

**MINUTES of the FULL COUNCIL MEETING of FAKENHAM TOWN COUNCIL  
held at Fakenham Connect, Oak Street, Fakenham  
on TUESDAY 13 February 2018 at 6:30pm**

**PRESENT:**

Councillor G Acheson, (Town Mayor, Presiding)

Town Cllrs: G Foortse, M Coates, J Holdom, R Smith, A Vertigan, N Westmancott, G Thorpe, T Duffy, T Edwards, R Lynam, and C Brown.

Town Clerk: Linda Jennings

Administration Assistant: Ann Kerrison

District Councillors: A Claussen-Reynolds

County Councillor: None

Police: None

Press: J Harding – Lynn News

Public: None

**218 TO ALLOW SARAH BUNN FROM BREAK TO ADDRESS COUNCILLORS**

Sarah Bunn from the charity BREAK attended the meeting to address the councillors regarding the GoGoHare that is to be sited in Fakenham. She gave an overview of what the charity does, and the GoGoHare event. The event will run from 24<sup>th</sup> June to 8 September. It was agreed that this was an opportunity to publicise Fakenham

Sarah Bunn left the meeting.

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

There were no police at the meeting. The Clerk read out a report. Clarification was given regarding the crimes listed on the most recent newsletter. Information regarding the front desk at the Fakenham police station was given. This is now closed. There will an engagement surgery run on a Wednesday between 1pm and 3pm and an officer will always be available to speak to. Any feedback would be gratefully received as this is being closely monitored. The 2 PCSO's have both secured jobs within the police service.

**220 TO ADJOURN THE MEETING FOR ELECTORS QUESTION**

An issue was raised regarding buses stopping idle on double yellow lines on Old Post Office street. This is a safety issue. It was suggested that the regulations could be changed regarding Highfield Road car park to allow the buses to park on there. **It was agreed that this should be raised with Cllr Fitzpatrick at the next meeting held with NNDC.**

An issue was raised regarding Millers Walk car park. According to signs on the car park, the company who manage the car park and fees are accredited by the British Parking Association. Investigation has shown that this is not the case. **Cllr Edwards and the Clerk are to write to BPA, as it was felt that Millers Walk are misrepresenting themselves.**

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

Cllr Claussen-Reynolds said that Aldi have placed a litter bin at the entrance to their store.

The enforcement team have looked at the Old Fire Station premises on Hall Staithe. This has been marked for action and the owner will be written to. It was pointed out that there is also a property at the Old Mill which is in a bad state of repair. **Cllr Punchard will pass this information on.**

An update was given regarding Bridge Street car park. NNDC took the decision not to grit their car parks. Gritting is contracted out to Highways and their lorries are too big to manoeuvre on the car park, and they also have to prioritise the roads. Cllr Thorpe reported that an area of Parker Drive, off Norwich Road, is being used as an unofficial lorry park. There is rubbish and human excrement deposited there. **Cllrs Punchard and Claussen Reynolds will report this issue.**

Cllrs Punchard and Claussen-Reynolds left the meeting.

**AGENDA**

**222 TO CONSIDER FOR ACCEPTANCE APOLOGIES FOR ABSENCE.**

Apologies were received and accepted from Cllrs J Sandford-Cooke, R Crook, T Fitzpatrick, J Rest and R Reynolds. Apologies were not received from S Mears and C Rockett.

**223 DECLARATIONS OF INTEREST**

Cllr R Smith declared a non-pecuniary interest in item 19a.

Cllr J Holdom declared a pecuniary interest in item 14a

**224 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 9 JANUARY 2018**

**224.1**The minutes of the meeting held on 9 JANUARY 2018 were on the proposition of Cllr Acheson seconded by Cllr Coates, AGREED and signed by the Chairman.

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

**225.1 Thursday Market Road Closure.** It was noted that the Clerk has written regarding a temporary and a permanent road closure but has not heard anything further.

**225.2 CCTV in St Peters garden.** It was noted that the vicar is happy for the CCTV camera to be fixed to the church. This would also need the Arch Deacon's permission. Cllr Lynam asked about viewing the CCTV images from cameras bought by the church for its interior. These would only be able to be viewed by the police unless an interim system was installed that could be viewed by church personnel.

**Cllr Lynam will speak to the PCC.**

**226 MAYOR'S ANNOUNCEMENTS**

- 10 January – Wood Chippings at Goggs Mill were there for a reason, and have now been removed
- 24 January – Attended the NNDC working group
- 25 January – Attended the regeneration group meeting
- 2 February – Met with Tim Summers from Aldiss
- 6 February – Meeting with Cllrs Foortse and Duffy to discuss projects for which we should get funding ahead of the meeting with Sandra Portas from NNDC.
- Attended the launch of the GoGoHare in the Market

- 9 February – Went with Cllr Holdom to meet with Martyn Benstead from Stephenson Smart
- 12 February – Had a meeting with the Rector and Secure defence regarding the CCTV in St Peters Garden
- 13 February – Spoke at the ladies Probus meeting about Fakenham Town Council. They donated £30 to FRGC in lieu of payment.

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

**Cllr Holdom** brought attention to the National ALC newsletter that had been sent to Councillors. There is a lobby day at parliament scheduled for 20<sup>th</sup> March 18 regarding local government. Clarification will be sought regarding the General Data Protection Regulation (GDPR). Please let your MP have any questions that you would like raised. There is a local council on-line survey. **Any matters to be raised should be forwarded to Cllr Holdom who will make a collective response from the Council.**

The NALC spring conference is scheduled for 6 March in Swaffham. Cllr Holdom and the Clerk would like to attend. **If anyone else would like to attend they should let the Clerk know.**

Cllr Holdom informed the meeting that Fakenham Area Partnership had returned a cheque for £2760.00 to the Market Tolls. This was a repayment on the grant underwriting the cost of Christmas Lights, which represented the difference between final sums raised from grant and donations, less the contractor's costs.

**Cllr Brown** attended a meeting on 25 January to discuss the design for the GoGoHare.

**Cllr Smith** attended an Active Fakenham meeting.

**Cllr Foortse** attended the NNDC working party meeting, the regeneration group meeting and attended a meeting with Cllrs Acheson and Duffy to discuss projects for which funding should be sought ahead of the meeting with Sandra Portas from NNDC.

**Cllr Duffy** attended the NNDC working party meeting, the regeneration group meeting and attended a meeting with Cllrs Acheson and Foortse to discuss projects for which funding should be sought ahead of the meeting with Sandra Portas from NNDC.

**228 TO ASK THAT ALL COUNCILLORS SIGN THE LATEST "MEMBERS CODE OF CONDUCT"**

Copies were signed and returned to the Clerk.

**229 DECISION LOG & CLERKS REPORT**

- Full Council 81.1 – The Clerk and Administration Assistant are training on the new website tomorrow
- Full Council 252 – Nothing more has been heard
- Full Council 63 – Nothing further has been heard
- D&M 52.1 – This is to be removed from the log as it is no longer needed
- D&M 61.2 – This matter will be raised with Steve Blatch at the next meeting with NNDC
- Full council 135 – This is on hold until the damage from the fire has been repaired.
- L&E 90 – This needs to be an agenda item for L&E

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

The Clerk pointed out the item regarding the Norwich Western Link – this was named as a 2016 infrastructure priority. There is a public consultation due to take place in the Autumn of 2018. NCC would like feedback from Fakenham Town Council. On the proposition of Cllr Acheson, Seconded by Cllr Edwards and agreed by 10 votes

for and 2 abstentions, that **Fakenham Town Council should support the Norwich Western Link.**

**231 TO RECEIVE AND ADOPT THE MINUTES OF THE DEVELOPMENT & MARKET COMMITTEE HELD ON 22 JANUARY 2018 AND 5 FEBRUARY 2108**

**231.1** The minutes of the Meeting held on 22 January 18 were moved for reception and adoption by Cllr Duffy, seconded by Cllr Acheson, AGREED unanimously and signed by the Chairman.

**232.1** The minutes of the Meeting held on 5 February 18 were moved for reception and adoption by Cllr Duffy, seconded by Cllr Acheson, AGREED unanimously and signed by the Chairman.

Cllr Thorpe pointed out that he attended the meeting on 22 January 18 but his name is not on the minutes.

An issue was raised regarding minute 170 of the meeting on 22 January 18, covering a grant awarded to the Olivet Twinning Committee. The question was asked if the award satisfied the Market Tolls covenant. If not the grant should be from another source such as S137 or 144. A long discussion took place regarding the awarding of Market Tolls grants and what the procedure should be. **It was agreed that the decision to award the grant to the Olivet committee should be rescinded and the matter returned to a D&M meeting. All Councillors are welcome to attend the meeting.**

**232 TO RECEIVE AND ADOPT THE MINUTES OF THE LEISURE AND ENVIRONMENT COMMITTEE HELD ON 23 JANUARY 2018**

**232.1** The minutes of the meeting held on 23 January 2018 were moved for reception and adoption on the proposition of Cllr Footse, seconded by Cllr Vertigan, AGREED unanimously and signed by the Chairman.

It was noted that there has been no response from Raynham Estate regarding the letter sent about the Bullock Hills. **The Clerk will ring the estate office.**

**233 TO RECEIVE AND ADOPT THE MINUTES OF THE POLICY & RESOURCES COMMITTEE HELD ON 29 JANUARY 18**

**233.1** The minutes of the meeting held on 29 January 18 were moved for reception and adoption on the proposition of Cllr Acheson, seconded by Cllr Coates, AGREED unanimously and signed by the Chairman.

It was suggested that the wording of the mission statement should be altered to read that "The Town Council will strive to improve the quality of life for people living in Fakenham...." This was agreed.

**234 TO RECEIVE AN UPDATE ON WEBSITE IMPROVEMENTS**

This has been covered under minute 229.

**235 FINANCIAL MATTERS**

**235.1 To authorise payment of the Accounts and Accounts paid out of Meeting for January 2018 and receive Bank Reconciliation Statements for January 2018.** Cllr Vertigan proposed, seconded by Cllr Coates RESOLVED the payment of the Accounts and Accounts paid out of Meeting for January 2018 and the Reconciliation Statements for January 2018 were approved

**235.2 Internal Auditors Interim report 2017/2018.** The RFO stated that she has been in touch with the new external auditors, PKF Littlejohn. They have confirmed that the Market Tolls accounts should not be accounted for under the umbrella of FTC, and should be excluded from the statutory accounts on the annual return. The original trust deed had been recorded with the Charities Commission as a trust fund, but its aims were too general to fit a specific Charity aim and was not **registered** as a charity. As such she had understood from the internal auditor that market tolls expenditure should be authorised by trustees of the Trust Fund and not councillors. Cllr Vertigan proposed, seconded by Cllr Coates that councillors should meet in a

separate Market meeting to decided market tolls grants. A counter proposal by Cllr Lynam that the covenant should be varied and D&M members made trustees did not receive a seconder. After further discussion, Cllr Acheson proposed and Cllr Thorpe seconded that trustees should meet monthly as a separate meeting before the D&M meeting. This was agreed with 11 votes for and one against.

**235.3 RFO's report.** The RFO has visited Stephenson Smart to meet the staff who will be working at FTC. They will be visiting the office on Thursday at 1:45pm for their first hand over and to shadow the RFO. A letter of engagement has been provided by Stephenson Smart and this needs to be signed by the Chairman of FTC. On the proposition of Cllr Coates, seconded by Cllr Edwards and agreed by all, that Cllr Acheson should have delegated powers to sign the letter of engagement.

**236 TO DISCUSS PLANS FOR THE COMMEMORATION OF THE END OF WORLD WAR 1**

Cllr Acheson stated that he is to meet with the estate Manager of the owners of Beacon Hill. Cllr Vertigan is to be involved with this. It was suggested that any arrangements should be co-ordinated with the church and Royal British Legion. The Clerk suggested getting local people involved by making poppies, such as knitting and crocheting, and these be strung from the war memorial. **The Clerk is to organise this with Cllrs Vertigan, Westmancott and Rockett.** The Clerk also suggested that the war graves in Queens Road cemetery should have poppy wreaths laid on them. **It was agreed to ask the Scouts to do this as they are keeping the graves tidy.**

**237 TO DISCUSS THE POSSIBILITY OF MOVING THE FULL COUNCIL MEETING TO THE THIRD TUESDAY OF THE MONTH ON SOME OCCASSIONS**

The meeting was told that this suggestion was to give time for financial papers to be prepared in time to be sent out for the Full Council meeting and to allow time for the Finance Committee to meet. It was felt it would be too complicated to have some meetings on the second Tuesday and some on the third Tuesday of the month. **On the proposition of Cllr Acheson, seconded by Cllr Coates, and agreed by 10 votes for and 2 against, that from the start of the new council year in May, all Full Council meetings should be held on the THIRD Tuesday of the month.**

**238 TO DISCUSS THE PROGRESS OF THE PUBLIC SPACE PROTECTION ORDERS**  
There was nothing new to discuss.

**239 TO AWARD A GRANT UNDER THE LOCAL GOVERNMENT ACT 1972, SECTION 137 UNDER THE PROVISION OF SECTION 137 OF THE LOCAL GOVERNMENT ACT 1972**

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:

Norfolk Hospice Tapping House.

The Mayor had been invited to a reception organised by the Mayor of King's Lynn for which money was being raised for Tapping House. Cllr Acheson had declined the invitation but suggested a donation should be sent directly to Tapping House. **On the proposition of Cllr Vertigan, seconded by Cllr Coates and agreed by all that £100 donation should be sent. The Clerk will write an accompanying letter.**

**240 LOCAL GOVERNMENT ACT 1972, s144 (TOURISM) DONATION**

Under the provision of Section 144 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:

Active Fakenham.

It was acknowledged that Active Fakenham promotes Fakenham, produces the town guide and supports the information hub. The RFO pointed out that there was not enough money remaining in the S144 2017-18 budget to be able to award a grant similar to previous years. On the proposition of Cllr Coates, seconded by Cllr Lynam and agreed by 8 votes for, 2 against and 2 abstentions that £1,500 should be awarded under section 19 of the Local Government (Misc. Provisions) Act 1976. As no specific amount had been included with the request, and other funding sources had not been available for the project this year, it was suggested that Active Fakenham could come back with more specifics for further consideration, if there was a funding shortfall.

**241 TO DISCUSS THE KINNERTON HARE**

It was noted that the hare will be painted with Fakenham specific designs, and will be called Lancaster. It will be auctioned off to raise money for Break at the end of the event. A discussion was had around possible ways to use this to promote Fakenham.

Cllr Coates left the meeting.

**242 TO DISCUSS STARTING THE ADOPTION PROCESS FOR THE “ TELEPHONE BOXES IN THE UPPER MARKET PLACE**

On the proposition of Cllr Acheson, seconded by Cllr Foortse and agreed by 8 votes for 1 against and 2 abstentions that the **2 telephone boxes should be adopted**. These can be locked and cleaned up whilst the council decided what to do with them.

**243 TO RECEIVE ANY FURTHER ITEMS FOR THE NEXT AGENDA**

- Market Tolls application form – **a copy is to be sent to everyone before the meeting.**
- Fashion show

**244 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 Edwards 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

**245 TO CONFIRM THE CONFIDENTIAL MINUTES OF THE FOLLOWING MEETINGS**

**245.1** The minutes of the Full Council meeting held on 9 January 2018 were on the proposition of Cllr Acheson and seconded by Cllr Thorpe, AGREED and signed by the Chairman.

**245.2** The minutes of the Leisure & Environment meeting held on 23 January 2018 were on the proposition of Cllr Foortse and seconded by Cllr Acheson, AGREED and signed by the Chairman.

**245.3** The minutes of the Policy and Resources meeting held on 29 January 2018 were on the proposition of Cllr Acheson and seconded by Cllr Vertigan, AGREED and signed by the chairman.

**246 TO DISCUSS TOWN COUNCIL ACCOMMODATION**

See Confidential Minute

**247 TO DISCUSS STAFF MATTERS**

See Confidential Minute

**248 TO MOVE INTO OPEN SESSION**

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

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

Confirmed this                      day of    2018