

**MINUTES of a MEETING of FAKENHAM TOWN COUNCIL**  
**held at Fakenham Connect, Oak Street, Fakenham**  
**on TUESDAY 13 June 2017 at 7.00pm**

**PRESENT:**

Councillor (G Acheson, Town Mayor, Presiding)

Town Cllrs: M Coates, R Crook, R Smith, A Vertigan, A Edwards, J Sandford-Cooke, J Holdom, G Foortse, T Duffy and G Thorpe.

Town Clerk: L Jennings

Admin Assistant: A Kerrison

District Councillors: A Claussen-Reynolds, R Reynolds and J Rest

Police: None

Press: J Harding (Lynn News)

Public: 2 members of the public

**32     TO ALLOW FAKENHAM POLICE TO GIVE A REPORT**

There were no Police in attendance and no report sent. Their latest news letter is available to see in the Council office.

**33     TO ADJOURN THE MEETING FOR ELECTORS QUESTIONS**

It was pointed out that the piece of land belonging to Tesco, near the oak tree sculpture, is overgrown. **The Clerk will write to Tesco and ask them to tidy this up.**

The illegal parking in the centre of the town is still a problem, as is the number of people driving whilst using their mobile phones and children riding in cars without using a booster seat. The law requires anyone under the age of 12 years/4ft 8inch tall to use one of these seats. **The Clerk will write to the police voicing the Councils concerns.**

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

**Cllr Rest** reported that BT holds the lease on the exchange building in Queens Road until 2035. It will continue to be a telephone exchange. BT's local agent is to come and inspect the building regarding upkeep and usage. The post office owns the other part of the building on the corner of Queens Road/Holt Road. They will update this by painting doors etc.

Following a risk assessment, an inspection of soil will take place at Driftlands as the estate is built on what was once a timber treatment mill. This will involve taking a few soil samples.

A member of the public has contacted Cllr Rest regarding an article about Cranmer House in the Fakenham Sun written by one of the Councillors. The member of the public felt that the article was factually incorrect. Clinical staffs at Cranmer House have all been told that the facility is closing and they will be losing their jobs. Cllr Foortse stated that Cranmer House is not closing, but the services are changing. In her capacity as chair of the friends of Cranmer House, she is aware that the services on the ground floor, currently under the control of Norfolk Community Health and Care (NCH&C) and North Norfolk Clinical Commissioning Group (NNCCG) are changing. This service will be coming under West Norfolk CCG, and they will not be

employing nursing staff. The AGM of the Friends of Cranmer House is coming up.

**Cllr Footse will forward details to Cllr Rest.**

**Cllr Reynolds** said that the soil sampling to take place on Driftlands is a similar procedure to that which took place on Whitelands a while ago.

He has asked about the sewage system with regard to the Northern Development and has been told by Anglian Water that they have capacity for 2,000 new homes. With regards to Highfield Road Car park, there is nothing further to report.

Cllr Holdom read out an email from a member of the public regarding the lack of swimming facilities in the Fakenham area and the fact that a new pool is to be built in Sheringham. He felt that tax payers were taking second place to tourists. Cllr Reynolds replied that he was keen to get a swimming pool in Fakenham and has been backing this for some time. He will contact Cllr Fitzpatrick on behalf of FTC about this matter. **Cllr Reynolds will endeavour to get a written update on this in time for the next full council meeting, and also a copy of the survey that was done regarding the provision of swimming pools in North Norfolk.**

Cllr Holdom asked Cllr Claussen-Reynolds if there any plans to reduce the frequency of domestic rubbish bin collection, and will there be more capacity on garden bins.

**Cllr Claussen-Reynolds will investigate this and report back.**

Cllr rest was asked if he had any further information regarding the possibility of Bridge Street car park being made short-stay to encourage shoppers to park there, and also whether the 30 minute free parking bays can be moved to a safer, more accessible part of the car park. Cllr Rest said that this will be looked at again once the building on the Queens Road car park has been completed, and the spaces currently being used by builders become available.

Cllr Rest was also asked about the signage around the town that has become overgrown. He has reported this to highways. **The Clerk is also to report these to highways.** It was noted that if branches are overhanging footpaths/roads from a private property, this also needs to be reported to highways who will ensure that the owners rectify the problem.

## AGENDA

### **35 TO CONSIDER FOR ACCEPTANCE APOLOGIES FOR ABSENCE.**

On the proposition of Cllr Acheson, seconded by Cllr Vertigan, apologies were accepted from Cllr S Mears, N Westmancott, C Rockett, J Punchard and T Fitzpatrick.

### **36 DECLARATIONS OF INTEREST**

There was no declaration of interest.

### **37 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 11 APRIL 2017**

**37.1**The minutes of the meeting held on 9 May 2017 were on the proposition of Cllr Coates seconded by Cllr Sandford-Cooke, AGREED and signed by the Chairman.

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

There were no updates on actions taken.

### **39 TO RECEIVE THE RESIGNATION OF A COUNCILLOR**

The meeting was informed that Cllr Ian Grand had resigned from the Council. **It was agreed to send him a card from Councillors which would need to be signed before the end of the week.**

40 **TO FILL A TOWN COUNCIL VACANCY BY CO-OPTION AND TO SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE AND REGISTER OF MEMBERS INTERESTS**

Councillors were informed that one application had been received from Claire Brown, and unfortunately she was unable to attend the meeting. On the proposition of Cllr Acheson, seconded by Cllr Crook that Claire Brown should be co-opted on to the council there were 7 votes for, 2 votes against and 2 abstentions. Cllr Coates put forward a counter proposal; seconded by Cllr Smith that co-option should be delayed until the candidate could attend a meeting so that Councillors may ask questions of her. This proposal had 3 votes for, 7 against and 1 abstention. Therefore it was carried that Claire Brown should be appointed to the council.

**A Councillor raised the point that he thought these votes were supposed to be held in secret ballot. It was agreed that this should be clearly laid out in Standing Orders and will be an agenda item for the next P&R meeting.**

Cllr Rest left the meeting.

41 **TO APPOINT THREE MEMBERS OF THE COUNCIL TO SERVE WITH THE CHAIRMAN AND DEPUTY CHAIRMAN OF THE COUNCIL, THE CHAIRMAN OF THE DEVELOPMENT AND MARKET COMMITTEE AND THE DEPUTY CHAIRMAN OF THE LEISURE COMMITTEE ON THE POLICY AND RESOURCES COMMITTEE UNTIL THE NEXT ANNUAL MEETING**

A Councillor pointed out that the Deputy Chair of leisure should only attend these meetings if the chair of the committee is unavailable. **It was agreed that this matter needs to be clarified and will be added to the next P&R meeting.**

Cllr Holdom volunteered and was seconded by Cllr Acheson

Cllr Coates volunteered and was seconded by Cllr Acheson

Cllr Edwards volunteered and was seconded by Cllr Coates

42 **TO APPOINT TWO MEMBERS OF THE COUNCIL WITH RELEVANT EXPERIENCE TO SERVE WITH THE CHAIRMAN, DEPUTY CHAIRMAN AND IMMEDIATE PAST CHAIRMAN ON THE HUMAN RESOURCES COMMITTEE UNTIL THE NEXT ANNUAL MEETING**

The HR committee will need to oversee the appointment of a new RFO over the next few weeks.

Cllr Acheson proposed Cllr Holdom, seconded by Cllr Vertigan

Cllr Sandford-Cooke volunteered and was seconded by Cllr Holdom

43 **TO RECEIVE AN UPDATE ON HIGHFIELD ROAD CAR PARK**

The results of the original questionnaire were given. There were 265 responses.

**The Clerk requested that these results are sent to the office.** Of the completed responses, half were by Fakenham residents and half by non-residents. 60 people would not come to Fakenham if the car park was lost and 134 would park elsewhere, 71 did not comment. **It was agreed that a copy of these figures should be sent to the District Councillors.** Cllr Foortse showed the Council an updated questionnaire to be used on Highfield car park. The survey will be placed on the windscreens of cars parked on Highfield Road car park, and will have the Council logo on the front to hopefully avoid them being thrown away. Cllr Crook said that a more in depth survey could be done independent of the town council, but could not happen for a month. The results of this could be considered in conjunction with the Fakenham Town Council survey.

Cllrs Reynolds and Claussen-Reynolds left the meeting.

#### 44 MAYOR'S ANNOUNCEMENTS

- Cllr Acheson had attended 2 funerals on behalf of the council; Dr John Nichols and Maureen Smith.
- He attended the fashion show which raised approximately £1300 for the friends of Cranmer House. This was very successful and cost neutral to the businesses taking part.
- Observed a minutes silence in the Market Place for the victims of the Manchester terror attack

Cllr Acheson asked that the Clerk find a new date for the next P&R meeting in September as he is on holiday. He noted that Cllr Foortse will attend the Armed Forces day parade on behalf of the Council, in his absence. This is on 21 June 2017 at 7pm. Councillors should meet in the Market Square at 7pm. It was brought to the Councils attention that the Scouts would like to take over looking after the War Graves, which we currently do. **This is to be an agenda item at the next L&E meeting.**

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

Cllr Holdom attended the NALC Spring Conference. Speakers included the CEO of the National Association who spoke about services, legal topic notes, government lobbying, activity on planning, public sector contracts, devolution etc., Affinity Ltd a syndicated purchasing service and IT workshops on web technology including basic website formats designed for Clerks by Clerks. **Details are to be given to the Clerk to investigate.** There was also a presentation about Leader European funds available through Local Enterprise Partnerships £1.6m to be spend by April 2019. Fakenham is in the Wensum & Coast LEP – matched funding available for bids in Rural tourism, rural services, cultural and heritage activities. Qualifying criteria is based on job creation and employment improvements. **The Clerk will contact the Hawk and Owl trust to see if this is something they may benefit from.**

Fakenham in bloom display was set out on Sunday.

Cllr Crook has attended Active Fakenham meetings. The Get Active week is to be held 19-27 August in the town.

Cllr Foortse attended a Fakenham Choral Society concert in Cley Church.

#### 46 DECISION LOG & CLERKS REPORT

- Full Council meeting 81.1 – to update the website – this is now urgent
- Full Council meeting 116 – Councillors surgeries – It was agreed to have a stall on the market every Thursday during August and then assess how useful this is. It was agreed that Cllr Crook will include this information leaflets to go out. **This is to be on the Full Council agenda in July to organise a rota.**
- D&M meeting 165.1 – Parking for visiting coaches – The possibility of this being provided at the Gallows sports centre was discussed. **This is to be on a D&M meeting agenda in July.**
- L&E meeting 169 – Fishing Platforms – **This is to be removed from the Decision Log**
- Full council 236 – Tablets – The Clerk has spoken to Sure Computers and is waiting for them to give a price for buying them back. **The Clerk is to chase this up.**
- Full Council 236 – restoration of George Edwards memorial – we have not heard back from Mr McCluskey – **Councillors will do this themselves.** Remove from the decision log.

- L&E 185 – income & expenditure for cemeteries – **details of the action taken need to be added to the log.**
- Full council 262 – Industrial Estate walkway – This is owned by Aldiss. **Remove from the log.**
- D&M meeting 6 – Fakenham Medical Practice capacity – 2 replies have been received from the practice.
- D&M meeting 7 – contact other councils who have had large developments in the parish – 2 replies received so far.
- D&M 8 – new questionnaire for Highfield Road car ark – In progress
- L&E 2 – Letter of support for Hawk and Owl trust lottery funding – **Clerk & Cllr Foortse to do.**
- L&E 7 – Railway cutting PROW – Cllr Sandford-Cooke has noticed houses for sale on this on a website. **She will send details to all councillors.**
- L&E 12 – Defibrillator outside the police station – **Cllr Sandford-Cooke to do an article on this for the Fakenham Sun.**
- L&E 13 – Inspection of Trap Lane Pavilion – Cllrs Holdom & Foortse have carried out the inspection. **A report is to be made available at the next L&E meeting.**

It was agreed that when the decision log is saved it will be labelled with the date for easy identification.

Jim Harding left the meeting

Councillors asked when the fence will be erected around Millennium Park. It was noted that this was chased on 24 May, and at that time it was going to be 3-4 weeks before installation. **The Clerk will chase this.**

**47 TO RECEIVE AND COMMENT UPON ANY ITEMS FOR INFORMATION AND ACTION**

The road closure of the Upper Market is to continue until 31 May 2018. It was noted that Aldiss's said that they would pay for this closure to be permanent. **This is to be an agenda item for a future D&M meeting.**

The Council has received a letter of condolence from the Mayor of Olivet regarding the Manchester terror attack. **Cllr Acheson is to reply on behalf of the council.**

**48 TO RECEIVE AND ADOPT THE MINUTES OF THE DEVELOPMENT & MARKET COMMITTEE HELD ON 22 MAY & 5 JUNE 2017**

**48.1** The minutes of the Meeting held on 22 May 2017 were moved for reception and adoption by Cllr Duffy, seconded by Cllr Acheson and agreed unanimously.

**48.2** The minutes of the Meeting held on 5 June 2017 were moved for reception and adoption by Cllr Duffy, seconded by Cllr Sandford-Cooke and agreed unanimously.

Cllr Acheson said that Minute No 17 which referred to the Northern Development stated that *Cllr Reynolds said that Norwich Long Lane would be upgraded.* Cllr Reynolds has said that he stated that he would ask for Norwich Long Lane to be upgraded.

**49 TO RECEIVE AND ADOPT THE MINUTES OF THE LEISURE AND ENVIRONMENT COMMITTEE HELD ON 23 MAY 2017**

**49.1** The minutes of the meeting held on 23 May 2017 were on the proposition of Cllr Vertigan and seconded by Cllr Coates, AGREED and signed by the Chairman.

**50**     **FINANCIAL MATTERS**

**50.1 To authorise payment of the Accounts and Accounts paid out of Meeting for May 2017 and receive Bank Reconciliation Statements for May 2017**

Cllr Coates proposed, seconded by Cllr Vertigan RESOLVED the payment of the Accounts and Accounts paid out of Meeting for May 2017 and the Reconciliation Statements for May 2017 were approved.

**50.2 To receive and approve the Financial Statements for the year ended 31 March 2017**

Cllr Acheson proposed, seconded by Cllr Coates RESOLVED the financial statements for the year ended 31 March 2017 were approved.

**50.3 To receive the Annual Governance Statement 2016-17 – section 1 of Annual Return, year ending 31 March 2017.**

Cllr Acheson proposed, seconded by Cllr Coates RESOLVED the Annual Governance Statement 2016-17 – section 1 of Annual Return, year ending 31 March 2017 was received and accepted by the Council.

**50.4 To receive the Accounting Statement 2016-17 – section 2 of Annual Return, year ending 31 March 2017**

Cllr Acheson proposed, seconded by Cllr Coates RESOLVED the Annual Governance Statement 2016-17 – section 2 of Annual Return, year ending 31 March 2017 was received and accepted by the Council.

**50.5 To receive the final Internal Audit Report for the financial year 2016-17 and to report on any items raised by the Audit Report**

Cllr Acheson proposed, seconded by Cllr Coates RESOLVED the final internal audit report for the financial year 2016-17 was received and accepted by the council.

**It was agreed that the Report should be an agenda item to be discussed at the next P&R meeting.**

**50.6 To agree Internal Audit Services for two, one-day audit inspections during 2017-18 at an approximate cost of £1100 per annum.**

Cllr Acheson proposed, seconded by Cllr Vertigan AGREED Internal Audit Services for two, one-day audit inspections during 2017-18 at an approximate cost of £1100 per annum.

**50.7 to consider and approve either:**

**i) Ann Kerrison an additional user of Council Barclay Business Credit Card, or**

**ii) Ann Kerrison as an additional Barclay Business Credit Card Holder**

The card is to be used in the absence of the clerk. Cllr Acheson proposed, seconded by Cllr Coates AGREED that Ann Kerrison should be added as an additional user/card holder of the Council Barclay Credit Card

**50.8 To authorise approval for Ann Kerrison to en-cash Petty Cash Cheques**

Cllr Vertigan proposed, seconded by Cllr Coates and AGREED that Ann Kerrison should be authorised to en-cash petty cash cheques.

### **50.9 RFOs report**

The RFO had nothing further to add.

Cllr Coates thanked the RFO for all her hard work over the last year.

### **51 TO RECEIVE AND ADOPT THE DEFERRED PENSION POLICY FOR FAKENHAM TOWN COUNCIL**

Cllr Acheson proposed, seconded by Cllr Vertigan, AGREED that subject to the last paragraph being amended to read; "Fakenham Town Council will provide a Pension Scheme for all eligible employees", the Policy should be signed off.

### **52 TO AWARD A GRANT UNDER THE LOCAL GOVERNMENT ACT 1972, SECTION 137**

of Under the provision of Section 137 of the local government act 1972 following expenditure should be incurred which, in the opinion of the Council is in the interest of the area of its inhabitants and will benefit them in a manner commensurate with the expenditure

#### **52.1 Norfolk Family Mediation**

Cllr Coates proposed, seconded by Cllr Acheson, it was AGREED to give a grant of £200. **It was also agreed that a covering letter should be sent asking how many Fakenham residents are helped by the service.**

**52.2 Annual Inspection cost for Defibrillator situated at the Fakenham Police Station**  
Cllr Acheson proposed, seconded by Cllr Coates, it was AGREED to accept the annual inspection costs.

The RFO stated that the Auditor pointed out that S137 should only be used when there are no other powers that can be used to make a donation. This will be taken in to account in the future. She also suggested that applying to be a Council of General Competence should be considered for the future. **This is to be an agenda item for the next P&R meeting.**

### **53 LOCAL GOVERNMENT ACT 1972, s144 (Tourism) DONATION**

Under the provision of section 144 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 of its inhabitants and will benefit them in a manner commensurate with the expenditure:

#### **53.1 Re-imbusement costs for envelopes used at the recent Fashion Show**

Cllr Acheson proposed, seconded by Cllr Sandford-Cooke and AGREED that an award should not be made, as Cllr Foortse said this was not needed.

### **54 TO RECEIVE ANY FURTHER ITEMS FOR THE NEXT AGENDA**

Cllr Vertigan – To use s144 grant to sponsor Active Fakenham in some way

Cllr Edwards – Big Issue sellers – Are they legitimate sellers – **It was agreed that the Clerk will contact their office in Norwich and investigate.**

Cllr Duffy – The Council has in the past asked to see the Gleeds report carried out on behalf of North Norfolk District Council looking at the viability of development sites. This has still not been forthcoming. **It was agreed to write to Steve Blatch, corporate director and head of paid services at North Norfolk District council, to again ask for a copy of the report.**

Cllr Smith – The letter received from Aylsham council outlining their experiences of a large new development in the town suggests employing the help of a planning consultant. **This is to be an item on a D&M agenda.**

**55 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 Acheson 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.

**56 TO CONFIRM THE CONFIDENTIAL MINUTES OF THE MEETINGS HELD ON 9 May 2017**

**56.1**The minutes of the meeting held on 9 May 2017 were on the proposition of Cllr Acheson and seconded by Cllr Coates, AGREED and signed by the Chairman.

**57 TO DISCUSS TOWN COUNCIL ACCOMMODATION**

See Confidential minute

**58 TO DISCUSS A REPORT FROM THE GRASS CUTTING WORKING PARTY**

See Confidential minute

**59 TO DISCUSS THE SALE OF LAND AT HALL STAITHE**

See Confidential minute

**60 TO DISCUSS STAFF MATTERS**

See Confidential Minute

**61 TO MOVE INTO OPEN SESSION**

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

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

Confirmed this

day of

2017

**CHAIRMAN**