

MINUTES of a MEETING of FAKENHAM TOWN COUNCIL
held at Fakenham Connect, Oak Street, Fakenham
on TUESDAY 13 September 2016 at 7.00pm

PRESENT:

Councillor A Vertigan (Town Mayor, Presiding)

Town Cllrs: M Coates, I Grand, N Westmancott, J Holden, T Wilkes, G Acheson, S Mears, J Sandford-Cooke, G Foortse, T Duffy, J Dougall

Town Clerk: L. Jennings

Administration assistant: A Kerrison

Police: PC Wayne Simmons

District Councillor: J. Punchard

Press:

Public: Mr T Gent, Mr J Rocket, Mr C Rocket, Mr M & Mrs E Skipper

The meeting started with a minutes silence for Duke Snowling, a former councillor and Mayor of the town, and Dr Mike Bridges who had both passed away in the last few days.

80 TO ALLOW FAKENHAM POLICE TO GIVE A REPORT

PC Simmons said there was no new information to report. Cllr Dougall said he would like to compliment the police on keeping our crime figures low. PC Simmons reported back on the outcome of the speed monitoring in Norwich Street which took place between 16 and 29 August 16. The results showed that 98.6% of vehicles were not exceeding the speed limit or exceeding it by so small a margin as not to attract prosecution. He suggested that given the narrow footways and vehicles travelling in one direction only, it is possible that there is a perception of speed rather than vehicles being driven excessively over the limit.

81 TO ADJOURN THE MEETING FOR ELECTORS QUESTIONS

81.1 Mr J Rocket said that there was a positive meeting of the Development and Market Committee last night. Councillors spoke positively and passionately about the town centre.

Mr Rocket felt that the council website needed to be better. Cllr Vertigan agreed. He said that this is an ongoing matter. The new Administration Assistant is getting up to speed which will allow the Town Clerk more time to deal with this.

Mr Rocket also brought up the subject of the Travellers who parked on the Millennium Park over the bank holiday weekend. He said that the Town Clerk was there very quickly to see what could be done. He suggested that the Park needs fencing off with a locked gate to stop a recurrence of this in the future. Cllr Vertigan explained that this is to be discussed at the Leisure and Environment meeting next week.

Mr Rocket asked about the proposed reduction of District Councillors. This is being looked at by the Boundary Commission and will take in to account the numbers of electors in each ward. This is likely to include the North ward where more houses are due to be built. Will the number of District councillors be increased when these are built? Cllr Vertigan agreed that this needs to be discussed at a future date.

81.2 Mr Skipper asked if the Council has any plans to improve the business and trading structure of the town, including transport. He felt that pedestrianisation of certain areas of the town would be an improvement. He cited Norwich City as an example of how this could work. He said that Fakenham Town Council does not seem to have any plans for progress or development. Cllr Vertigan stated that there was an agenda item later to discuss a neighbourhood plan. He also noted that pedestrianisation had been refused by the County Council in the past.

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Mr Skipper asked about parking in Norwich Street. He said he understood that it would need a Traffic Order for Kings Lynn Borough Council to send a Traffic Warden out. Cllr Vertigan stated that the Council are due to look at budgets shortly, and what the Council could fund, this matter will be looked at then with the possibility of the council taking this in-house.

81.3 Mr Tony Gent said he thought that the roundabouts in Fakenham were in a dreadful state. They do not give a good impression of Fakenham. He has contacted the Town Clerk about this matter and she has been very helpful, but there has been no response from the Town Councillors. Mr Gent understood that all the roundabouts in Norfolk are looked after by Norfolk County Council. However, Kings Lynn Borough Council looks after Heacham and Hunstanton and they look very attractive. Mr Gent stated that he has contacted Cllr Fitzpatrick regarding this matter but he has not replied. He has also approached 7 local firms to see if they would be willing to look after the roundabouts. Fakenham Garden Centre would be willing to look after the Kings Lynn roundabout if allowed. Pensthorpe and 3 other firms are also interested. Cllr Vertigan said that these are important points. The roundabouts had previously been looked after by the District Council but they had handed back control to the County Council (excluding the one on Smiths Lane). Cllr Acheson said that a working party had been up to look into grass cutting and maintenance of the roundabouts He said knowing who these local firms are would be very useful. Cllr Vertigan asked Mr Gent if he would let the Clerk know who these firms are. Cllr Foortse said this has been debated hugely in meetings and what can be done to enhance Fakenham as a town.

Mrs Skipper asked about the area of rough ground near the mini roundabouts in the Town Centre. Cllr Vertigan pointed out that this is privately owned land, subject to planning application. It would need an enforcement order to force the owner to tidy the land up. The District Council would not be willing to do this until the planning application runs out.

81.4 Cllr Punchard asked the Council what was being done about the excessive signage in the town, especially fly posting on Council land left by the circus who visited recently. It was agreed that the Council groundsman should take them down within the next week.

82.0 To allow 10 minutes for District/County Councillors to address the Meeting

82.1 District Councillor Punchard explained about the changes in boundaries. He said that the proposal was to increase the south ward to balance the numbers of electors. The number of councillors in the North Ward would be reduced from 4 to 3. 1200 houses are due to be built in the North, if needed then a move back to 4 councillors may be looked at but currently the recommendation is to reduce to 3 councillors. He said that this had been put out to consultation but this period had now closed. Cllr Punchard stated that some railings had been damaged in Bridge Street. These are down for repair.

- The call for sites process has generated approximately one thousand suggestions which will be narrowed further following consultation with statutory bodies. The likely recommendation to Council is that Fakenham as a whole will have 2 Cllrs in South Ward and reduce to one in North but this is subject to increase if required at a later date.

There had been a change in law regarding dog fouling when the Council requested new signage. When the law has been passed then the requests will be enacted. Cllr Punchard had nominated Fakenham Area Conservation Partnership (FACT) for an environmental award. He was happy to say that they had won this.

82.2 Report received from District Councillors Reynolds & Claussen-Reynolds. The car sales at the Shell garage had been reported to highways. These have now been removed.

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Finances are on track at North Norfolk District Council (NNDC) with an underspend of £489,072 to date for the current financial year on the revenue account. It is expected to deliver a full year underspend of £140,553.

Cabinet at NNDC have put forward that the District Council does not continue to share its strategic management on a permanent basis with Great Yarmouth Borough Council. This topic will have further discussion at tomorrow's Overview and Scrutiny Committee and at Full Council.

The North Norfolk Sporting Centre of Excellence is a project aimed at young people to progress them through sports development. All schools in North Norfolk have been approached and children have now been invited to the selections trials this month with the official launch in October (3rd). Gresham's School has been selected as a preferred venue for its excellent sports facilities including a 25 metre swimming pool.

82.3 There was nothing to report from Cllrs Rest and Fitzpatrick

83 TO CONSIDER FOR ACCEPTANCE APOLOGIES FOR ABSENCE.

Cllrs R Crook, G Thorpe, R Smith, District Councillors Annie Claussen-Reynolds, Roy Reynolds, John Rest and County Councillor Tom Fitzpatrick.

84 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

85 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 14 JUNE 2016

The Minutes of the Meeting held on 12 July 2016 were, on the proposition of Cllr Coates, seconded by Cllr Sandford-Cooke were AGREED and signed by the Chairman.

86 TO RECEIVE NOTICE OF RESIGNATION OF A COUNCILLOR

Cllr Emma Smith has resigned following a change of circumstances. She wants to offer her thanks for the help and support she has received over the years. Notification from the District Council will be received if electors have requested an election or whether the council may co-opt.

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

87.1 A meeting has taken place to discuss the move of the CCTV from Clerks office to Police station. Electronic pads need to be added to lampposts up to the Police Station in order for this to work. This needs to be done by the County Council as the lamps belong to them. This work will cost £900 and is to be paid by police. Cllr Holdom stated that the Town Council has received electricity bills for the CCTV going back to 2014 – this had not been negotiated at the time of the move to the Clerk's office. The bills had been sent to the District Council who failed to pass them on. Cllr Holdom was looking for clarification as to who would be responsible for the electricity bills in the future.

87.2 Cllr Foortse gave an update to the meeting regarding Cranmer House. She stated that not much had happened over the summer. However, there is a commitment from North Norfolk Clinical Commissioning Group (NNCCG) that they would not be going to act unilaterally. There are 6 nursing beds which could be decommissioned. There are further respite beds (which currently can be paid for privately) Staff had been told that they cannot take any bookings after September, but this has been extended to December. It had been reported that only 50% of the respite beds were being used when there is a known shortage of these types of beds. The District Council are backing Cranmer House who has an agenda item for the Overview and Scrutiny Committee in December. Cllr Foortse has sent a questionnaire to all surgeries that use Cranmer House to ask if they have been consulted. This will be an agenda item at the next Full Council meeting. All CCG's have to set a plan for care in the community to reduce bed

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blocking, but this does not work as well in rural areas and recruitment of staff, such as district nurses, is a problem.

87.3 Cllr Sandford-Cooke asked whether a letter had been sent to the District Councillors Reynolds and Claussen-Reynolds regarding their attendance at the Town Council meetings. The Clerk stated that letters had been sent but that no response has been received. Cllr Vertigan pointed out that they are under no obligation to attend.

88 MAYOR'S ANNOUNCEMENTS

Cllr Vertigan informed the meeting that he had cut the ribbon on the new boardwalk at the Hawke and Owl trust on Sculthorpe Moor.

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

89.1 Cllr Sandford-Cooke reported that Active Fakenham week took place the last week in August. This was very successful and she held some marketing workshops. The Fakenham Fair was held in the town centre on the bank holiday weekend organised by Kickstart Fakenham. This was mainly 4 people and involved lots of work with not enough support from other organisations and residents. Events such as this and the Christmas lights switch on are at risk if more people do not come forward to help.

89.2 Cllr Westmancott said that the Fakenham Charities had given bursaries to students to help with books etc.

89.3 Cllr Holdom said that the Christmas lights will be going up as usual.

Cllr Holdom and the Clerk had attended an employment seminar in Diss, organised by Norfolk ALC. This was very useful. There is a hand book available if anyone would like to look at it.

89.4 Cllr Mears attended a SNAP meeting as the Town Council representative.

90 DECISION LOG & CLERKS REPORT

The decision log had not been sent to councillors before the meeting. It was agreed that this needs to be made available for all committee meetings.

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

There is a Hazardous waste amnesty at County rubbish tips this weekend. You can take full paint tins, fertilizer etc.

92 TO RECEIVE AND ADOPT THE MINUTES OF THE DEVELOPMENT & MARKET COMMITTEE HELD ON 25 JULY, 8 AUGUST, 22 AUGUST and 12 SEPTEMBER 2016

92.1 The minutes of the Meeting held on 25 July 2016 were moved for reception and adoption by Cllr Duffy, seconded by Cllr Acheson and agreed unanimously.

92.2 The minutes of the Meeting held on 8 August 2016 were moved for reception and adoption by Cllr Duffy, seconded by Cllr Sandford-Cooke and agreed unanimously.

92.3 The minutes of the Meeting held on 22 August 2016 were moved for reception and adoption by Cllr Sandford-Cooke, seconded by Cllr Acheson and agreed unanimously.

92.4 The minutes of the Meeting held on 12 September 2016 were moved for reception and adoption by Cllr Duffy, seconded by Cllr Vertigan and agreed unanimously.

93 TO RECEIVE AND ADOPT THE MINUTES OF THE LEISURE & ENVIRONMENT COMMITTEE HELD ON 26 JULY and 16 AUGUST 2016

93.1 The minutes of the Meeting held on 26 July 2016 were moved for reception and adoption by Cllr Holdom, seconded by Cllr Coates and agreed unanimously.

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93.2 The minutes of the Meeting held on 16 August 2016 were moved for reception and adoption by Cllr Wilkes, seconded by Cllr Coates and agreed unanimously.

item 60 – Cllr Holdom stated that the hire cost of a hedge cutter was under £300 for the year. This will be debated at next meeting

The Clerk informed the meeting regarding the ongoing matter of a public right of way through the railway cutting. The Highways department have been in touch to say that they can't do anything as this area is not registered as a public right of way. We would need people to write in to say they have used right of way for x amount of years to show that this has been used as a public right of way. The Chair of L&E committee will liaise with the Clerk regarding a news item to be placed in the the press on this. We will design a proforma for the public to fill in.

94 FINANCIAL MATTERS

94.1 On the proposition of Cllr Vertigan, seconded by Cllr Sandford-Cooke to authorise payment of Accounts and Accounts paid out of Meeting for July and August and receive Bank Reconciliation Statements for July and August.

The RFO stated that costs of the church wall rebuilding need to be kept to Budget. £12,500 have been allocated for this project. We need to have plan for how the budget should be spent. We have written to church wardens and they have sent this to the church faculty and they are still waiting for a decision. This will be discussed at next L&E meeting.

92.2 The inspection of the Council's accounts for 2015/2016 were completed and signed off by Mazars, the External Auditor on 18 August 2016. The Notice of Conclusion of the Audit and right to inspect the Annual Return was displayed on the Council's Notice Board on 24 August 2016 for 14 days as required by law. (Copy Annual Return attached). There were no comments made on the report.

92.3 To approve Barclays Bank Simple Servicing authority for Ann Kerrison and to approve Ann Kerrison as an additional bank account signatory for the setup of online payments.

On the proposal of Cllr Coates and seconded by Cllr Vertigan this was agreed unanimously.

92.4 To approve Ann Kerrison attending a New Clerks course on 18th & 25th October with Norfolk ALC at a cost of £55.

On the proposal of Cllr Vertigan and seconded by Cllr Foortse this was agreed unanimously.

92.5 To approve staff and/or councillors attendance at NALC Autumn Conference 10 November 2016 in Hunstanton at a cost £25 per person.

On the proposal of Cllr Vertigan and seconded by Cllr Sandford-Cooke it was agreed to book two places. It was noted that the Clerk was on annual leave at this time.

92.6 To receive and approve final costs of RBS Accounting and training package Cllr Holdom said that the cost of package had already been agreed. It would be installed remotely with 2 days site setup and staff training. This will cost £1185 +45p per mile travel costs. There will be ongoing costs for the user licence and subsequent training for end of year up to £350. This makes a total cost around £1800. The software can be installed in November. On the proposal of Cllr Vertigan and seconded by Cllr Coates it was agreed unanimously.

93 REQUEST TO AWARD A GRANT UNDER THE LOAL GOVERNMENT ACT 1972 SECTION 137

A request has been made by Norfolk Citizens Advice service for a grant for help costs of moving to a new office. It was noted that the service had been given £1500 from Market Tolls 2 years ago. The current appeal has come from the Norwich based service. It was agreed to find out more information, such as what percentage of people helped by the

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service are Fakenham residents. This matter will be put on the agenda for further discussion at the next full council meeting.

94 TO DISCUSS THE PRODUCTION OF A NEIGHBOURHOOD PLAN

Cllr Vertigan informed the meeting that we have to let NNDC if we intend to work on a Neighbourhood Plan, otherwise they will do it for us. We do not have to do the work yet. It would be a lot of work for every member of the council. It would give council more control over the town development. Professional support would be needed to complete this, and we would need to know whether there would be access to funding. It was agreed that Mark Ashwell should be asked to come and talk to Councillors. The Clerk will check availability over the next month and arrange a meeting with this as the sole agenda item. Anne Barnes is also to be invited to the meeting, as she has experience of helping to compile a neighbourhood plan.

95 TO DISCUSS THE ADOPTION OF A TELEPHONE BOX SITUATED IN FAKENHAM MARKET PLACE FOR COMMUNITY USE

Cllr Sandford-Cooke informed the meeting that there are currently two red phone boxes near redevelopment of Aldiss site. BT is willing to give up one of the 2 boxes to the Council. This could be used for many things e.g. to house a defibrillator for use in the town, art, exchange of books library etc. It was agreed that a working group would need to be set up to look in to the viability of this venture. We could ask the public what they think would be the best use of the box. Cllr Sandford-Cooke said that once the project had been set up then it could be handed over to a public group to run.

These telephone boxes are listed and cannot be moved. The Clerk stated that a licence would need to be obtained from Highways at Norfolk County Council in order to use the box.

Cllr Vertigan felt that the Town Council resources could be better used. Cllr Foortse felt this would brighten up that area of the town and revitalise it.

On the proposal of Cllr Vertigan and seconded by Cllr Acheson, it was agreed that Cllr Sandford-Cooke should form a working party to explore the possibility of this project and report back to a full council meeting.

96 TO RECEIVE ANY FURTHER ITEMS FOR THE NEXT AGENDA

No items were received.

97 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.

98 TO DISCUSS TOWN COUNCIL ACCOMMODATION

See confidential minute.

99 STAFF MATTERS

The Clerk and Ann Kerrison left the meeting at this point.

A discussion was held regarding the pension provision for Mrs Kerrison. On the proposition of Cllr Mears, seconded by Cllr Coates that delegated authority is given to the Chairman and RFO.

100 TO MOVE INTO OPEN SESSION

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

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There being no further business the meeting closed at 21:15

Confirmed this day of 2016

CHAIRMAN