

MINUTES of the FULL COUNCIL MEETING of FAKENHAM TOWN COUNCIL

held at Fakenham Connect, Oak Street, Fakenham

on TUESDAY 19 FEBRUARY 2019 at 6:30pm

PRESENT:

Councillor G Acheson (Town Mayor, Presiding)

Town Cllrs: J Sandford-Cooke, M Dutton, A Vertigan, T Edwards, M Coates, G Footse, J Holdom, S Mears, T Duffy and R Smith

Town Clerk: L Jennings

Deputy Town Clerk: A Kerrison

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

County Councillor: T Fitzpatrick

Police: None

Press: D Bennett (EDP) and J Harding (Lynn News)

Public: 7 members of the public

		Action (initials)
219	TO ALLOW MR RICHARD EVANS, PRINCIPLE OF FAKENHAM ACADEMY TO ADDRESS COUNCILLORS Mr Evans did not attend the meeting.	
220	TO ALLOW FAKENHAM POLICE TO GIVE A REPORT No police were at the meeting and no report was sent. The Clerk read out details from the latest newsletter and most recent SNAPS priorities	
221	TO ADJOURN THE MEETING FOR ELECTORS QUESTIONS Members of the public recounted their unhappiness with fines that had been issued to them as a consequence of parking on Millers Walk car park. They were all unhappy with the intimidating way in which the parking enforcement company dealt with their appeals against the fines. It was made clear that the car park is on private land and not the responsibility of the Council. The Clerk read out an email from Mr Bellman, Managing Director of CBGA Robson, the firm who manage the car park on behalf of the owners. This matter was discussed by Councillors as an item further down the agenda. An elector reported that the pedestrian crossing at the traffic lights at the junction of Queens Road and Greenway Lane only allowed 6 seconds to cross. He felt that this was not enough time for infirm or elderly people to cross. He also felt that a switch to operate the crossing should also be available on Queens Road, as currently this is only available on Greenway Lane. This will be forwarded to Highways at NCC.	Clerk
222	TO ALLOW 10 MINUTES FOR DISTRICT/COUNTY COUNCILLORS TO ADDRESS THE MEETING Cllr Reynolds reported that the Norfolk Rivers and Drainage board had	

	<p>carried out work at various points along the river Wensum, removing weeds and debris. Phase 3 of restoration work is now complete and there will be a press event planned in the spring. Cllr Acheson asked whether the fact that this work has caused problems at some points along the river making some areas too wet to walk along, had been discussed? Cllr Reynolds will investigate this.</p> <p>Cllr Rest was not at the meeting but sent a report to say that the Millers Walk development planning application was being called in to the planning committee at NNDC on Thursday 28th March 2019.</p> <p>Cllr Punchard Fly tipping in the Old Holt Road has not yet been cleared and he has chased this up.</p> <p>Cllr Fitzpatrick spoke about fly tipping. He asked that if the public employ somebody to take rubbish away for them, that they check that they are properly licensed, as the member of the public would be liable if this rubbish was fly tipped. He said that most rubbish can be taken to the local tip free of charge. Only building and DIY waste is charged for. Cllr Fitzpatrick has chased highways about replacing the missing Setts in the Market place.</p> <p>There are several events on at the Library over half-term week. The new County Council budget was agreed last week with a 2.9% council tax increase. The use of technology is being investigated to improve efficiency as central government funding decreases. Councillor Dutton asked how NCC could justify increase in Councillors allowances whilst cutting the budget for elderly and disabled people. Cllr Fitzpatrick replied that councillor's allowances are a very small part of the budget whilst allowances for disabled people was a large proportion of the overall budget.</p> <p>Cllr Holdom stated that she had become aware of a survey for Ethos Environmental planning on behalf of NNDC regarding sporting facilities in the area and asked District Councillors for more information. Cllr Claussen-Reynolds will investigate and forward the information on.</p> <p>The Clerk passed on an enquiry from a resident regarding Highfield Road car park. They wanted to know why there is no free parking on there on Sundays and Bank holidays or 2 free hours as with the other car park in town. Cllr Reynolds will ask the questions and report back to FTC.</p> <p>The deputy Clerk had previously reported the lack of time allowed at the traffic light crossing to highways. Their response was that this is nationally set time, and that if pedestrians are still on the crossing after this time, the laws of the road are that vehicles should not move forward until the crossing is clear. A councillor suggested that cars coming from the High Terrace direction could not see if anyone was on the crossing when the lights change because of the way the road is laid out. This is to be passed on to Highways.</p>	Deputy Clerk
AGENDA		
223	<p>TO CONSIDER FOR ACCEPTANCE APOLOGIES FOR ABSENCE. Apologies were received and accepted from Cllrs G Thorpe, R Lynam, S Brown, D Wakefield and District Councillor J Rest.</p> <p>Cllrs R Reynolds, A Claussen-Reynolds and T Fitzpatrick left the meeting.</p>	
224	<p>DECLARATIONS OF INTEREST There were none.</p>	

225	<p>TO CONFIRM THE MINUTES OF THE MEETING HELD ON 15 JANUARY 2019</p> <p>225.1 The minutes of the meeting held on 15 January 2019 were on the proposition of Cllr Coates and seconded by Cllr Sandford-Cooke, AGREED and signed by the chairman.</p>	
226	<p>TO DISCUSS CONTINUING ISSUES REGARDING MILLERS WALK CAR PARK</p> <p>This item was brought forward on the agenda.</p> <p>It was felt that the way the car park is operated is too draconian and this is discouraging visitors from coming to the town. After a long discussion, on the proposition of Cllr Mears seconded by Cllr Acheson, it was agreed that a letter should be written to Mr Bellman of CBGA Robson from the Council outlining the points that they feel need addressing. 1) There should be a grace period of 30 minutes to allow for a drive through the car park, or failure to find a parking space. 2) The intimidating nature of the letters sent out by the parking enforcement company 3) Ticket machines frequently out of order with no information on who to contact 4)Suns glare making the ticket machines difficult to read resulting in errors when inputting registration number of vehicle 5)Customers of some businesses such as the butcher who may need to pick up goods before the car park is officially open resulting in fines being issued 6) Fines being issued to customers picking up bulky items from the Argos loading bay 7) Why is there a requirement to get a ticket when automatic number plate recognition cameras are in place 8) Signs should be in place at each entrance with large lettering stating clearly that a ticket must be obtained in all cases 9) The fines are extortionate and should be in line with those of the NNDC car parks in the town. 10) If the park is to be closed at night then barriers should be in place to prevent unsuspecting visitors from parking there and being fined.</p> <p>Cllr Punchard and J Harding left the meeting</p>	GA/ Clerk
227	<p>TO RECEIVE UPDATE ON ACTIONS TAKEN AFTER THE LAST COUNCIL MEETING IF THESE MATTERS ARE NOT ON THE AGENDA</p> <p>There were none.</p>	
228	<p>TO RECEIVE THE MAYORS ANNOUNCEMENTS</p> <p>17/1 – Attended planning committee Meeting at Cromer, Phone call with LEADER</p> <p>21/1 – Helped NCC highways to lift manhole cover on the Library triangle</p> <p>22/1- Met Bruce Oliver of NPS about the Library Triangle</p> <p>23/1 – Attended MTI meeting</p> <p>25/1 – Attended a LEADER meeting at County Hall</p> <p>30/1 – With Cllrs Duffy and Edwards met with Sarah Butikoffer of NNDC re the sub lease for the Connect building</p> <p>2/2- Attended MTI shop assessment meeting</p> <p>5/2 – Met with Cllr Duffy and Phil Thompson of Reception Sign Systems re the Heritage Trail</p> <p>8/2 – Met with members of Fakenham Archive society re Heritage Trail Photos</p>	

	<p>11/2 – Met with District Councillors, Cllrs Foortse and Lynam and the Conservation Officer regarding the town conservation area and the shop fronts initiative and placing heritage trail plaques</p> <p>18/2 – Met with the Clerk of the Race course regarding adding this to the Heritage Trail.</p> <p>Cllr Acheson said he was unable to attend a meeting in Norwich regarding “Illuminating Norfolk – Bright map” on 20th March. If any other Councillor wanted to go they should contact the office as soon as possible.</p>	
229	<p>TO RECEIVE ANY REPORTS FROM COUNCILLORS WHO HAVE ATTENDED MEETINGS OUTSIDE THE COUNCIL</p> <p>Cllr Sandford-Cooke - attended the Greenways exhibition, Active Fakenham Steering group meeting and helped with the production of the Fakenham Heritage Trail leaflet.</p> <p>Cllr Edwards attended the meeting with Sarah Butikoffer</p> <p>Cllr Dutton – attended the Greenways exhibition and worked on the Heritage Trail leaflet</p> <p>Cllr Mears – attended the SNAPS meeting</p> <p>Cllr Smith – attended the Active Fakenham Steering Group meeting</p> <p>Cllr Foortse – met with the conservation officer, attended the Greenways exhibition, and attended the Scouts meeting when members were presented with their gold awards.</p>	
230	<p>DECISION LOG AND CLERKS REPORT</p> <p>Full Council 252 – This is to be the first item on the agenda of Full Council for the new Council in May.</p> <p>Full Council 135 – Another quote has been obtained and this is on the agenda for the next L&E meeting.</p> <p>Full Council 159 – this is to be annotated to read” This is now complete and the tree is safe and should remain”</p> <p>P&R 158 – the final sentence is to read “the Finance committee have decided against using the district valuer”</p> <p>P&R 159 – The new standing Orders need to be discussed at the next P&R meeting and then ratified at Full Council.</p> <p>HR 7 – This needs to be on the agenda for P&R in March</p> <p>L&E 84 – The frame and Perspex of the map table is broken and dangerous. This needs reported to NNDC</p> <p>Full Council 125 – Mr Evans is to be invited to the March Full Council meeting</p> <p>Full Council 126 - The first meeting has been arranged for 20th March 2019</p> <p>Full Council 175 – This took place on 12 February 2019 and can be removed.</p> <p>P&R 76 – This is on the agenda for the next P&R meeting</p> <p>Full Council 198 – This is now complete</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
231	<p>TO RECEIVE AND COMMENT UPON ANY ITEMS FOR INFORMATION AND ACTION</p> <p>It was noted that Jim Baldwin has stepped down from his involvement with the Air Cadets after 30 years. It was agreed that the Council should contact him and thank him for his work.</p>	Clerk
232	<p>TO RECEIVE AND ADOPT THE MINUTES OF THE DEVELOPMENT & MARKET COMMITTEE ON 21 JANUARY and 4 & 18 FEBRUARY 2019</p> <p>232.1 The minutes of the meeting held on 21 JANUARY 2019 were moved for reception and adoption by Cllr Duffy, Seconded by Cllr</p>	

	<p>Acheson and agreed unanimously.</p> <p>232.2 The minutes of the meeting held on 4 FEBRUARY 2019 were moved for reception and adoption by Cllr Duffy, Seconded by Cllr Acheson and agreed unanimously.</p> <p>232.3 The minutes of the meeting held on 18 FEBRUARY 2019 were moved for reception and adoption by Cllr Edwards, Seconded by Cllr Smith and agreed unanimously.</p>	
233	<p>TO RECEIVE AND ADOPT THE MINUTES OF THE LEISURE & ENVIRONMENT COMMITTEE HELD ON 22 JANUARY 2019</p> <p>233.1 The minutes of the meeting held on 22 JANUARY 2019 were moved for reception and adoption by Cllr Coates, Seconded by Cllr Sandford-Cooke and agreed unanimously. A councillor queried minute 133 which stated that the Council would cover any expenses incurred by the Christmas Lights switch on event. She felt that this could not be decided by the L&E committee. It was agreed that this was a true minute of what was said at the meeting, but that this should be on the next P&R agenda for further discussion.</p>	Clerk
234	<p>TO RECEIVE AND ADOPT THE MINUTES OF THE POLICY AND RESOURCES COMMITTEE HELD ON 24 JANUARY 2019</p> <p>234.1 The minutes of the meeting held on 24 JANUARY 2019 were moved for reception and adoption by Cllr Acheson, Seconded by Cllr Coates and agreed unanimously.</p>	
235	<p>TO CONSIDER THE APPOINTMENT OF A PART TIME GROUNDSMAN</p> <p>On the proposition of Cllr Acheson, seconded by Cllr Coates, it was agreed to place an advertisement in the Fakenham Sun for this post.</p>	Clerk
236	<p>FINANCIAL MATTERS</p> <p>236.1 to receive and approve payment of the accounts for Fakenham Town Council and Charter Market for January 2018 and receive bank reconciliation statements for Fakenham Town Council and Charter Market for January 2018. Cllr Holdom proposed, seconded by Cllr Vertigan RESOLVED to receive and approve the payment of the accounts for January 2018 and the reconciliation statements for January 2018. These were reviewed by the financial committee.</p> <p>236.2 To Receive minutes of the Finance Committee meeting on 18th February 2019. Finance minutes were received and noted.</p> <p>236.3 RFO's report. There was nothing further to report.</p>	
237	<p>To Discuss the Progress of the Heritage Trail</p> <p>Cllr Acheson has met with the archive group regarding material to be used for the Trail. The design of the plaques has been agreed. The conservation officer has been consulted regarding plaques being put on listed buildings. The Racecourse has been added to the Trail.</p>	
238	<p>TO RECEIVE AN UPDATE ON THE MARKET TOWNS INITIATIVE (FAKENHAM TOWN CENTRE FACE LIFT)</p> <p>Cllr Lynam has met with the shop keepers regarding their window displays, interiors etc. The conservation officer has said that if there is to be a significant change in the colour of the building, then listed building consent will be needed. This may delay the project slightly.</p>	
239	<p>ANNUAL ASSEMBLY PROTOCOL.</p> <p>Cllr Foortse is to take over the organisation of this from Cllr Dutton. Cllrs Foortse, Acheson and the Clerk will meet to put something together. It was noted that Community Centre is no longer available as a venue for the meeting on the date agreed. On the proposition of Cllr</p>	

