

MINUTES of a MEETING of FAKENHAM TOWN COUNCIL
held at Fakenham Connect, Oak Street, Fakenham
on TUESDAY 14 JUNE 2016 at 7.00pm

PRESENT:

Councillor A Vertigan (Town Mayor, Presiding)

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

Town Clerk: L. Jennings

Police: PC Wayne Simmons

District Councillor: J. Punchard and J Rest

Press: J Harding (Lynn News), C. Bishop (EDP/Fakenham Times)

Public: Mr J Gash, Mrs G Foortse, Mr J Rockett, Mr C Rockett, Mr M and Mrs E Skipper

34 TO ALLOW FAKENHAM POLICE TO GIVE A REPORT

The Crime Figures for June were circulated. PC Simmons reported that Romanian gangs had been targeting premises in Norfolk and Suffolk. The town CCTV was playing a good role.

35 TO ADJOURN THE MEETING FOR ELECTORS' QUESTIONS

35.1 Cllr Acheson responded to comments made on Social Media regarding the Community Centre car park which is owned by Norfolk County Council but leased to North Norfolk District Council. Fakenham Town Council has no powers over parking at this site. Roundabouts and grass are the responsibility of Norfolk County Council Highways. The Highways department has declined to grant a license to allow private individuals to work on the roundabouts on Health & Safety grounds. The area around the Community Centre and the Connect building is the responsibility of North Norfolk District Council. The Town Council has made representations to them with a view to taking over the contract. The Town Council is responsible for the maintenance of 3 cemeteries, play areas at Hayes Lane, Whitelands and Millennium Park, Trap Lane and its Pavilion, 3 allotment sites, Goggs Mill, Aldiss Park, Edmondsons Acres, Goggs Meadow, Bacons Piece and the Railway Cutting. The Town Council manages some of these areas in-house and some are looked after by our Contractor. The Town Council has made no secret that it is unhappy with its contractor's performance and is investigating taking all areas in-house. The Triangle of land at top of White Horse Street, this is privately owned. The land owner is unwilling to invest any money in this area. Market Tolls Grants are for the residents of Fakenham and their projects and cannot be used for anything else.

35.2 Mr. Gash commented that Fakenham was being let down by the unsightly image at White Horse Street. He said if the Town & Country Planning Act was enforced a Notice could be served to get it tidied. He felt more pressure should be made to get the roundabouts tidied. He said that this was a poor impression that tourists had on coming to the Town,

35.3 Mrs. Skipper said that speeding through the town was still a big problem. She felt that the Police should be doing more. County Cllr Fitzpatrick had organised a survey. This will be investigated and Mrs. Skipper informed of the outcome. Mr. J Rockett asked if anything further had been heard regarding Cranmer House. This is an agenda item. He also asked if the dog ban on Millennium Park had been enforced. The Town Council is still awaiting information.

35.4 Cllr Holdom had asked District Cllrs Reynolds and Claussen-Reynolds for information regarding the grass cutting contract for the Community Centre and Connect building. She asked if the contract has been awarded.

35.5 District Cllr Punchard queried if the CCTV does go down from time to time. The Clerk confirmed that sometimes due to weather conditions and interference this can happen.

35.6 Gilly Foortse informed the meeting that she is Acting Chair of the Friends of Cranmer House and that she would be attending the next meeting at Aylsham of the CCG.

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

36.1 District Cllr Rest reported that the proposed changes for the Community Centre car park would be as follows; there would be a 'drop off zone' for 3 cars outside the building with a maximum stay of 10 minutes. An Officer from the District Council will contact the Community Centre to discuss weekend parking for events. The Connect building will have 3 spaces allocated to First Focus with the remaining spaces to be allocated to visitors to the Connect building with a 1 hour maximum stay. There is no charge on any District Council car park between 1800hrs and 0800hrs. Highfield car park, the District Council is still awaiting a report but any change of use will require Planning Permission. The Town Council is not aware of any proposed change of use.

36.2 Cllr Punchard reported that he had also spoken to the County Council regarding the grass cutting around Fakenham. The Safer Neighbourhood Police team have monitored speeds in Norwich Street with the highest recorded at 26mph. White Horse Street corner still has valid planning permission. The disabled ramp at Costa Coffee has been investigated by the Enforcement Officer. Road surfacing is being carried out on Clipbush Lane and the section of Pensthorpe Road outside Cookes garage. The missing granite setts in the Market Place will be replaced by Highways when the Aldiss building work is complete. The Crown Hotel have applied for a license with a possible opening in July/August. The Town Council are asked to inform the District Council if they have a desire to produce their own Neighbourhood Plan.

36.3 Cllr Reynolds and Claussen-Reynolds had also spoken to Norfolk County Council Highways regarding the grass cutting around Fakenham. They were sorry to hear that Budgens on Wells Road had closed.

37 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllrs T Duffy and S Mears, County Councillor T. Fitzpatrick, District Councillors Claussen-Reynolds and Reynolds.

38 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

39 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 10 MAY 2016

The Minutes of the Meeting held on 10 May 2016 were, on the proposition of Cllr Coates, seconded by Cllr Acheson AGREED and signed by the Chairman.

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

Item 7.1 on the agenda. On the proposition of Cllr Vertigan, seconded by Cllr Coates RESOLVED that the **Town Council progresses the moving of the CCTV equipment to the Fakenham Police Station.** All in favour.

41 TO FILL A VACANCY ON THE COUNCIL BY CO-OPTION

Cllr Vertigan proposed the council vote by secret ballot for the co-option, seconded by Cllr Acheson.

Cllr Vertigan asked if there were any other nominations from the meeting. The candidates are Mr Jeremy Gash, Mrs Gilly Foortse, Mr Michael Skipper and Mrs Eleanor Skipper. The votes were cast and sealed by the Town Clerk. These would be counted in the morning and verified by the Mayor and an independent witness. The candidates would be notified by post if they had been successful.. The successful applicant would be informed and asked to sign the Declaration of Acceptance of Office and Register of Member's Interests before the next meeting. Cllr Vertigan thanked the candidates for applying.

42 POLICY & RESOURCES COMMITTEE

A meeting needs to be held to elect members to the Policy & Resources Committee. **This will be an item on the next Full Council agenda.**

43 MAYOR'S ANNOUNCEMENTS

Cllr Vertigan had no announcements.

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

43.1 Cllr Sandford-Cooke had attended the North Norfolk District Council Planning evening.

43.2 Cllr Dougall had attended the CCG meeting at Aylsham regarding Cranmer House and now feels that the CCG are starting to listen. He had also helped with the litter picking and reported that a huge amount of litter had been collected.

43.3 Cllr Crook reported that the Active Fakenham week will be August 20-28 2016 with lots organised. Fakenham Information Hub is progressing well. The Mayor will be asked to perform the formal opening.

43.4 Cllr Thorpe had attended the meeting to discuss the Community Centre car parking changes and the NNDC planning evening.

43.5 Cllr Coates had attended the NNDC planning evening.

43.6 Cllr Holdom reported that at a Swimming Pool Action (SPA) group meeting last week meetings had been held with NNDC officers, members and schools following the disappointing Leisure Facilities consultation. Some private lobbying by Ian Ponton with local members resulting in a recent letter from Corporate Director Nick Baker confirming the District Council's position. The District Council have adopted the recommendations of the Indoor Facilities Strategy which did not allocate the necessary rating to 'Provide' a Swimming Pool for Fakenham. Cllr Holdom's main activity as NALC delegate has been as intermediary for the HR committee with the NALC recruitment services. NALC are holding a Summer Seminar on employment matters on 28 July 2016.

43.7 Cllr Acheson attended Dementia Friendly meeting, the NNDC Planning evening and the CCG meeting regarding Cranmer House. He also reported that the Olivet committee have extended an invitation to the Town Mayor to visit Olivet.

On the proposition of Cllr Vertigan seconded by Cllr Acheson the Council agreed unanimously that Standing Orders are suspended.

44 CRANMER HOUSE

There is to be a meeting tomorrow of the CCG in Aylsham to discuss the future of Cranmer House. Mrs. G. Footse reported that the decommissioning of the 6 beds could spell the end of Cranmer House. Care in the Community use Cranmer House as the hub, it has excellent day care as well as respite care.

The Town Council will write to the local MP's and request again that the CCG attends a Town Council meeting to discuss a Public Consultation.

On the proposition of Cllr Vertigan, seconded by Cllr Acheson standing orders were reinstated.

45 PROPOSED CAR PARKING CHARGES AT THE COMMUNITY CENTRE

As reported by District Councillor Rest this is going ahead.

46 DECISION LOG & CLERKS REPORT

The Decision log was received.

The Clerk had nothing to report.

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

- 47.1 Police Crime Newsletters
- 47.2 Norfolk ALC Newsletter, Training Courses and Salary Scales, Nomination for Executive
- 47.3 Norfolk County Council – Traffic Regulation Order Tunn Street – Gas connection
- 47.4 STANTA and Sculthorpe Live Firing & Air Activity Details 30 May – 26 June 2016
- 47.5 Outlaw Half Holkham Triathlon – 3 July 2016 – through Fakenham
- 47.6 EACH – Letter of thanks for donation
- 47.7 MAGPAS Air Ambulance – Letter of thanks for donation
- 47.8 Clothes Aid House to House Collections for NSPCC 1 July 16 – 30 June 17
- 47.9 OH Le Magazine D'Olivet
- 47.10 Community Action Norfolk – Signpost Magazine
- 47.11 Norfolk Coast Partnership – Newsletter No. 1
- 47.12 North Norfolk Workout Group – June Newsletter
- 47.13 Rural Services Network – Weekly Rural News Digest
- 47.14 Office of Police & Crime Commissioner for Norfolk – Newsletter May 2016
- 47.15 Norfolk Pension Fund – Employer Forum 28 June 2016
- 47.16 Norfolk County Council – Parish Partnership Scheme – Submit bids by 16 December 2016
- 47.17 Norfolk County Council – Invitation to Devolution Briefing for Chairs and representatives of Norfolk Town & Parish Councils 16 June/22 June 2016
- 47.18 North Norfolk Arts E-News
- 47.19 Norfolk County Council / EDP – “Write On Norfolk” Competition
- 47.20 SSAFA – Letter of thanks for donation
- 47.21 North Norfolk District Council – Election of Chairman, Cllr John Lee, Vice-Chairman, Cllr Richard Shepherd
- 47.22 Royal British Legion - Somme Poppies support
- 47.23 Market Times

48 TO RECEIVE AND ADOPT THE MINUTES OF THE DEVELOPMENT & MARKET COMMITTEE HELD ON 23 MAY & 13 JUNE 2016

48.1 The minutes of the Meeting held on 23 May 2016 were moved for reception and adoption by Cllr Sandford-Cooke, seconded by Cllr Acheson and agreed unanimously.

48.2 The minutes of the Meeting held on 13 June 2016 were moved for reception and adoption by Cllr Sandford-Cooke, seconded by Cllr Acheson and agreed unanimously.

49 TO RECEIVE AND ADOPT THE MINUTES OF THE LEISURE & ENVIRONMENT COMMITTEE HELD ON 24 MAY 2016

49.1 The Report and Recommendations of the Meeting held on 24 MAY 2016 were moved for reception and adoption by Cllr Wilkes, seconded by Cllr Coates and agreed unanimously.

Cllr Grand left the meeting.

50 FINANCIAL MATTERS

50.1 On the proposition of Cllr Coates, seconded by Cllr Vertigan that Auditing Solutions continues as to be the Council's Internal Auditors for a total of two days throughout the 2016-17 financial year. All in favour. The RFO was thanked for all her hard work.

50.2 On the proposition of the RFO, Cllr Holdom, seconded by Cllr Vertigan the Internal Audit report will be deferred to the next meeting.

50.3 On the proposition of Cllr Holdom (RFO), seconded by Cllr Vertigan that the Financial Statement for the Year Ended 31 March 2016 is approved. All in favour.

50.4 On the proposition of Cllr Holdom (RFO), seconded by Cllr Vertigan that the Annual Governance Statement 2015/16 and the Accounting Statements for 2015/16 (Annual Return Form) are approved. All in favour.

On the proposition of Cllr Vertigan, seconded by Cllr Coates that additional cheque signatories are approved. These will be Cllrs Thorpe and Acheson. All in favour.

50.5 To authorise payment of the Accounts and Accounts paid out of Meeting for May 2016 and receive Bank Reconciliation Statements for May 2016

Cllr Coates proposed, seconded by Cllr Wilkes RESOLVED the payment of the Accounts and Accounts paid out of Meeting for May 2016 and the Reconciliation Statements for May 2016 were approved.

50.6 On the Proposition of Cllr Coates, seconded by Cllr Vertigan RESOLVED that Cllr Dougall is appointed the Internal Controller. All in favour.

51 THAT UNDER THE PROVISION OF SECTION 137 OF THE LOCAL GOVERNMENT ACT 1972, THE FOLLOWING EXPENDITURE SHOULD BE INCURRED WHICH IN THE OPINION OF THE COUNCIL IS IN THE INTERESTS OF THE AREA OR ITS INHABITANTS AND WILL BENEFIT THEM IN A MANNER COMMENSURATE WITH THE EXPENDITURE

FACT – Fakenham Area Conservation Team. On the proposition of Cllr Vertigan, seconded by Cllr Coates that a donation of £250 is given. All in favour.

52 RAISING THE PROFILE OF THE TOWN COUNCIL

Cllrs Sandford–Cooke and Crook had prepared proposals for raising the Town Council's profile. A regular newsletter in the Fakenham Sun and holding Councillor Surgeries. On the proposition of Cllr Coates, seconded by Cllr Vertigan that delegated authority is given to the P & R committee to discuss and proceed with the proposals. All in favour.

53 TO EXCHANGE ANY INFORMATION ON ANY MATTER WHICH MIGHT PROPERLY BE INCLUDED ON THE AGENDA OF THE JULY MEETING

None

54 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.

55 STAFF MATTERS

Mrs. Anne Kerrison will be joining the Town Council in the role of Administrative Assistant. Mrs Kerrison will start on 4th July 2016 but will be in the office the week before for a hand over by the locum Administrative Assistant.

56 TO DISCUSS TOWN COUNCIL ACCOMMODATION

Refer to Confidential Minute 56.

Cllr Coates left the meeting.

57 TO MOVE INTO OPEN SESSION

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

There being no further business the Meeting ended at 21.20.

Confirmed this

day of

2016

CHAIRMAN