

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

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

**on TUESDAY 19 MARCH 2019 at 7:00pm**

PRESENT:

Councillor G Acheson (Town Mayor, Presiding)

Town Cllrs: M Dutton, J Sandford-Cooke, G Footse, R Lynam, A Vertigan, M Coates, T Duffy, G Thorpe and J Holdom

Town Clerk: L Jennings

Deputy Town Clerk: A Kerrison

District Councillors: J Rest and J Punchard

County Councillor: None

Police: Inspector Ed Brown

Press: J Harding (Lynn News)

Public: None

Mr R Evans – Principle of Fakenham Academy

		<b>Action (initials)</b>
<b>250</b>	<b>TO ALLOW MR RICHARD EVANS, PRINCIPLE OF FAKENHAM ACADEMY TO ADDRESS COUNCILLORS</b> Mr Evans gave an overview of his role at the School, how it is performing and his plans for involving the school in the local community. The Wells Road site which was previously occupied by College students has now been handed back to Norfolk County Council.	
<b>251</b>	<b>TO ALLOW FAKENHAM POLICE TO GIVE A REPORT</b> Inspector Ed Brown gave an update of the CCTV in the town. Overall it is working well and he thanked the Council for providing the system. He said there was one area where there are intermittent issues but these are being addressed by the contractor. The public enquiry office at the police station is closed to the public, but there is a public engagement surgery on a Wednesday afternoon which is not well attended. It was suggested that a stall on the market would reach more people.  Cllr Thorpe left the meeting  A councillor felt that serious crime rates were rising and wondered what was being done. Inspector Brown said that the culprits of the recent spate of crimes were now behind bars so rates should go down. An overview of current staffing levels and priorities was given.  Inspector Brown and Mr Evans left the meeting	

252	<p><b>TO ADJOURN THE MEETING FOR ELECTORS QUESTIONS</b>  One of the Councillors asked if the agenda for Full Council meeting could be kept to a reasonable length to avoid people losing concentration. It was suggested that agenda items should be timed to allow a finite time for discussion.</p>	
253	<p><b>TO ALLOW 10 MINUTES FOR DISTRICT/COUNTY COUNCILLORS TO ADDRESS THE MEETING</b>  <b>Cllr Rest</b> said that NNDC have agreed a one-off payment of £30,000 for the police to install more Automatic Number Plate recognition cameras around the area.  Planning for the Millers Walk car park site will be being discussed at NNDC on Thursday of next week. Cllr Rest will let the Clerk know when it is on the Agenda. Councillors asked that the District Councillors keep pressing for the improved road layout that they feel is necessary for safety if the new building is built. This is to be discussed at the next D&amp;M meeting. Cllr Punchard suggested that a Parish partnership Scheme might be appropriate.  <b>Cllr Punchard</b> reminded the meeting that members of the public only have until 15<sup>th</sup> April to register to vote in the upcoming elections. Information regarding receiving a postal vote is to be put on the Town Councils website.   Cllrs Rest and Punchard left the meeting</p>	<p><b>JR</b>  <b>Clerk</b>  <b>Clerk</b></p>
<b>AGENDA</b>		
254	<p><b>TO CONSIDER FOR ACCEPTANCE APOLOGIES FOR ABSENCE.</b>  Apologies were received and accepted from Cllrs Edwards, Mears, Wakefield, Smith and Brown</p>	
255	<p><b>DECLARATIONS OF INTEREST</b>  There were none.</p>	
256	<p><b>TO CONFIRM THE MINUTES OF THE MEETING HELD ON 19 FEBRUARY 2019</b>  <b>256.1</b> The minutes of the meeting held on 19 FEBRUARY 2019 were on the proposition of Cllr Coates and seconded by Cllr Sandford-Cooke, AGREED and signed by the chairman.</p>	
257	<p><b>TO RECEIVE UPDATE ON ACTIONS TAKEN AFTER THE LAST COUNCIL MEETING IF THESE MATTERS ARE NOT ON THE AGENDA</b>  <b>257.1 Millers Walk Car park</b> The managing director of CBGA Robson has been in touch. He has now realised the extent of the complaints that have been received and is looking at ways of managing this and has asked for Councillors ideas. This is to be on the agenda of the next D&amp;M meeting. This will then be discussed at the next Full Council meeting.</p>	<p><b>Clerk</b></p>
258	<p><b>TO RECEIVE THE MAYORS ANNOUNCEMENTS</b>  26/2 - Attended a meeting of the Archive Group  1/3 - Walked and photographed the Trail for the Heritage Plaque sites for the Conservation Officer  5/3 – Met with Cllr Dutton regarding the Trail Brochure  7/3 – Undertook the Clerks appraisal with Cllr Foortse  13/3 – Attended the MTI Shop fronts meeting</p>	



	verbally, then their apologies should automatically be accepted. The Clerk advised that this wasn't proper procedure. It was noted that the proper practice was not consistently applied, the chairman acknowledged the Clerks advice but said that the Council would abide by the vote taken.	
264	<p><b>TO RECEIVE AND ADOPT THE MINUTES OF THE POLICY AND RESOURCES COMMITTEE HELD ON 12 MARCH 2019</b></p> <p><b>264.1</b> The minutes of the meeting held on 12 MARCH 2019 were moved for reception and adoption by Cllr Acheson, Seconded by Cllr Vertigan and agreed unanimously. Minutes 107 should read "The appraisal targets for staff were set, but not those of the Clerk." Minute 115 should read " Cllrs Holdom and Vertigan would liaise with the Clerk regarding standing orders, and these would be presented at the next Full Council meeting" The revised risk management policy was also agreed with an addition to item 1 regarding Queens Road cemetery. This should read" The cemetery is open at all times except when necessary to prevent misuse."</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
265	<p><b>FINANCIAL MATTERS</b></p> <p><b>265.1 to receive and approve payment of the accounts for Fakenham Town Council and Charter Market for February 2019 and receive bank reconciliation statements for Fakenham Town Council and Charter Market for February 2019.</b> Cllr Holdom proposed, seconded by Cllr Acheson RESOLVED to receive and approve the payment of the accounts for February 2019 and the reconciliation statements for February 2019. These were reviewed and matched with bank statements by the financial committee.</p> <p><b>265.2 To Receive minutes of the Finance Committee meeting on 18<sup>th</sup> March 2019.</b> Finance minutes were received and noted.</p> <p><b>265.3 To Receive and Adopt revaluation of the Asset Register for year ending March 2019</b> This was agreed</p> <p><b>265.4 To Receive and adopt the Revised Investment Strategy</b> This was agreed</p> <p><b>265.5 To Report that the PSI DSS Compliance for the Barclay Card Reader is now complete.</b> This was noted</p> <p><b>265.6 Finance Team report.</b> It was noted that MTI grant monies should be recorded separately in the accounts for both the Facelift and Trail Brochure projects. Each invoice received will be approved by two people from the working group and Facelift invoices will be initialled by Cllr Lynam and Brochure invoices by Cllr Dutton, prior to payment.</p>	
266	<p><b>TO DISCUSS THE PROGRESS OF THE HERITAGE TRAIL</b></p> <p>This is going well. The website is under construction and the history and photographs have been finalised and proof read. The Brochure has had formal approval from the Archive centre for the photographs.</p>	
267	<p><b>TO RECEIVE AN UPDATE ON THE MARKET TOWNS INITIATIVE (FAKENHAM TOWN CENTRE FACE LIFT)</b></p> <p>The scaffolding is being erected next week. The decoration will start on 2<sup>nd</sup> April 2019.</p>	
268	<p><b>TO DISCUSS THE OUTSTANDING PUBLIC SPACE PROTECTION ORDERS (DOG FOULING) FROM NORTH NORFOLK DISTRICT COUNCIL (NNDC).</b></p> <p>The Clerk has liaised with the Environment team and has been assured that the orders will be in place soon. Once in place NNDC staff will be monitoring and issuing fines to offenders.</p>	

	Cllr Thorpe re-joined the meeting	
<b>269</b>	<p><b>TO DISCUSS STAFF MATTERS</b></p> <p><b>269.1 To receive an update regarding the appointment of a Part-time Groundsman</b></p> <p>The HR team met today and shortlisted from 13 applicants to 7. Interviews will take place on 17 April.</p>	
<b>270</b>	<p><b>TO RECEIVE AN UPDATE ON THE ANNUAL ASSEMBLY</b></p> <p>This was covered whilst discussing the decision log</p>	
<b>271</b>	<p><b>TO DISCUSS USING THE TOWN COUNCIL'S WEBSITE TO LIST THE TOWN'S BUSINESSES</b></p> <p>These are already listed on the Fakenham Info site. A link will be created on the Town Council website to this list.</p>	<b>Clerk</b>
<b>272</b>	<p><b>TO DISCUSS THE OWNERSHIP OF THE PIECE OF LAND BEHIND THE CINEMA</b></p> <p>It was noted that the land is not registered to anyone. NNDC currently look after it and would be prepared to offer Fakenham Town Council a licence for the land. If an owner then came forward the licence would be null and void. On the proposition of Cllr Acheson, seconded by Cllr Duffy and agreed by 7 votes for, 2 against and one abstention, that the Fakenham Town Council should try and register the land. Cllr Duffy will liaise with the Clerk regarding engaging a surveyor to measure the land.</p> <p>Mr J Harding left the meeting</p>	<b>Clerk/ TD</b>
<b>273</b>	<p><b>TO DISCUSS THE FUTURE OF THE GRASS CUTTING CONTRACT WITH NORFOLK COUNTY COUNCIL</b></p> <p>It was noted that NCC have now paid for this year's contract. On the proposition of Cllr Acheson, seconded by Cllr Coates and agreed by all that the Town Council should continue to provide delegated grass cutting for the town.</p>	
<b>274</b>	<p><b>TO RECEIVE NOTIFICATION FROM NORTH NORFOLK DISTRICT COUNCIL REGARDING THE "FUTURE HIGH STREET FUND"</b></p> <p>The Councillors are aware of this and will be applying for funding. Cllr. Lynam will keep an eye on this.</p>	<b>RL</b>
<b>275</b>	<p><b>TO RECEIVE REQUESTS FROM THE FIRE FIGHTERS CHARITY AND ACTION FOR CHILDREN TO BE THE TOWN COUNCIL'S CHOSEN CHARITY FOR 2019/20</b></p> <p>Cllr Thorpe declared an interest in this item.</p> <p>It was noted that there was still money available in the budget for this year for an s137 grant. On the proposition of Cllr Acheson, seconded by Cllr Lynam and agreed by 8 votes for with 2 abstentions, to award £300 to the Firefighters charity. No money was awarded to Action for Children.</p>	
<b>276</b>	<p><b>TO RECEIVE SUGGESTED AMENDMENTS TO THE STANDING ORDERS</b></p> <p>It was noted that the new model standing orders are in the process of being absorbed in to the existing standing orders of the Council. Further updates will go to either P&amp;R or Full Council, whichever comes first.</p>	<b>Clerk /AV</b>
<b>277</b>	<b>TO RECEIVE ANY FURTHER ITEMS FOR THE NEXT AGENDA.</b>	

