

**MINUTES of the FULL COUNCIL MEETING of FAKENHAM TOWN COUNCIL**

**held at Fakenham Connect, Oak Street, Fakenham**

**on TUESDAY 19 June 2018 at 7:00pm**

**PRESENT:**

Councillor G Acheson (Town Mayor, Presiding)

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

Town Clerk: Linda Jennings

Deputy Town Clerk: Ann Kerrison

District Councillors: R. Reynolds and A. Claussen-Reynolds

County Councillor: None

Police: None

Press: None

Public: There was one member of the public

		<b>Action (initials)</b>
<b>36</b>	<b>TO ALLOW FAKENHAM POLICE TO GIVE A REPORT</b> No police were present. The Clerk read out a report. The report gave information about residential burglaries and criminal damage reported to the police. Police focus for the next 3 months will be on vehicle anti-Social behaviour (ASB), ASB from the night time economy and educating people regarding fly tipping.	
<b>37</b>	<b>TO ADJOURN THE MEETING FOR ELECTORS QUESTIONS</b> <b>1.</b> An elector asked about the newly introduced charges when taking items to the recycling centre. She said that this was not widely publicised. It was agreed that <b>Cllr Lynam will add some information to the Town Council's website with a link to the County Council Website.</b> It was also agreed that <b>the Clerk will invite the head of recycling at NCC to come and speak to the Town Council.</b> <b>2.</b> The meeting was asked about the road markings still missing from Wells Road, especially the zebra crossing following re-surfacing. It was noted that these are currently being replace and short be finished shortly. <b>3.</b> It was reported that there is a lot of litter in the Town, especially in Bridge Street. The Clerk stated that she had reported this to District Council. <b>Dist., Cllr Claussen-Reynolds said she would bring this up with NNDC.</b> <b>4.</b> An elector brought up the matter of the Travellers site on the edge of town. This site is currently being rented by NNDC, and wondered if it would be cheaper for tax payers if the site was bought rather than rented. The elector gave the background as to how the land was obtained 10 years ago with government grants. The cost is now to be transferred to the tax payer and he felt that this was wrong. Cllr Reynolds said the matter of the traveller's sites is currently being discussed by NNDC. Members of the public can go to the meeting where this is being discussed. The scrutiny meeting will also be looking at this and how the money is spent. <b>Cllr Reynolds will let the Clerk know when this meeting is to take place.</b>	<b>RL</b> <b>LJ</b> <b>A C-R</b> <b>RR</b>



	<p>group and Mike Welland from the history society regarding the Heritage Trail</p> <p><b>29 May</b> met with the archive group</p> <p><b>30 May</b> Along with Cllr Holdom met with a defibrillator expert regarding placing a defib in one of the telephone boxes.</p> <p><b>4 June</b> Cut down the brambles at Bridges Walk. Alerted the office regarding a dangerous culvert and rotten fence</p> <p><b>5 June</b> Attended the Olivet twinning committee meeting re final plans for visit. Did further shop visits with Cllr Foortse regarding NNDC Market Town initiative.</p> <p><b>6 June</b> NNDC working group</p> <p><b>7 June</b> Meeting with Cllr Foortse and the Clerk</p> <p><b>8 June</b> Met with the Internal Auditor. Cleared brambles and felled a tree with the groundsman</p> <p><b>12 June</b> Met with Carlyn Fitzpatrick at Kettlestone re the Nurture project</p> <p><b>13 June</b> Photographs taken for an NNDC publication</p> <p><b>15 June</b> Opened the re-furbished garden at Elizabeth Fitzroy centre in Hall Staithe</p> <p><b>16 June</b> Went to Holkham Park with the Olivet visitors, and then the twinning dinner where he met the Maire of Olivet</p> <p><b>17 June</b> Attended the arrival of the plinth for the GoGo Hare</p> <p><b>18 June</b> Attended the “Men’s shed” meeting</p> <p><b>19 June</b> Met with the archive group</p> <p>Cllr Acheson stated that there is to be a meeting at NNDC regarding the Market Town Initiative on 2<sup>nd</sup> July 2018. He asked for volunteers to go. Cllrs Crook, Lynam, Edwards &amp; Holdom said they would like to go. <b>The Clerk will ring Emma Duncan at NNDC to arrange this.</b> Cllr Acheson updated the meeting on the Leader Fund application. Cllr Acheson informed the meeting that the Aldiss building should be finished with the builders vacating the site on Friday afternoon. <b>Cllr Acheson proposed that an invoice should be sent to A&amp;B management for April and May at the same rate as before, but that no invoice should be raised for June. This was seconded by Cllr Coates and agreed by all.</b></p>	<p>LJ</p> <p>JH</p>
45	<p><b>TO RECEIVE ANY REPORTS FROM COUNCILLORS WHO HAVE ATTENDED MEETINGS OUTSIDE THE COUNCIL</b></p> <p><b>Cllr Sandford-Cooke</b> attended the GoGo Hare meeting, and a health &amp; safety meeting with Cllr Thorpe and the Clerk.</p> <p><b>Cllr Lynam</b> Visited the last few shops regarding the Thursday Market road closure, and attended a meeting at the Gas Museum.</p> <p><b>Cllr Holdom</b> reported on the progress of the Fakenham in bloom scheme. She attended a NALC meeting and reported back regarding discussion about the sustainability of Market Towns. She also passed on information regarding NALC’s help with GDPR. There is no requirement for Councils to have a Data Protection Officer. Initial stage support services are available from NALC within the annual subscription. Further support enquiries will be available through the in-house GDPR professional consultant for a standard fee.</p> <p><b>Cllr Crook</b> Asked whether a press release could be put onto the website regarding Fakenham in bloom.</p> <p><b>Cllr Thorpe</b> attended the Health and Safety meeting with Cllr Sandford-Cooke and the Clerk.</p> <p><b>Cllr Brown</b> attended the GoGo Hare meeting, and visited Trap Lane with Cllrs Foortse and Holdom.</p> <p><b>Cllr Smith</b> has been in correspondence with Trinity regarding the landscaping of the development behind the Surgery.</p> <p><b>Cllr Duffy</b> attended the NNDC working party meeting.</p>	
46	<p><b>DECISION LOG &amp; CLERKS REPORT</b></p> <p><b>Full Council 63</b> The Clerk has written to the company who manages the area</p>	

	<p>and NNDC regarding this matter. It was suggested that we should write to the owners again and ask if they would be prepared to do something to tidy this area, or would they be prepared to sell it to a developer.</p> <p><b>D&amp;M 61.2</b> This is to be on the agenda for the next NNDC working party meeting.</p> <p><b>Full Council 159</b> Ravencroft has advised that the Lime tree needs to be removed. Although there is growth on the outside, the inside of the tree is dead. <b>This is to be an agenda item for the next L&amp;E meeting.</b></p> <p><b>L&amp;E 110</b> This is in hand. The clerk will report back at the next meeting.</p> <p><b>P&amp;R 85</b> this is to be removed as is no longer relevant</p> <p><b>Full Council 233</b> To be removed as there is nothing more to be done</p> <p><b>Full Council 236</b> A meeting has been arranged for 10<sup>th</sup> July 2018</p> <p><b>D&amp;M 179</b> Cllr Duffy was given permission to act on this on behalf of the Town Council</p> <p><b>D&amp;M 190/281</b> The closure times were discussed at D&amp;M on 18<sup>th</sup> June 2018 were it was agreed that the current times should remain.</p> <p><b>P&amp;R 112</b> This is to be removed as is no longer relevant</p> <p><b>Full Council 254</b> The matter of a defibrillator being housed was discussed. Cllr Holdom is to produce a proposal for the next D&amp;M meeting as to which defib. Machine to buy. The Clerk is to write to the head of the ambulance trust to ask where the defib machines are sited in Fakenham.</p> <p><b>P&amp;R 137</b> This is to be turned blue as it is completed</p> <p><b>P&amp;R 158</b> The Clerk is to contact the district valuer to ask what needs to be valued. Cllr Holdom is to liaise with Cllrs Edwards and Coates regarding the inventory and what needs to go on the asset register.</p> <p><b>Full Council 16</b> Councillors who have not already done we reminded to let Cllr Lynam have their photographs to be added to the website.</p>	<p>LJ</p> <p>LJ</p> <p>LJ</p> <p>TD</p> <p>JH</p> <p>LJ</p> <p>LJ</p> <p>LJ/JH/TE/MC</p> <p>RL</p>
47	<p><b>TO RECEIVE AND COMMENT UPON ANY ITEMS FOR INFORMATION AND ACTION</b></p> <p>These items were received and noted. The Clerk pointed out the Seafarers request for the Council to fly a red ensign on Merchant Navy Day on 3<sup>rd</sup> September 2018. The Clerk will write and ask if the organisation would be able to loan us a red ensign to fly.</p>	LJ
48	<p><b>TO RECEIVE AND ADOPT THE MINUTES OF THE DEVELOPMENT &amp; MARKET COMMITTEE ON 4 JUNE &amp; 18 JUNE 2018</b></p> <p><b>48.1</b> The minutes of the Meeting held on 4 June 2018 were moved for reception and adoption by Cllr Duffy, seconded by Acheson and agreed unanimously</p> <p><b>48.2</b> The minutes of the Meeting held on 18 June 2018 were moved for reception and adoption by Cllr Duffy, seconded by Cllr Acheson and agreed unanimously</p> <p>Cllr Duffy referred to item 19 of the minutes regarding a request from NALC Regarding CIL. With a vote of 8 votes for, 3 against and 1 abstention, it was agreed to support NALC's proposal that it should be mandatory for planning authorities to adopt Community Infrastructure Levy (CIL). The Clerk will write to NALC before 30 June 2018</p>	LJ
49	<p><b>TO RECEIVE AND ADOPT THE MINUTES OF THE LEISURE &amp; ENVIRONMENT COMMITTEE HELD ON 22 MAY 2018</b></p> <p><b>49.1</b> The minutes of the meeting held on 22 May 2018 were moved for reception and adoption by Cllr Coates seconded by Cllr Vertigan and agreed unanimously.</p>	
50	<p><b>TO RECEIVE AND ADOPT THE MINUTES OF THE POLICY AND RESOURCES COMMITTEE HELD ON 29 MAY 2018</b></p> <p><b>50.1</b> The minutes of the meeting held on 29 May 2018 were on the proposition of</p>	

	Cllr Acheson and seconded by Cllr Vertigan, and agreed unanimously.	
51	<p><b>FINANCIAL MATTERS</b></p> <p><b>51.1 To receive and approve payment of the Accounts paid out of Meeting for Fakenham Town Council and Charter Market for May 2018 and receive Bank Reconciliation Statements for Fakenham Town Council and Charter Market for May 2018.</b> Cllr Acheson proposed, seconded by Cllr Vertigan RESOLVED to receive the payment of the Accounts and Accounts paid out of Meeting for May2018 and the Reconciliation Statements for May 2018.</p> <p><b>51.2 To receive and approve Financial Statements year ending 31 March 2018 for Fakenham Town Council And Charter Market</b> Cllr Vertigan proposed, seconded by Cllr Edwards, RESOLVED to receive the financial statements for year ending 31 March 2018.</p> <p><b>51.3 To receive and authorise the Annual Governance Statement 2017-18, section 1 of the Annual Governance and Accountability Return year ending 31 March 2018.</b> On the proposition of Cllr Acheson, seconded by Cllr Lynam, RESOLVED to receive the Annual Governance Statement 2017-18 section 1 of the annual Governance and Accountability year ending 31 March 2018 signed by the Chairman.</p> <p><b>51.4 To receive the accounting statement 2017-18, section 2 of the Annual Governance and Accountability return, year ending 31 March 2018.</b> On the proposition of Cllr Acheson, seconded by Cllr Lynam RESOLVED to receive the accounting statement 2017-18, section 2 of the Annual Governance and Accountability return, year ending 31 March 2018 signed by the FRO and the chairman.</p> <p><b>51.5 To Receive the Annual Internal Audit Report 2018-18 Part 3 of the AGAR and to report on any items raised or recommendations made in the Internal Auditors final report.</b> This is to be an agenda item for the next P&amp;R meeting.</p> <p><b>51.6 To agree internal audit services for 2 x 1 day audit inspections during 2018-19 at an approximate cost of £1100 per annum.</b> On the proposition of Cllr Acheson, seconded by Cllr Duffy and agreed with 14 votes for and 1 abstention that Auditing Solutions should be re-appointed.</p> <p><b>51.7 RFO's report.</b> Cllr Holdom informed the meeting that the fixed assets register had been reduced by £1200 in respect of the disposal of the computer tablets as agreed by Council in 2017. The revised value is now £835,253. Cllr Holdom reported that the NALC meeting held in June discussed the National Associations intention to speak to County Associations. Some of the issues raised by Norfolk were the need to rebalance funding priorities for infrastructure development outside London and the South East, and the plight of local towns to remain viable in the face of city development, out of town retail centres and on-line shopping. Government departments should be levied for development resources to reinvigorate local towns.</p>	LJ
52	<p><b>To Discuss the GoGo Hare</b> The plinth for the Hare has been delivered and is in place in the Market square. The Hare, known as Lancaster, will be arriving and put in place in time for the grand unveiling at 9am on Sunday 24<sup>th</sup> June 2018.</p>	
53	<p><b>To Discuss the Mayor's Cadet</b> This year's mayor's cadet is to be from the Wensum Scouts. The shield will be presented at the Scouts AGM on Thursday 5<sup>th</sup> July 2018 at 7pm.</p>	
54	<p><b>To Agree the use of recording equipment at all Council Meetings</b> This is to be an agenda item for the next P&amp;R meeting.</p>	
55	<p><b>To agree that all Councillors will receive all agenda's by email and those who wish to have hard copies can do so</b></p>	

