

MINUTES of a MEETING of FAKENHAM TOWN COUNCIL
held at Fakenham Connect, Oak Street, Fakenham
on TUESDAY 9 May 2017 at 7.00pm

PRESENT:

Councillor (A Vertigan, Town Mayor, Retiring)

Town Cllrs: J Holden, N Westmancott, M Coates, A Edwards, J Sandford-Cooke, R Smith,
R Crook, T Duffy, C Rockett, G Thorpe, G Acheson, G Foortse

Town Clerk: L Jennings

Admin Assistant: A Kerrison

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

Police: PC R Dawson

Press: J Harding (Lynn News)

Public: 1 member of the public

1 TO ALLOW FAKENHAM POLICE TO GIVE A REPORT

PC Dawson outlined the crime figures for April. He informed the meeting that there was a rough sleeper in the town, who is sleeping behind the canoe club hut by Aldiss Park. There is also some drug related antisocial behaviour on Millennium Park which the police are investigating.

PC Dawson Left the meeting.

2 TO ADJOURN THE MEETING FOR ELECTORS QUESTIONS

There were no questions from the public.

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

Cllr Vertigan passed on the Councils congratulations to Cllr Fitzpatrick in his absence, regarding his re-election to County Council.

Cllr Claussen-Reynolds said that NNDC cabinet had agreed to continue the Big Society fund scheme at the current level of £225K for the coming year. This is financed from a percentage of second homes council tax from Norfolk County Council. It is open to bids from all town and parish councils. In the last year 53 organisations submitted grants applications totalling £492,632.99. 8 were incomplete, withdrawn or received alternative funding, 5 were not awarded, 3 were deferred awaiting further information and 37 were approved. The total amount awarded was £273,817.65, which was the total budget plus £48K from reserves accrued from previous years when part of the budget was not used. The Big Society Fund reserves currently stand at £64,814.

The Licencing and Appeals committee is due to be held on Monday, which will report on the workload for 2016. There are currently 266 taxi licences issued by NNDC and 1600 for the sale of alcohol.

Cllr Reynolds said that 50,000 additional dwellings are needed across North Norfolk. Planning application for houses to the North of the town had been received by the planning department at NNDC. Cllr Reynolds had attended with Cllr Fitzpatrick the

Sculthorpe planning appeal enquiry as this could affect Fakenham if it were to go ahead.

Cllr Rest said he had investigated the use of the Royal Mail building on behalf of the Town Council. The sorting office and the adjacent car park are owned and used by Royal Mail. There are no plans to vacate this as it is one of the main sorting offices in the area. The rest of the building is owned by BT. BT's estate manager is going to investigate the state of the building and its current use and report back to Cllr Rest.

Cllr Punchard said that NNDC had carried out a retail study of the local towns. It was recognised that better known retailers require larger units which Fakenham does not have. He stated that each type of outlet should not exceed 30 % of the primary retail frontage. Cllr Punchard also stated that Fakenham had put forward sites equating to 2/3 of the requirement of the whole district, although they will not all be used. There is to be a review of the conservation areas in the locality.

Cllr Foortse joined the meeting.

Cllr Holdom asked about the number of take away food outlets in Fakenham. Cllr Punchard said that this currently stands at 31% of the primary retail frontage, and is below the national average.

Cllr Crook asked Cllr Punchard if he had had a response from the Fakenham Medical Practice regarding the impact on the NHS of the proposed new developments in the town. Cllr Punchard replied that he is still awaiting a response from their Chief Exec, John Fraser. Cllr Crook felt that the impact on social care should also be assessed.

AGENDA

4 ELECTION OF TOWN MAYOR

Cllr Vertigan proposed, seconded by Cllr Duffy that Cllr Acheson is elected as Mayor. On a show of hands this was agreed unanimously. RESOLVED that Cllr Acheson is duly elected Mayor to serve until the next Annual Meeting.

Cllr Acheson gave a vote of thanks to Cllr Vertigan for all his hard work as Mayor during the past year.

5 DECLARATION OF ACCEPTANCE OF OFFICE

The Town Mayor, Cllr Acheson, signed the Declaration of Office as required by law.

6 TO CONSIDER FOR ACCEPTANCE APOLOGIES FOR ABSENCE.

Apologies were accepted from Cllr Mears.

7 DECLARATIONS OF INTEREST

There were no declarations of interest.

8 ELECTION OF DEPUTY MAYOR

Cllr Acheson proposed, seconded by Cllr Holdom that Cllr Foortse is elected as Deputy Mayor. On a show of hands there were 11 votes in favour and 1 vote against. RESOLVED that Cllr Foortse is duly elected Deputy Mayor to serve until the next Annual Meeting.

9 **DECLARATION OF ACCEPTANCE OF OFFICE**

The Deputy Mayor, Cllr Foortse signed the Declaration of Acceptance of Office as required by law.

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

10.1 The minutes of the meeting held on 11 April 2017 were on the proposition of Cllr Acheson. and seconded by Cllr Coates, AGREED and signed by the Chairman.

11 **TO CONFIRM THE MINUTES OF THE ANNUAL ASSEMBLY HELD ON 25 APRIL 2017**

11.1 The Minutes of the Annual Assembly held on 25 April 2017 were on the proposition of Cllr Vertigan, seconded by Cllr Coates AGREED.

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

There were no actions taken since the last council meeting which are not included on the agenda.

13 **COUNCIL COMMITTEES FOR 2017/18**

Representatives were appointed as follows:

Development & Market: Cllrs Duffy, Smith, Rockett, Sandford-Cooke, Edwards and Thorpe and the Mayor and Deputy Mayor.

Leisure & Environment: Cllrs Vertigan, Westmancott, Coates, Holdom and Crook, the Mayor and Deputy Mayor.

Allotments Sub-Committee: Cllrs Coates and Thorpe

Fakenham Town Band: Cllrs Coates and Rockett.

Health & Safety Risk Assessment Working Party: Cllrs Thorpe, Sandford-Cooke and the Clerk.

Fire Marshalls: Cllr Acheson and the Clerk should continue in this role. The Clerk noted that a microwave oven had caught fire in the building recently, which highlighted the need for more formal training, a proper fire policy and fire drills to be organised for the whole building. This is being addressed. It was agreed that all Councillors are to be informed of any future incidents.

Cllr to assist the Clerk with the management of Estate land: Cllr Coates.

14 **REPRESENTATIVES TO OUTSIDE BODIES**

a) **Fakenham Community Campus:** Cllr Holdom

b) **Fakenham Olivet Twinning Club:** Cllr Acheson

c) **Fakenham Museum of Gas & Local History:** Cllr Westmancott

d) **Fakenham Police SNAPs:** Cllr S. Mears was nominated and is to be asked if he will do this, as he is already Chairman of SNAPs.

e) **Fakenham Area Partnership:** Cllr Holdom

f) **Fakenham Charities:** Cllrs Vertigan, Westmancott and Foortse

g) **FABCOM:** Cllr Sandford – Cooke

h) **Kick Start:** Cllr Vertigan

i) **Active Fakenham Steering Group:** Cllr R. Smith

j) **War Memorial Updating Panel:** representatives would be elected when required.

15 TO RECEIVE AN UPDATE ON HIGHFIELD ROAD CAR PARK

Cllr Foortse said that the questionnaire for the public is now ready. She asked for volunteers to help hand them out on Market days for the next 3 weeks. It was agreed that Cllr Foortse would organise a rota of volunteers. The question was asked as to what the questionnaire was aiming to achieve. It was agreed that it was to ascertain who was using the car park and for what reason. The results would enable the council to gauge the feeling of the town and to be able to use this information when engaging with NNDC.

It was noted that there has been no further consultation with NNDC on this subject. Steve Blatch, Corporate Director and Head of Paid Services at NNDC, has not replied to letters inviting him to join the working party. At the Town Assembly Cllr Fitzpatrick said that he had spoken to Steve Blatch, and that there will be a working party with FTC and NNDC. It was agreed that we need to find out when this is going to take place. It was agreed that the results of the questionnaire need to be considered by the council before sharing with NNDC. The impact on the coach companies since they have not been able to park on the Highfield Road site also needs to be assessed. Cllr Rockett has collated lots of information on this. **This matter is to be an agenda item for the D&M meeting on 22 May 17. All councillors are invited to attend this meeting.**

Cllr Rockett left the meeting.

16 MAYOR'S ANNOUNCEMENTS

There were no announcements.

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

There were no reports.

18 DECISION LOG & CLERKS REPORT

Cllr Holdom drew attention to item L&E 185. She had been asked to provide income and expenditure information for the cemeteries. She explained that expenditure was more than income when taking in to consideration grass cutting, groundsman's wages etc. It was agreed that this is a service to the community and that to increase the cost of burials would mean less of them taking place.

Cllr Foortse said that 80 tickets had been sold for the fashion show. Businesses taking part are dress shops, shoe shops, the bridal shop, furniture and interiors shop, spectacles shop. All guests will be given a town guide and map plus information about the businesses including hairdressers and beauty salons who will not be attending the show. Cranmer House will also have a stall and the Racecourse will be promoting their venue. Cllr Foortse asked about re-imburement of costs for envelopes etc for sending out invitations for the show. **It was agreed that this should be an agenda item for the next full council meeting regarding a section 144 Tourism activity donation.**

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

The Clerk read out a letter from Rosemary Reardon, daughter of former Fakenham Councillor Dennis Beare. The letter stated that she, and 12 of her close family, had travelled to Fakenham from Hertfordshire to see the memorial bench in St Peters garden. She also sent a picture of Dennis Beare's grave in Hertfordshire.

Jim Harding left the meeting.

20 TO RECEIVE AND ADOPT THE MINUTES OF THE DEVELOPMENT & MARKET COMMITTEE HELD ON 24 APRIL & 8 MAY 2017

20.1 The minutes of the Meeting held on 24 April 2017 were moved for reception and adoption by Cllr Duffy, seconded by Cllr Sandford-Cooke and agreed unanimously.

20.2 The minutes of the Meeting held on 8 May 2017 were moved for reception and adoption by Cllr Duffy, seconded by Cllr Vertigan and agreed unanimously.

21 TO RECEIVE AND ADOPT THE MINUTES OF THE POLICY AND RESOURCES COMMITTEE HELD ON 4 MAY 2017

21.1 The minutes of the meeting held on 4 May 2017 were on the proposition of Cllr Acheson and seconded by Cllr Coates, AGREED and signed by the Chairman.

22 FINANCIAL MATTERS

22.1 To authorise payment of the Accounts and Accounts paid out of Meeting for April 2017 and receive Bank Reconciliation Statements for April 2017

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

22.1 RFO's report

The RFO stated that the financial reports had been produced from the new RBS software for the first time this month. It was hoped that the information was what was wanted by the councillors. These will go out with the full council papers every month as usual, but if anyone would prefer to have them electronically they should let Cllr Holdom know.

The first half of the precept has been received.

The auditor had asked for an updated pension policy, but this has not yet been done. The matter had been discussed at a PR meeting, but it needs to be discussed at the next full council meeting. **Pension policy is to be an agenda item at the next full council meeting.**

The internal audit has been scheduled for 26 May 17. The annual audited accounts will be available for inspection for the exercise of elector's rights between 5 June and 11 August 2017.

22.2 To approve cost of removing 7 Leylandii trees and the conifer hedging at the front of Creake Road Cemetery to a maximum cost of £2760

It was agreed that a letter is required from Ben Carter to say that in his opinion the lime tree in St Peters garden is safe and does not need removing. It was also noted that not all the work required was itemised on the quote from Mr Carter. This needs to be amended to include the dead cherry tree and the overhanging branches to the west of St Peters garden. **The Clerk will contact Mr Carter.** On the proposition of Cllr Acheson and seconded by Cllr Coates, and agreed by All, to approve the cost provided all work is included.

22.3 To approve the payment of legal costs in connection with the lease of Edmondson's Acres, Goggs Meadow and Bacons Piece £2500+ VAT

On the proposition of Cllr Coates and seconded by Cllr Westmancott, and agreed by all. The Clerk noted that the original fee had been reduced by Hayes & Storr because the work had taken so long to complete.

Cllr Sandford-Cooke left the meeting.

- 23 TO DECIDE WHETHER TO SUPPORT THE NORTH NORFOLK PARISH AND TOWN FORUM REGARDING THE 'SECOND HOMES COUNCIL TAX'.**
A discussion was had around what the intentions of the Forum were regards the money from the second home tax. Councillors felt that the money may be directed towards the coastal towns who have more second homes, and this may be to the detriment of Fakenham. It was felt that NNDC would not talk to a non-constituted body. On the proposition of Cllr Coates, seconded by Cllr Thorpe, with 9 votes for and 2 abstentions, it was agreed not to support the Forum. **It was agreed to reply to Mr Arguile to say that we wish the Forum well, but our interests are not aligned.**
- 24 TO RECEIVE THE ELECTORAL REVIEW OF NORTH NORFOLK: FINAL RECOMMENDATIONS**
This review cannot be changed as was for information only.
- 25 TO RECEIVE ANY FURTHER ITEMS FOR THE NEXT AGENDA**
Cllr Duffy asked for an item regarding Hawkers and Peddlers in the town. **It was agreed that this should be an item for a future D&M meeting.**
Cllr Foortse asked for an item regarding the tidying up of old buildings. **It was agreed that this should be an item for a future D&M meeting.**
- 26 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 Coates seconded by Cllr Acheson 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.
- 27 TO CONFIRM THE CONFIDENTIAL MINUTES OF THE MEETINGS HELD ON 11 APRIL 2017**
27.1The minutes of the meeting held on 11 April 2017 were on the proposition of Cllr Acheson and seconded by Cllr Coates, AGREED and signed by the Chairman.
- 28 TO DISCUSS TOWN COUNCIL ACCOMMODATION**
See confidential minute
- 29 TO DISCUSS A REPORT FROM THE GRASS CUTTING WORKING PARTY**
See confidential minute
- 30 TO DISCUSS THE SALE OF LAND AT HALL STAITHE**
See confidential minute
- 31 TO MOVE INTO OPEN SESSION**
On the proposition of Cllr Coates seconded by Cllr Duffy RESOLVED the Council moves into Open Session.

There being no further business the meeting closed at 21:25

Confirmed this

day of

2017

CHAIRMAN