

**MINUTES of the FULL COUNCIL MEETING of FAKENHAM TOWN COUNCIL
held at Fakenham Connect, Oak Street, Fakenham
on TUESDAY 13 March 2018 at 7:00pm**

PRESENT:

Councillor G Acheson, (Town Mayor, Presiding)

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

Town Clerk: Linda Jennings

District Councillors: R. Rest, R. Reynolds & A. Claussen-Reynolds

County Councillor: T. Fitzpatrick

Police: None

Press: J Harding – Lynn News

Public: None

248 TO ALLOW FAKENHAM POLICE TO GIVE A REPORT

There were no police at the meeting. The Clerk read out a report. There have been reports of ex-offenders knocking at residents doors around 7pm -7.30pm in the evenings. The Clerk will report this.

249 TO ADJOURN THE MEETING FOR ELECTORS QUESTION

There were no Electors questions.

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

District Cllr Rest reported that the process for the site survey of Highfield Car Park has been started. He also reported that the planning application for the building next to Argos has been refused on conservation grounds.

District Cllr Claussen-Reynolds reported that charges come into effect for Highfield car park from May 1st 2018.

District Cllr Roy Reynolds reported that North Norfolk District Council (NNDC) had applied for Housing Infrastructure Fund (HIF) with regards to the Fakenham Urban Extension of 900 houses. NNDC were disappointed that's this application was not recognised by the Government and Homes for England. Steve Blatch, Corporate Director and Head of Paid Service (NNDC) has written to the Rt Hon Sajid Javid MP, Secretary for State for housing and local government for further support. Cllr Reynolds has also written to Keith Simpson MP for support. On 27th February 2018 officers attended the High Court in London Leader regarding the appeal hearing on the proposed development at Sculthorpe. The outcome of this appeal is important not only to the people of Sculthorpe but also the future build programme at Fakenham could be compromised. The hearing was concluded and NNDC are now awaiting the judgement by Mrs Justice Laing. Cllr Reynolds attended St Peters Church at Sheringham to celebrate the 100th anniversary of the RAF being formed.

County Councillor Tom Fitzpatrick reported how proud he is of the Norfolk County Council Highways staff, Fire & Rescue and Adult Social Services for all their hard work during the recent severe weather. He also reported that the Broadband rollout continues. Developments of more than 25 properties, BT will provide fibre for free. A specialist company has been instructed to map the current mobile signal received on all A, B, C, roads and footpaths. This will give a definitive report on mobile signal

strength throughout the County. The recent increase in the County Council precept is mainly for social care. The County Council in conjunction with the Local Government Association is lobbying Government for a fairer distribution of funds. Rural areas do not receive as much funding as urban areas. Cllr Acheson thanked the County Council highways for recent repairs to Bridge Street. The issue of buses parking on Old Post Office Street which causes traffic problems was mentioned. A traffic survey is to be held. Cllr Edwards reported potholes on the A1067 between Fakenham and Norwich and also between Lenwade and A47.

Cllr Fitzpatrick, District Cllrs Rest, Reynolds and Claussen-Reynolds left the meeting.

AGENDA

251 TO CONSIDER FOR ACCEPTANCE APOLOGIES FOR ABSENCE.

Apologies were received and accepted from Cllrs R. Lynam, A. Vertigan, C. Brown and S. Mears. Apologies were not received from Cllr C. Rockett.

252 DECLARATIONS OF INTEREST

Cllr G Thorpe declared a pecuniary interest in item 16.

253 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 9 JANUARY 2018

The minutes of the meeting held on 13 FEBRUARY 2018 were on the proposition of Cllr Coates seconded by Cllr Acheson, AGREED and signed by the Chairman.

Minute 228. Any Councillor who still has to complete the Code of Conduct should complete this and return to the Clerk as soon as possible.

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

Minute 225.2 CCTV in St Peters Garden. Permission has now been granted for the installation of a camera onto the church. **The Clerk will inform Secure Defence.**

Minute 236 Armistice 100 – Sunday 11 November 2018. The Clerk had attended the PCC meeting at the Parish Church on Monday evening outlining the idea of crafting poppies to be displayed from the War Memorial. The Church will place an article in the 'Beacon' asking for help with the making of these poppies. It is hoped to get enough poppies to complete the War Memorial and fill the central aisle of the Church. It is hoped that many residents of the Town would join in and be part of this commemoration. Part of the commemoration would be to have a Piper play at the War Memorial at 6am on the 11th November 2018. **The Clerk will speak to David James and invite him to join a Committee meeting to discuss plans for the commemoration..** A letter has been received from the Norfolk Army Cadet Force offering cadets from around the County to attend the commemoration services. **The Clerk will respond inviting them to the afternoon service.**

Minute 242 Adoptions of the Telephone Boxes. This is progressing and the Clerk was asked to get quotes to have the paintwork professionally cleaned.

Town Assembly. The Clerk will invite David James of the Royal British Legion to speak.

255 MAYOR'S ANNOUNCEMENTS

- 15 February – Larks Farm, Beacon Hill to discuss beacon for Armistice 100.
- 21 February – Sandra Portas NNDC.
- 22 February – Museum of Gas and Local History.
- 22 February – Regeneration Group meeting
- 6 March – NNDC Working Party
- 8 March – Regeneration Group meeting

- 13 March – Visit to McNamara new completed development.

Cllr Acheson also reported that all Councillors have been invited to the Parish Church on Saturday 7th April at 12 noon for presentation of the new Royal British Legion Standard followed by a reception at the Conservative Club.

There then followed a Minutes Silence in remembrance of Ian Scott a past Chairman of the Town Council who had passed away recently.

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

Cllr Sandford-Cooke had attended the Regeneration Meeting

Cllr Holdom reported that she had attended the Norfolk ALC Spring Conference with the Clerk. There was a packed agenda with topics including the new Audit regime for 2018, cyber-crime protection which outlined the need for adequate insurance cover and progress on the General Data Protection Regulation (GDPR).

Cllr Crook the Town Guide for 2018 is now printed and being distributed with copies of the Fakenham Sun and Take One Media. Copies are also available in Sweets'N'Things. a meeting with Sandra Portas from NNDC.

Cllr Foortse attended the NNDC working party meeting, the regeneration group meeting, Museum of Gas and Local History and attended a meeting with Sandra Portas from NNDC.

257 DECISION LOG

Cllr Acheson proposed that Cllr Sandford-Cooke should be the Web Site Editor and help with collating news stories. The Town Council articles that Cllr Sandford-Cooke currently writes for the Fakenham Sun will also be added to the web site. This was agreed. Councillors who still have to submit their biopics are asked to do these as soon as possible.

- Full Council 81.1 – This is now complete as the Clerk and Deputy Clerk have completed their training.
- L & E 89 - The cost of a replacement bench would be less the insurance excess therefore Councillors have agreed not to pursue this claim any further.
- Full Council 159 – Nothing further has been heard from Simon Case of NNDC. The Clerk will write to him.
- L & E 148 – This is now complete as permission has been granted.
- P & R 114 – Policy for Extreme Weather, the Clerk is continuing to produce this.
- Full Council 233 – The Clerk has spoken to Tom Raynham regarding this issue and he gave assurances that remedial works would be carried out. This item can now be removed.
- D & M 168 – Updated to reflect minute 263 and 264 of this meeting.
- D & M 179 – Cllrs Duffy and Acheson will carry out investigations.

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

The Clerk had received a letter of thanks from the Norfolk Hospice Tapping House for the donation.

259 TO RECEIVE AND ADOPT THE MINUTES OF THE DEVELOPMENT & MARKET COMMITTEE HELD ON 19 FEBRUARY 2018 AND 5 MARCH 2018

259.1 The minutes of the Meeting held on 19 February 2018 were moved for reception

and adoption by Cllr Duffy, seconded by Cllr Acheson, AGREED unanimously and signed by the Chairman.

259.2 The minutes of the Meeting held on 5 March 2018 were moved for reception and adoption by Cllr Duffy, seconded by Cllr Sandford-Cooke, AGREED unanimously and signed by the Chairman.

On the proposition of Cllr Acheson, seconded by Cllr Coates that a letter of response is sent to Lovell Builders regarding the footpath on Rudham Stile Lane. The Town Council has no objection to the plan for re-planting the hedge alongside its allotment and wishes to negotiate for the purchase of the existing hedge.

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

260.1 The minutes of the meeting held on 27 February 2018 were moved for reception and adoption on the proposition of Cllr Foortse, seconded by Cllr Coates, AGREED unanimously and signed by the Chairman.

261 **TO RECEIVE AND ADOPT THE MINUTES OF THE POLICY & RESOURCES COMMITTEE HELD ON 26 FEBRUARY 2018**

261.1 The minutes of the meeting held on 26 February 2018 were moved for reception and adoption on the proposition of Cllr Acheson, seconded by Cllr Coates, AGREED unanimously and signed by the Chairman.

Cllr Edwards asked that minute 127 of the minutes should read as follows:

Cllr Edwards and the Clerk draft a letter to the Internal Auditor stating that the Town Council have decided to administer the Market Tolls as a corporate body, but with the accounts separate from the statutory accounts, and supply our reasoning behind this decision. This letter will be provided to the RFO for approval before being ratified at the next Full Council meeting.

262 **FINANCIAL MATTERS**

262.1 To authorise payment of the Accounts and Accounts paid out of Meeting for January 2018 and receive Bank Reconciliation Statements for January 2018. Cllr Holdom proposed, seconded by Cllr Foortse, RESOLVED the payment of the Accounts and Accounts paid out of Meeting for February 2018 and the Reconciliation Statements for February 2018 were approved

262.2 RFO's report. The RFO has received notification that Eon will be increasing their tariffs by 13%. This will affect the running costs of the street lighting, CCTV and Market Place electricity boxes. Other suppliers will be investigated. The RBS training for the team from Stephenson Smart will commence at the beginning of April. RBS will be in the office on 10th May 2018 to complete the Year End close down. The latest submission date for the Audit is the last day of June 2018.

262.3 On the proposition of Cllr Holdom, seconded by Cllr Coates that authorisation is given to change the bank mandate for named persons from Stephenson Smart. They will have access to the 7 bank accounts and will be able to view and print statements. This will not include authority as signatories. All in favour.

263 **TO APPROVE A LETTER TO BE SENT TO THE EXTERNAL AUDITOR REGARDING THE MARKET TOLLS ACCOUNTS**

This letter would be sent to the External Auditor explaining that the Town Council has agreed the Market Tolls accounts will be excluded from the statutory accounts but will be administered by the Town Council as a corporate body, not as Trustees. It was proposed and agreed that any item whether the Market Tolls Grants or the Thursday Market business should be brought before all Councillors. Any matters to be discussed regarding Market Tolls will be added to the Development & Market agenda as an early agenda item immediately following 'apologies'. All Councillors will be summoned to the meeting but will have full voting rights for market business only

Cllr Acheson will write to the Internal Auditor informing him of the Council's decision.

264 TO APPROVE AN AMENDMENT TO STANDING ORDERS

It was proposed and agreed that a change to Standing Orders in respect of the Market Tolls management would await the External Auditors response to the Chairman's letter referred to in item 263. **This item has been deferred to the Policy & Resources Committee meeting on 2 May 2018.**

265 TO DISCUSS THE PROGRESS OF THE PUBLIC SPACE PROTECTION ORDERS

There was nothing new to discuss.

266 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:

The Fire Fighters Charity.

On the proposition of Cllr Coates, seconded by Cllr Westmancott that a donation of £500 is given. This was agreed with 9 votes for and 2 abstentions.

269 TO RECEIVE ANY FURTHER ITEMS FOR THE NEXT AGENDA

GoGo Hare. Cllr Foortse has sent a letter encouraging the town to get involved. Cllrs Acheson and Foortse will contact Julie Ely at Kinnerton's for an update on progress.

270 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

271 TO CONFIRM THE CONFIDENTIAL MINUTES OF THE FOLLOWING MEETINGS

271.1 The minutes of the Full Council meeting held on 13 February 2018 were on the proposition of Cllr Acheson and seconded by Cllr Thorpe, AGREED and signed by the Chairman.

271.2 The minutes of the Policy and Resources meeting held on 26 February 2018 were on the proposition of Cllr Acheson and seconded by Cllr Coates, AGREED and signed by the chairman.

271.3 The minutes of the Leisure & Environment meeting held on 27 February 2018 were on the proposition of Cllr Acheson and seconded by Cllr Coates, AGREED and signed by the Chairman.

272 TO DISCUSS TOWN COUNCIL ACCOMMODATION

See Confidential Minute

273 TO DISCUSS STAFF MATTERS

See Confidential Minute

274 TO MOVE INTO OPEN SESSION

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

There being no further business the meeting closed at 20:50

Confirmed this day of 2018