

MINUTES of the FULL COUNCIL MEETING of FAKENHAM TOWN COUNCIL

held at Fakenham Connect, Oak Street, Fakenham

on TUESDAY 18th SEPTEMBER 2018 at 7:00pm

PRESENT:

Councillor G Foortse (Deputy Town Mayor, Presiding)

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

Town Clerk: Linda Jennings

Deputy Town Clerk: Ann Kerrison

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

County Councillor: None

Police: None

Press: J Harding – Lynn News

Public: One member of the public

		Action (initials)
91	PRESENTATION BY KATE MURRELL, WASTE REDUCTION AND RECYCLING MANAGER FROM NORFOLK COUNTY COUNCIL Kate Murrell, Waste reduction and Recycling Manager from Norfolk County Council gave a presentation on the policies and charges of the recycling centres across Norfolk. Questions were asked about the increased fly tipping as a result of the newly introduced charges. Ms Murrell did not have up to date figures, but felt that this had not increased significantly, but conceded that her information did not include information on tipping on private land. Councillors felt that the savings made by the recycling centres as a result of the new policies were causing extra expense elsewhere e.g. The fire service is being called out to fires where members of the public are burning their rubbish instead of taking it to the tip. It costs approx. £375 per hour for a fire engine to attend. Ms Murrell said that all policies are reviewed on a regular basis. It was noted that there is a hazardous waste amnesty at the Hempton site over the weekend 28 th to 30 th September. Ms Murrell left the meeting.	
92	TO ALLOW FAKENHAM POLICE TO GIVE A REPORT There were no police present but the Clerk informed the meeting that we had the Safer Neighbourhood Team (SNT) priorities, a report from Wes Hornigold regarding local policing and the op Randall Rural Crime Newsletter.	
93	TO ADJOURN THE MEETING FOR ELECTORS QUESTIONS An elector pointed out that the grass verges beside the footpaths in the town are overgrown and covering the footpaths. They also asked if the council was paying for a certain number of cuts per year, or just a lump sum to cut the	

	<p>grass as there were several weeks during the hot summer when the grass did not need cutting as nothing was growing. This will be looked at by the Clerk and Cllr Coates.</p> <p>Problems with some streetlights were noted. There was a dangerous column on Norwich Road, opposite Heath Rise that was taken down but has not been replaced. There are several LED heads that are being obscured by trees. It was noted that trimming the trees is the responsibility of the land owner. There are 2 lights opposite the police station that are not working. It would seem that these are no longer needed, could they be removed? The Clerk will investigate.</p> <p>A question was asked about when the grass on Trap Lane field will be cut. This will be done tomorrow. The groundsman has been away and we have had to try and get someone else to do it.</p> <p>We have had electors raise the issue of antisocial and dangerous parking in the town. It was agreed to let the public know that this is under review.</p> <p>A member of the public asked about the bungalow being built on the old North Park Play area and was concerned that the public right of way had been removed. It was noted that there has never been a public right of way over this area. The new owners of the site have erected a fence.</p> <p>An elector asked if the bench that was removed from the junction of Greenway Lane and Holt Road could be replaced. It was noted that the bench was removed because it was rotten. The elector also pointed out that the bench near Silverlands Close was in need of repair. It was thought this may belong to Victory Housing. The Clerk will investigate .</p>	<p>Clerk/ MC</p> <p>Clerk</p> <p>Clerk</p>
94	<p>TO ALLOW 10 MINUTES FOR DISTRICT/COUNTY COUNCILLORS TO ADDRESS THE MEETING</p> <p>District Cllr Rest stated that he had had several phone calls from residents regarding the noise coming from the music festival held at Raynham Hall. The matter is being reviewed by the Licencing team and the public protection team at NNDC this Friday. Cllr Rest will report back to FTC when he has more information.</p> <p>District Cllr Claussen-Reynolds gave a report on behalf of herself and Cllr Reynolds. She said that she had got someone from NNDC out to investigate the noise at Raynham on the Saturday night that it was happening. NNDC have agreed an extra £450K for the extra care accommodation for the elderly at the complex being built on Trinity Road. Cllrs stated that they had serious concerns about this development. They felt that the developers were not conforming to the conditions of the planning permission and have laid pipe work through a private road way without permission. Cllr Claussen-Reynolds agreed to forward the emails she has received about the development to the FTC office. An update on Highfield Road car park was given. The work will start this week and height barriers are to be installed to stop improper use of the car park. Cllrs hoped these would not be unsightly as the previous barriers were. It was also noted that the positioning of the 7.5 ton weight limit sign was such that lorry drivers would not see it until they got to a point where they could no longer turn around without going through the middle of the town. Cllr Claussen-Reynolds will feed this back to NNDC.</p> <p>The member of the press left the meeting.</p>	<p>JR</p> <p>A C-R</p> <p>A C-R</p>

	<p>County Cllr Fitzpatrick was not at the meeting but sent a report read by the Clerk. 1. Cllr Fitzpatrick has had a meeting with Highways to discuss the Traffic survey for Fakenham and gave them a list of his concerns. He also suggested that the route into town via Hempton should be included. 2. He has been appointed Chairman of the digital and efficiency committee at County. 3. He has been reappointed to the local Government association's people and places board. 4. Yesterday the County Council published ambitious proposals for a new early childhood and family service that would provide more support to children and families most in need. The County Council has launched an eight week consultation into the proposals for the new service which could change how early children's services are delivered to children 0-5 and their families and this can be accessed on-line. 5. There has been a public consultation on a proposed 20MPH speed limit on Rudham Stile Lane which closes today and results are due in December. 6. People interested in start-ups and small businesses can visit several NCC libraries this Thursday 20 September for free events to celebrate national start-up day. The next household hazardous waste days at Hempton tip will be 28-30 September. 7. The inaugural Norfolk enterprise festival will take place at Westacre Theatre on 22 September from 10:30 am – 6pm. 8. Cllr Fitzpatrick will be in the library on Saturday 22 September to present medals and certificates to those who took part in this summer's reading challenge. Councillors asked how Cllr Fitzpatrick could present the closure of 46 out of 53 children's centres as a good news story. It was agreed that a letter should be written to Cllr Fitzpatrick to ask him that. It was also agreed to include the fact that he has not responded to FTC's concerns regarding the Greenway Lane/ Holt Road junction, and to ask what the criteria are for a junction to be judged as dangerous. Cllr Foortse will write this letter.</p> <p>Cllrs Rest and Claussen-Reynolds left the meeting</p>	GF
AGENDA		
95	<p>TO CONSIDER FOR ACCEPTANCE APOLOGIES FOR ABSENCE. Apologies were received and accepted for Cllrs Vertigan, Acheson, Wakefield, Dutton and Lynam and District/County Cllrs Reynolds and Fitzpatrick.</p>	
96	<p>DECLARATIONS OF INTEREST There were none</p>	
97	<p>TO CONFIRM THE MINUTES OF THE MEETING HELD ON 17 JULY 2018 97.1 The minutes of the meeting held on 17 July 2018 were on the proposition of Cllr Coates and seconded by Cllr Sandford-Cooke, AGREED and signed by the chairman. District Cllr Punchard left the meeting.</p>	
98	<p>TO RECEIVE UPDATE ON ACTIONS TAKEN AFTER THE LAST COUNCIL MEETIG IF THESE MATTERS ARE NOT ON THE AGENDA 98.1 There are 2 streetlights which have not been updated with LED heads. One is outside the Linda McCartney factory and is overgrown. The other is on St Peters road and is inaccessible to the engineers. There is one other light that is on the Holt Road footbridge that is not compatible to being upgraded to LED. It would cost £112 to get a new lamp installed. It was agreed that the Clerk should investigate getting 2 lamps put on the bridge, one at either end, and go ahead and get them done. 98.1 The adoption of the telephone boxes is due to be completed on Friday of</p>	Clerk

	this week.	
99	<p>TO RECEIVE THE MAYORS ANNOUNCEMENTS</p> <ul style="list-style-type: none"> • 25 July – Met with Emma Duncan at NNDC with Cllrs Foortse and Duffy • 27 July – Attended Woodspring house open day and attended Sculthorpe Moor Open day • 31 July – Walked the estate with Cllrs Foortse and Brown • 4 August - opened the Factor Shop with Tim Aldiss • 7 August – Met with Lovell at Rudham Stile Lane with Cllr Coates and the Clerk • 8 August – Met with others to judge the GoGoHare window competition • 9 August – met with Adrian Allen the new Salvation Army Lieutenant • 14 August – Met Prevolution with Cllr Foortse • 18 August – Along with Cllrs Foortse and Sandford-Cooke presented the prizes for the GoGoHare window competition • 23 August – helped man the Town Council stall on the Thursday market • 5 September – Walked and drove around town with Laura Walters of NCC regarding next year’s traffic survey • 2 September – Collected large flints with Cllr Foortse for Creake Road Cemetery • 6 September – Met with Tom Foster of Leach, Huddersfield regarding the tender for the Heritage Trail, With Cllr Foortse met Angela Glynn and Adrian Blumfield at Sculthorpe Moor and attended the Regeneration group meeting. 	
100	<p>TO RECEIVE ANY REPORTS FROM COUNCILLORS WHO HAVE ATTENDED MEETINGS OUTSIDE THE COUNCIL</p> <p>Cllr Sandford-Cooke – With others judged the GoGoHare window display. Attended the Active Fakenham steering group meeting. She wanted to Congratulate Cllr Crook on Active Fakenham week. Wrote the Town Council Corner column for Fakenham Sun.</p> <p>Cllr Holdom – Was involved in prize presentations for the GoGoHare window competition, helped man the Council market stall. Helped with the planning of the WW1 poetry evening.</p> <p>Cllr Crook – Involved with the Active Fakenham Week which put some of the local clubs in the spotlight and helping to increase their membership.</p> <p>Cllr Brown – undertook “Being a good councillor” training. Attended the Patient Group meeting at the surgery. Helped with the planning of the WW1 poetry evening. Was a volunteer handing out water for the Fakenham cycle event as part of Active Fakenham Week. Walked the estate with Cllrs Acheson and Foortse.</p> <p>Cllr Coates – Helped man the Council market stall. Met Lovell with Cllr Acheson and the Clerk at Rudham Stile Lane.</p> <p>Cllr Duffy – Met with Emma Duncan at NNDC with Cllrs Foortse and Acheson.</p> <p>Cllr Foortse – Met with Emma Duncan at NNDC with Cllr Acheson and Duffy. Walked the estate with Cllrs Acheson and Brown. Met Prevolution with Cllr Acheson. Presented the prizes for the GoGoHare window competition with Cllrs Acheson and Sandford-Cooke. Collect flints with Cllr Acheson for Creake Road Cemetery. With Cllr Acheson met Angela Glynn and Adrian Blumfield at Sculthorpe Moor. Attended the regeneration group meeting. Helped with</p>	

	planning the WW1 poetry evening – this is to be held at Q’s on 2 November. Sourced and put up banners to congratulate Kinnertons on their 30 anniversary of chocolate making in the Town.	
101	<p>DECISION LOG AND CLERKS REPORT</p> <ul style="list-style-type: none"> • Full council 63 – to be turned blue • Full Council 242 – to be turned blue • Full Council 254 – to be turned blue • L&E 193 – To be turned blue • L&E 212 – Still waiting for a response from Norfolk Property Services • P&R 158 – turn to yellow as there is still work to be done • Full Council 16 – Still waiting for some councillors to provide a bio and photograph • Full Council 78.1 – Still awaiting confirmation of the Community centre booking • Full Council 89 (confidential)- to be turned blue 	
102	<p>TO RECEIVE AND COMMENT UPON ANY ITEMS FOR INFORMATION AND ACTION</p> <p>These items were received and noted.</p>	
103	<p>TO RECEIVE AND ADOPT THE MINUTES OF THE DEVELOPMENT & MARKET COMMITTEE ON 30 JULY, 13 AUGUST, 3 & 17 SEPTEMBER 2018</p> <p>103.1 The minutes of the meeting held on 30th July 2018 were moved for reception and adoption by Cllr Duffy, Seconded by Cllr Edwards and agreed unanimously.</p> <p>103.2 The minutes of the meeting held on 13th August 2018 were moved for reception and adoption by Cllr Duffy, Seconded by Cllr Edwards and agreed unanimously.</p> <p>103.3 The minutes of the meeting held on 3rd September 2018 were moved for reception and adoption by Cllr Duffy, Seconded by Cllr Edwards and agreed unanimously. It was noted that Minute 70 would be better suited to S137 grant. This is to be added to the next full council agenda</p> <p>103.4 The minutes of the meeting held on 17th September 2018 were moved for reception and adoption by Cllr Duffy, Seconded by Cllr Edwards and agreed unanimously.</p>	Clerk
104	<p>TO RECEIVE AND ADOPT THE MINUTES OF THE LEISURE AND ENVIRONMENT COMMITTEE HELD ON 24TH JULY AND 21ST AUGUST 2018</p> <p>104.1 The minutes of the meeting held on 24th July 2018 were moved for reception and adoption by Cllr Coates, Seconded by Cllr Sandford-Cooke and agreed unanimously. Minute 49 should read “Trap Lane pavilion – Little Angels are making progress with the new garden.....on the proposition of Cllr Acheson, seconded by Cllr Foortse that permission for Little Angels to install 4’ feather board fencing with gravel boards on the outside of the original fencing should be given. All in favour.</p> <p>104.2 The minutes of the meeting held on 21st August 2018 were moved for reception and adoption by Cllr Coates, Seconded by Cllr Sandford-Cooke and agreed unanimously. Suggested amendment to Item 39 minute 23 Electronic recording of meetings- Cllrs Vertigan, Foortse, Holdom & Clerk will meet to produce a policy document before proceeding with a trial period.</p>	AV, GF/Clerk
105	<p>TO RECEIVE AND ADOPT THE MINUTES OF THE POLICY AND RESOURCES COMMITTEE HELD ON 11TH SEPTEMBER 2018</p> <p>105.1 The minutes of the meeting held on 11th September 2018 were moved for reception and adoption by Cllr Coates, Seconded by Cllr Edwards and</p>	

	agreed unanimously.	
106	<p>FINANCIAL MATTERS</p> <p>106.1 to receive and approve payment of the accounts for Fakenham Town Council and Charter Market for July and August 2018 and receive bank reconciliation statements for Fakenham Town Council and Charter Market for July and August 2018. Cllr Holdom proposed, seconded by Cllr Foortse RESOLVED to receive and approve the payment of the accounts for July and August 2018, and the reconciliation statements for July and August 2018.</p> <p>106.2 To receive the minutes of financial sub-committee meetings held on 13th August and 10th September 2018. These were received.</p> <p>106.3 The updated Financial Risk Assessment was received. The Clerk will annotate the footer on the document to reflect this.</p> <p>106.4 The completion of the review of the Financial Regulations was noted. The footer on this document is to be annotated to reflect this.</p> <p>106.5 The Risk Management Policy was formally adopted. The footer on this document is to be annotated to reflect this.</p> <p>106.6 Cllr Holdom gave an overview of the cost to the Council for using a card payment machine. On the proposition of Cllr Foortse, seconded by Cllr Thorpe, Cllr Holdom is to go ahead and process an application as soon as possible. This is to be an agenda item at the next finance committee meeting and at Full Council in October 2018.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>JH</p>
107	TO RECEIVE A REPORT ON DISTRICT COUNCIL EXPENDITURE FOR THE SPLASH COMPLEX. This matter was deferred to the next Full Council meeting when Cllr Dutton is present.	
108	TO RECEIVE NOTIFICATION OF THE AWARD OF A GRANT FROM THE BIG SOCIETY FUND Information was received today regarding Big Society funding. A copy of this letter is to be sent to all councillors.	Deputy Clerk
109	TO DISCUSS THE NORFOLK COUNTY COUNCIL TRAFFIC SURVEY Cllr Acheson met with Laura Waters from NCC regarding the Fakenham Network Improvement strategy. A copy of Cllr Acheson's notes on the meeting is to be sent to all councillors. A workshop is planned to be held locally in October/November and a decision needs to be made as to who will be invited to attend.	Deputy Clerk
110	TO RECEIVE FURTHER ITEMS FOR NEXT AGENDA i) Application for S144 grant for Friends of Cranmer House	
111	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 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.	
112	TO CONFIRM THE CONFIDENTIAL MINUTES OF THE FOLLOWING MEETINGS 112.1 The minutes of the Full Council meeting held on 17 July 2018 were on the proposition of Cllr Coates and seconded by Cllr Edwards, AGREED and signed by the Chairman. 112.2 The minutes of the Policy & Resources meeting held on 11 September 2018 were on the proposition of Cllr Coates and seconded by Cllr Edwards, AGREED and signed by the Chairman.	

	112.3 The minutes of the Leisure & Environment meeting held on 21 August 2018 were on the proposition of Cllr Coates and seconded by Cllr Sandford-Cooke, AGREED and signed by the Chairman.	
113	TO DISCUSS TOWN COUNCIL ACCOMMODATION See confidential minute.	
114	TO DISCUSS STAFF MATTERS See confidential minute	
115	TO DISCUSS THE OWNERSHIP AND UPDATE OF A FOOTPATH AT RUDHAM STILE LANE See confidential minute	
116	TO MOVE INTO OPEN SESSION On the proposition of Cllr Coates seconded by Cllr Thorpe RESOLVED the Council moves into Open Session.	
117	<p>There being no further business the meeting closed at 20:40</p> <p>Confirmed this day of 2018</p> <p style="text-align: right;"><u>CHAIRMAN</u></p>	