R. Crook and T Wilkes.

Town Clerk: L Jennings

District Councillor: J Rest

Press: J Harding (Lynn News)

Police: PCSO J Rowbotham

PC Wayne Simmons

Public: Mr J Rockett

216 TO ADJOURN THE MEETING FOR FAKENHAM POLICE TO GIVE A REPORT

213.1 PC Wayne Simmons explained how the detection rates are collated. There are 21 possible outcomes for each detection. With the new Police computer system it is very difficult to produce this information. The system is very labour intensive and takes many man hours to produce. PC Simmons is also investigating the possible move of the CCTV recording equipment to Fakenham Police Station. **On the proposition of Cllr Holdom, seconded by Cllr Coates that Cllrs Duffy and Vertigan investigate this with Secure Defence.** Cllrs asked if there were any crime trends at the moment although trailer thefts and a tractor had been taken recently. Cllr Sandford-Cooke thanked PC Simmons who is monitoring the parking outside the Junior School and also the parking on the pedestrianised area of the Market Place.

PCSO Rowbotham and PC Simmons left the meeting.

217 TO ADJOURN THE MEETING FOR ELECTORS' QUESTIONS

There were no electors' questions.

218 TO ADJOURN THE MEETING TO ALLOW DISTRICT/COUNTY COUNCILLORS TO ADDRESS THE MEETING

218.1 District Cllr Punchard. The Clerk read a report that District Cllr Punchard had attended the Planning Policy Group visit to Fakenham to look at sites in the current plan. The Planning Enforcement Officer has visited the Costa Coffee site regarding the disabled ramp. The latest consideration for Devolution is Norfolk/Suffolk/Cambridgeshire and Peterborough. Shared services with Great Yarmouth are being considered with the Chief Executive and Section 151 Officer sharing their time with both authorities.

218.2 District Cllr Rest reported that Trinity College is submitting a planning application for 800-900 buildings on land to the north of Fakenham. The starting debate will be for 45% affordable homes. The Developer would need approximately £11 million for the infrastructure. Cllr Crook asked that the Town Council is kept informed of all progress and timescales and that an officer from the District Council gives a progress talk to Councillors. Cllr Vertigan asked what the demand for affordable housing is at the moment. District Councillor Rest said it would not be below 20%. Cllr Sandford-Cooke asked if the toilets on Highfield car park were staying open. District Councillor Rest said that whilst there were cars still parking there then the toilets would remain open. The District Council has commissioned a valuation of the car park. The consultation for the Car Parking Order for the Community Centre and Connect Building car parks will be for 3 months. This will be published at the end of March.

Cllr Rest left the meeting.

219 TO RECEIVE RESIGNATIONS OF TWO TOWN COUNCILLORS

Resignations have been received from Annie Claussen-Reynolds & Roy Reynolds. **The Clerk was asked to write to express the Town Council's thanks and look forward to continuing to work with them as District Councillors.**

220 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 9 FEBRUARY 2016

The Minutes of the Meeting held on 9 February 2016, having been circulated were, on the proposition of Cllr Coates, seconded by Cllr Acheson AGREED and signed by the Chairman.

221 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from District Councillor Punchard.

222 DECLARATIONS OF INTEREST

There was no Declarations of Interest.

223 MAYOR'S ANNOUNCEMENTS

Cllr Vertigan had attended a Kick Start meeting.

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

Cllr Sandford-Cooke reported that she had attended the Kickstart AGM which discussed ways to revitalise the group. The Beer Festival will take place at the Community Centre the weekend of the 18 – 20 March 2016.

Cllr Holdom reported that she was away for the February meeting of Norfolk Association of Local Councils. George Nobbs the Leader of Norfolk County Council attended with enthusiastic support for the Association and its work and favourable Norfolk news relating to national discussions regarding devolved powers. Cllr Holdom has completed the finance report for the Christmas Lights 2015. Though small business contributions were down new sponsors raised the receipts to £10,310, nearly an extra £1k on 2014. Costs were £7301 so able to refund £3009 to the Market Tolls Fund.

Cllr Crook attended Active Fakenham meetings.

Cllr Acheson attended the meeting of the steering group from AGE UK Norfolk towards making the county Dementia friendly. The group are looking to make shops, offices and businesses more aware of how they can help people.

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

199.2 The Queens 90th Birthday Celebrations. Cllr Vertigan has been approached by Grays Funfair to attend the celebrations with stalls and rides. Other charities will also be asked to take stalls. On the proposition of Cllr Duffy, seconded by Cllr Coates **RESOLVED that Grays Funfair can attend the event.** 12 votes for with 2 abstentions. Councillors are encouraged to help by stewarding the event. The Fire Service will be notified. Cllr Vertigan suggested it may be nice to find someone born in the same year as the Queen who could light the beacon.

226 DECISION LOG

The Decision Log has been circulated. **The Clerk will write to Public Rights of Way at Norfolk County Council regarding access at the Railway Cutting.**

Cllr Holdom reported that another dog bin is required on Field Lane. A resident is suffering with a problem from dog walkers. **This will be an item on the next Leisure & Environment Agenda. The Clerk will get a price for a new bin and also costs for emptying all the bins around the town.**

227 TO RECEIVE AND COMMENTS UPON ANY ITEMS FOR INFORMATION AND ACTION

227.1 Norfolk Constabulary:

Weekly Crime Summary 11 February 2016

Weekly Crime Summary 18 February 2016

Safer Neighbourhood Team – current priorities.

227.2 Other Correspondence

- a) Commemoration medal for the Queen's 90th Birthday.
- b) Notification of new West Norfolk Transport shopping service to King's Lynn via Fakenham.
- c) Fly a Flag for the Commonwealth March 14 2016
- d) NALC – Financial Course to be held at Great Yarmouth on 28th April 2016. This was felt to be too far too travel.
- e) Update from Citizens Advice.
- f) Request to twin with Cuincy, France. Fakenham is already twinned with Olivet, France. **The Clerk will write and decline.**
- g) North Norfolk Clinical Commissioning Group financial position for 2016-17. Cllr Crook suggested that a member of this Group could come and speak to Councillors. **The Clerk will write and invite them to speak at the Annual Assembly.**

227.3 Publications & Newsletters

1 Oh! Olivet March 2016 edition.

2 Public Sector Executive February/March 2016.

3 Norfolk Playing Fields Association Winter 2016 Newsletter.

228 TO RECEIVE AND ADOPT THE MINUTES OF THE DEVELOPMENT & MARKET COMMITTEE HELD ON 15 FEBRUARY 2016

228.1 The minutes of the Meeting held on 15 February 2016 were moved for reception and adoption by Cllr Acheson, seconded by Cllr Sandford-Cooke and agreed unanimously.

229 TO RECEIVE AND ADOPT THE MINUTES OF THE LEISURE & ENVIRONMENT COMMITTEE HELD ON 23 FEBRUARY 2016

229.1 The Report and Recommendations of the Meeting held on 23 February 2016 were moved for reception and adoption by Cllr Crook, seconded by Cllr Coates and agreed unanimously. The Groundsman is to be thanked for the excellent work he has carried out at Hayes Lane Playing Field. Cllr Dougall and the Fakenham Town Band have also thanked the Groundsman for the concrete ramp he has installed to the rear of Trap Lane Pavilion.

230 TO RECEIVE AND ADOPT THE MINUTES OF THE HEALTH AND SAFETY SUB COMMITTEE HELD ON 2 FEBRUARY 2016

230.1 The report and recommendations of the Meeting held on 2 February 2016 were moved for reception and adoption by Cllr Grand, seconded by Cllr Coates and agreed unanimously.

231 FINANCIAL MATTERS

231.1 To authorise payment of the Accounts and Accounts paid out of Meeting for February 2016 and receive Bank Reconciliation Statements for February 2016.

On the proposition of Cllr Holdom, seconded by Cllr Vertigan RESOLVED the Accounts and Accounts paid out of Meeting for February 2016 and the Reconciliation Statements for February 2016 were approved.

The RFO, Cllr Holdom reported that a Barclays Business Credit Card is now set up and available. All three sets of bank accounts updated with new signatory and old ones removed. From 13 May free banking with Barclays will cease. Will await decision through Council to carry out Governance Report recommendations.

The Norfolk Pension scheme start date for the Groundsman's contributions has changed to comply with legal requirements. A confirmation letter from Norfolk Pension Fund for the Groundsman has been received for his Line Manager to brief him.

As employers Fakenham Town Council should be aware of new legislation. From April 1st the National minimum wage will be increased by 50p for workers aged 25 and over only, to £7.20p/hr and subsequently be known as the National Living Wage. This will not affect any current Fakenham Town Council employees.

The Secure Defence invoice has been received for £8,165 for the CCTV maintenance from April 2016-17. The commissioning date of the system will be checked first.

Mr J. Baldwin left the meeting.

231.2 To approve the alignment of Standing Orders and Finance Regulation in accordance with the Internal Auditors' report dated 20th January 2016.

On the proposition of Cllr Vertigan, seconded by Cllr Acheson **RESOLVED that a formal tender procurement process is required on expenditure in excess of £25,000. Between £5,000 and £25,000 three formal quotations must be gained. Any orders below £5000 three estimates need to be obtained.**

231.3 To discuss the purchase of advertising banners for the Thursday Market for event purposes at a cost of no more than £75. On the proposition of Cllr Acheson, seconded by Cllr Duffy RESOLVED to purchase a banner. 13 votes for with 1 against.

232 TO DISCUSS A TOWN GUIDE FOR FAKENHAM

One Press Publishing would like to produce a Town Guide for Fakenham with no cost to the Town Council. A guide is already being produced by Fabcom and Archant Group. The Clerk will contact One Press and inform them of this. On the proposition of Cllr Crook, seconded by Cllr Vertigan that the Town Council will speak to Fabcom and Archant regarding their publication. All in favour.

233 TO APPROVE THE MEETING DATES FOR THE FORTHCOMING COUNCIL YEAR

The dates were agreed.

234 TO AGREE THE PROMOTION OF THE COMMUNITY VOLUNTEER AWARD

On the proposition of Cllr Vertigan, seconded by Cllr Wilkes **RESOLVED that volunteers do not have to live in Fakenham to be eligible but must volunteer in Fakenham. All in favour. The Clerk will inform the local Press.**

235 TO APPROVE THE UPDATED ASSETS REGISTER

Cllr Holdom will ask the Internal Auditor if the items valued at £1 is just a nominal figure. Cllr Vertigan proposed that this is brought back at a later date and added to the Decision Log.

236 TO EXCHANGE ANY INFORMATION ON ANY MATTER WHICH MIGHT PROPERLY BE INCLUDED ON THE AGENDA OF THE APRIL MEETING

None.

237 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.**

238 TO DISCUSS TOWN COUNCIL ACCOMMODATION

238.1 The Architects drawings for the Trap Lane improvements should be available by the end of the month.

239 REVIEW OF FAKENHAM TOWN COUNCIL REPORT

239.1 On the proposition of Cllr Vertigan, seconded by Cllr Acheson **RESOLVED** that the Human Resources Committee is a sub-committee of the Policy and Resources Committee with delegations to deal with disciplinary and grievance, as well as appraisals and day-to-day management of staff line managed. All in favour.
239.2 On the proposition of Cllr Vertigan, seconded by Cllr Acheson **RESOLVED** that the Allotments committee is a sub-committee of the Leisure and Environment committee with appropriate delegations. All in favour.

209 TO MOVE INTO OPEN SESSION

On the proposition of Cllr Vertigan, seconded by Cllr Dougall **RESOLVED** the Council moves into Open Session.

There being no further business the Meeting ended at 20.55.

Confirmed this

day of

2016

CHAIRMAN