

MINUTES of a MEETING of FAKENHAM TOWN COUNCIL
held at Fakenham Connect, Oak Street, Fakenham
on TUESDAY 11 October 2016 at 7.00pm

PRESENT:

Councillor A Vertigan (Town Mayor, Presiding)

Town Cllrs: T Duffy, M Coates, R Smith, G Foortse, R Crook, J Dougall, J Sandford-Cooke, N Westmancott and G Thorpe

Town Clerk: L. Jennings

Administration assistant: A Kerrison

Police: PC Wayne Simmons and PC Michael Culligan

District Councillors: J. Punchard, A Claussen-Reynolds, R Reynolds, J Rest

Press: J Harding

Public: 5 members of the public

101 TO ALLOW FAKENHAM POLICE TO GIVE A REPORT

PC Simmons said there was no new information to report. He said that the increase in Anti-Social Behaviour (ASB)-personal – was nothing to worry about. Cllr Dougall asked if something is being done about this. PC Simmons said that although some of these instances were reported by Fakenham residents, and therefore went in to Fakenham figures, they had actually happened elsewhere i.e. Norwich. Only 3 of the reports were actual ASB and were neighbour disputes.

Cllr Vertigan said he understood that Norwich Street was being monitored with regards to pavement parking. PC Simmons said the main problem was outside the bank. Tickets are now being handed out to stop this. As a consequence incidences have dropped. The Highways department are considering putting yellow lines down. Cones were used but these did not work as drivers parked between them. PC Simmons was asked about parking in the town centre. He said the police could only action obstructions not contravention of parking restrictions.

102 TO ADJOURN THE MEETING FOR ELECTORS QUESTIONS

A member of the public asked what the Council felt about the repercussions of the 'no-parking on pavements' on Norwich Street was likely to be. Cllr Vertigan stated that Councillors felt it was working well. The member of the public asked what plans were being considered to deal with retailers being able to park to load and unload outside their business. He asked if there were plans to pedestrianise the area. Cllr Coates said that his had been brought up with Highways in the past and that they were not prepared to consider this, so there are no plans to look at again at this moment in time. Cllr Vertigan said the issue of speeding cars in the area had been addressed, and proved to be no problem. Cllr Rest said that this is a County Council issue, not Town Council. Cllr Punchard said that one of the issues is Traders putting their goods on the pavement and thus causing an obstruction. He asked what Councillors were doing to prevent the cluttering of pavements in what is a conservation area. Cllr Vertigan said that this matter is ongoing.

Fakenham Connect, Oak Street, Fakenham, Norfolk NR21 9DY

Tel: 01328 853653

Email: info@fakenhamtowncouncil.co.uk

Website: www.fakenhamtowncouncil.org.uk

Town Clerk: Linda Jennings

103 TO ALLOW 10 MINUTES FOR DISTRICT/COUNTY COUNCILLORS TO ADDRESS THE MEETING

Cllr Punchard stated that yellow lines had not been put down in Norwich Street because it is a conservation area. Also, many years ago at the time this was being considered, the Town council were against yellow lines being laid down. This matter could be looked at again. It was agreed that this should be discussed at a Development and Market meeting. Cllr Punchard asked if the Council had received notification from BT regarding a consultation regarding the removal of Pay Phone Boxes. He was told that it had. The issue with Costa coffee is ongoing. Cllr Punchard said that there was an underspend of North Norfolk District Council (NNDC) budget. This will go into the reserves to reduce any deficit.

Cllr Rest informed the meeting that the Bridge Street Car Park barrier has been repaired following damage.

Quotes have been received for the replacement windows at the back of Community centre. The Committee will check the events diary before work starts. Cllr Crook asked for the specification of the windows. Cllr Rest will make this available. Cllr Rest reminded the meeting, if they had not already done so, to let the District Council know which weekend they would like free Christmas Parking for the town. It was agreed that this should be the weekend that the Christmas Tree Festival starts in the Parish Church, the 3rd December 2016. The Clerk is to inform the District Council. The plans for Cranmer House have been put on hold at the moment. Cllr Rest thanked Cllr Foortse on behalf of the community for leading the campaign. Cllr Foortse said that she had had fantastic support from the District Councillors. The Contractors working on the rebuilding of the Aldiss site are 10-12 weeks behind schedule.

Cllr Claussen-Reynolds informed the meeting that there is a Scrutiny Committee Meeting tomorrow. If a member of the public wishes to speak at a Planning Meeting they need to ring 01263 516150 before 9am on the day of the meeting. Cllr Vertigan asked why this had been brought in. Cllr Claussen-Reynolds said that this was a Full Council decision to speed up proceedings.

There is a new pest control contract with NNDC and Kings Lynn Borough Council. They can provide reduced rates for residents. Cllr Claussen-Reynolds and Reynolds both voted against the proposition to reduce to one District councillor for the North ward.

AGENDA

104 TO CONSIDER FOR ACCEPTANCE APOLOGIES FOR ABSENCE.

Cllrs G Acheson, S Mears, I Grand, J Holdom and County Councillor T Fitzpatrick.

105 DECLARATIONS OF INTEREST

Cllr Vertigan declared a non-pecuniary interest in item 113.2.

106 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 13 SEPTEMBER 2016

The minutes of the meeting held on 13 September 16 were on the proposition of Cllr Coates and seconded by Cllr Sandford-Cooke AGREED and signed by the Chairman.

107 TO RECEIVE NOTICE OF RESIGNATION OF A COUNCILLOR

The Clerk informed the meeting that Cllr Wilkes has resigned due to work commitments. He was Chairman of the Leisure and Environment Committee and a replacement will be decided at the next meeting.

Fakenham Connect, Oak Street, Fakenham, Norfolk NR21 9DY

Tel: 01328 853653

Email: info@fakenhamtowncouncil.co.uk

Website: www.fakenhamtowncouncil.org.uk

Town Clerk: Linda Jennings

108 TO FILL ONE VACANCY ON THE COUNCIL BY CO-OPTION

Cllr Vertigan stated that two letters of interest had been received from Mr Tony Edwards and Mrs Claire Brown. Mr Chris Rockett said that he was also interested in joining the council. Mr Edwards and Mrs Brown declined to add any further information about themselves than stated in their letters. Mr Rockett gave a brief synopsis of his background and why he felt he would make a good Councillor.

The Councillors present undertook a private vote, the papers for which were sealed in an envelope and given to the Clerk, to be opened and counted the next morning.

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

109.1 To report on relocating CCTV to the police station. The Clerk informed the meeting that the police have gained approval for the move but are just waiting for the funding. The move should happen in 3-4 weeks' time. Cllr Vertigan advised that the cost of the electricity will be absorbed in to the budget.

109.2 Cranmer House. Cllr Foortse said this had been a very complicated procedure. Norfolk County Council (NCC), Norse care and NHS were all involved. The friends of Cranmer House have now have notification by email that members of NCC Social Services Committee have no immediate plans to change the way Cranmer House is being used and will continue to book short term respite care. There are 13 beds used by West Norfolk CCG and North Norfolk CCG. They will continue to work with Norse care. Cllr Foortse said that Cranmer House is a fantastic facility but more can be done with it. Cllr Foortse intends to continue to attend CCG engagement meetings to keep up to date with decisions that are being made. She said that the community support for this facility was really good. She intends to write to update MPs who have supported this cause. Cllr Coates said that he attended the funeral of Mr Mike Bridges, who died in Cranmer House. Mr Bridge's son gave an impassioned plea for people to support Cranmer House. Cllr Vertigan said that a vote of thanks from the Council goes to all who were involved in this. Cllr Crook said there is an ongoing invitation to Councillors to attend CCG meetings where other such matters will come up. He felt that all Councillors should know what's going on. It was agreed to invite the CCG to come to a Council meeting to inform us what their plans are.

109.3 The Clerk said that she had met with the Highways Engineer, Jon Winnett, regarding the roundabouts in the town. He is happy to provide some man power to tidy these up. He has offered to attend an afternoon meeting with the Council. The Clerk will arrange a date and time for this to happen.

109.4 The Clerk said she had received a letter from the family of Mr Cecil Snowling to say thank you for the letter of condolence from the Council following Mr Snowling's death.

110 MAYOR'S ANNOUNCEMENTS

Cllr Vertigan said that on 14th September he had given out bursary cheques to 3 young people on behalf of the Fakenham Charities.

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

Cllr Westmancott said that as part of the committee of the Fakenham Charities, bursaries of £300 had been given to 3 young people to help with their further education. Cllr Foortse said she had attended a meeting in Swaffham regarding the Sustainability and Transformation Plan (STP) for Norfolk & Waveney. There are 44 STP's being produced nationally. The plan is looking at budgets and the challenges of an aging population. Cllr Coates represented the Council at the funeral of Dr Mike Bridges.

112 DECISION LOG & CLERKS REPORT

Cllr Sandford-Cooke will report back next month on the working party looking at the possible adoption of the telephone box.

113 TO RECEIVE AND COMMENT UPON ANY ITEMS FOR INFORMATION AND ACTION

Cllr Vertigan gave notification of Armistice Day plans for the town. The service is to take place on Sunday 13 November. The procession will meet at the Queens Road car park at 14:15 and set off at 14:30. Cllr Vertigan will liaise with the Royal British Legion regarding potential problems with the reduced capacity of the Queens Road car park whilst building work is taking place. The Council will hold their own Remembrance commemoration around the War Memorial on Friday 11 November. Councillors should arrive no later than 10:45am.

The Clerk informed the meeting that a bench erected in St Peters garden in memory of Dennis Beare, an ex-mayor of the town, is to be blessed. It was agreed that Cllr Coates should represent the Council and say a few words as he knew Mr Beare.

114 TO RECEIVE AND ADOPT THE MINUTES OF THE DEVELOPMENT & MARKET COMMITTEE HELD ON 26 SEPTEMBER and 10 OCTOBER 2016

114.1 The minutes of the Meeting held on 26 September 2016 were moved for reception and adoption by Cllr Vertigan, seconded by Cllr Sandford-Cooke and agreed unanimously.

114.2 The minutes of the Meeting held on 10 October 2016 were moved for reception and adoption by Cllr Sandford-Cooke, seconded by Cllr Vertigan and agreed unanimously.

115 TO RECEIVE AND ADOPT THE MINUTES OF THE LEISURE & ENVIRONMENT COMMITTEE HELD ON 20 SEPTEMBER 2016

115.1 The minutes of the Meeting held on 20 September 2016 were moved for reception and adoption by Cllr Coates, seconded by Cllr Westmancott and agreed unanimously.

116 TO RECEIVE AND ADOPT THE MINUTES OF THE POLICY AND RESOURCES COMMITTEE HELD ON 27 SEPTEMBER 2016

116.1 The minutes of the Meeting held on 27 September 2016 were moved for reception and adoption by Cllr Vertigan, seconded by Cllr Coates and agreed unanimously.

It was noted that all Councillors are welcome to attend Policy and Resources meetings. Those who are expected to attend are the Chairman of the Council, the Deputy Chairman, the Chairman of the D & M Committee, the Chairman of the L & E Committee, and Cllrs Holdom, Coates and Grand.

Cllr Vertigan stated that Councillor's surgeries will start Thursday 20th October 10-12am on the Thursday market. It was felt that by doing this Councillors would be available where people are. The idea of the surgeries is to answer questions and signpost people to other things. It was suggested that two Councillors should be on the stall; one an experienced member of the Council and one newer member. The stall will be located indoors if the weather is wet.

117 FINANCIAL MATTERS

117.1 On the proposition of Cllr Coates, seconded by Cllr Foortse to authorise payment of Accounts and Accounts paid out of Meeting for September and receive Bank Reconciliation Statements for September.

Cllr Dougall observed that there were receipts for Trap Lane hire for June and August but none for July. The Clerk said that this was an administration error and everything was now up to date.

118 REQUEST TO AWARD A GRANT UNDER THE LOCAL GOVERNMENT ACT 1972 SECTION 137

The Clerk stated that she had contacted Norfolk Citizens Advice. They have said that they have assisted 100 Fakenham residents with 250 issues. The issues are becoming increasingly complex. They have also installed an information machine in the Fakenham Medical Practice. Cllr Vertigan proposed a grant of £200 should be awarded, this was seconded by Cllr Coates and agreed unanimously.

119 REPLY FROM NORFOLK ASSOCIATION OF LOCAL COUNCILS REGARDING THE SPLITTING OF THE ROLES OF MAYOR AND CHAIRMAN

The Clerk has contacted the county officer on this matter. The constitution does not permit the splitting of the two roles.

“Under s.14 LGA 1972, the constitution of a Council consists of a Chairman and Councillors. Under s.245 (6)(b), a Town Council can resolve that the Chairman and Vice Chairman ‘shall be entitled to the style of Town Mayor and Deputy Town Mayor’. We understand this might arise from a desire to create a ‘leader’ as well as the Chairman. There is no statutory authority to create a leader, but if a local Council chooses to have one, it should not have the title of Mayor, as this can only be used by the Chairman (as above).”

Cllr Vertigan asked if this should go back to a policy meeting. It was agreed that the Chair and Mayor were very different roles, but if the constitution does not allow a split, then that is the end of the matter.

120 EXTRAORDINARY MEETING TO BE HELD ON 17 OCTOBER 16 AT 7PM TO DISCUSS THE NEIGHBOURHOOD PLAN

Cllr Vertigan said that the purpose of the meeting was to receive a presentation from Anne Barnes on Neighbourhood Planning, as she had helped produce one for Cringleford Parish Council. Mark Ashwell the Planning Policy Manager for NNDC will also speak at the meeting. It was felt this was too big a subject to discuss before a Full Council meeting and needed more time. Cllr Vertigan suggested that Councillors looked at the Neighbourhood Plan produced by Cringleford Parish Council on their website before the meeting. The Clerk will email a link to this to all Councillors before the meeting.

121 TO RECEIVE ANY FURTHER ITEMS FOR THE NEXT AGENDA

Cllr Sandford-Cooke asked for phone boxes to be included.

Cllr Dougall asked for a slide on the Millennium Park to be added

Cllr Thorpe asked for an update on the number of fire appliances available for the town to be added

Cllr Foortse asked for signage around the town to be discussed.

122 TO MOVE THAT THE PUBLIC & PRESS BE EXCLUDED FROM THE MEETING UNDER THE PROVISIONS OF SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION 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.

123 STAFF MATTERS

See confidential minute

123 TO DISCUSS TOWN COUNCIL ACCOMMODATION

See confidential minute.

124 TO MOVE INTO OPEN SESSION

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

There being no further business the meeting closed at 20:25

Confirmed this

day of

2016

CHAIRMAN