

MINUTES of the FULL COUNCIL MEETING of FAKENHAM TOWN COUNCIL

held at Fakenham Connect, Oak Street, Fakenham

on TUESDAY 21st May 2019 at 6:45pm

PRESENT:

Councillor G Acheson (Town Mayor, Retiring)

Town Cllrs: M Coates, J Rockett, G Thorpe, M Dutton, J Holdom, D Andrews, R Lynam, T Duffy, S Mears and J Foortse.

Deputy Town Clerk: A Kerrison

District Councillors: J Rest, J Punchard, C Cushing

County Councillor: T Fitzpatrick

Police: None

Press: None

Public: 5 Members of the public

		Action (initials)
	Councillors signed their Acceptance of Office, Declarations of Interests and Members Code of Conduct Papers	
1	TO ALLOW FAKENHAM POLICE TO GIVE A REPORT A report was read out by the Deputy Clerk. Current priorities are 1. Focus on reducing drug usage 2. Actively patrol the Night Time Economy to prevent public disorder and antisocial behaviour 3. Patrols of beauty spots and car parks to deter theft from motor vehicles. A meeting has been arranged with Cllr Lynam to look at weighting crime reports to give more relevance to crime figures. Current crime trends are around thefts from farms and outbuildings. There is also an increase in antisocial behaviour such as small fires being lit in parks. An engagement surgery continues to take place at the Police station on a Thursday afternoon 1-3pm.	
2	TO ADJOURN THE MEETING FOR ELECTORS QUESTIONS The Council was asked if they were aware of the rumours regarding the Gallows Sports centre being in financial difficulty, and if so is there anything that can be done to help. Cllrs stated they that were not aware but that Gallows was in the parish of Hempton, and therefore the matter should be addressed to Hempton Parish Council. The members of the public thought that the Rotary club had been made aware of the problems, Cllr Coates will investigate this. FTC would not want to see the sports centre fold, and suggested that Market Toll grants may be applied for, for specific projects, but not running costs of the centre. District Cllr Punchard will speak to the District Cllr for the Raynham's, which covers the Gallows area, to see if anything can be done. A Member of the public has complained about the dog fouling on the pavement in Norwich Road, and has asked for a dog bin to be provided in	MC JP

	<p>this area. This is to be taken to the next L&E meeting.</p> <p>A resident of Nelson Road is concerned about the amount of parking there since the Highfield Road car park ceased to be free. This is making access for residents difficult and they would like extra yellow lines on the road. It was noted that this is a highways problem, but residents can pay for white lines to be installed.</p> <p>A resident of Greenway Close has reported problems with cars and lorries being parked there for days on end that seem to be associated with a business that buys and sells them. Cllr Fitzpatrick will look in to this matter.</p> <p>A resident had enquired what is happening with the local fire service and whether one of the pump engines is being lost. The meeting was informed that this was imminent, probably within the next 3 months. This raised concerns regarding cover for Fakenham if the one remaining pump is dealing with an incident elsewhere. A letter is to be written to Norfolk County Council to voice their concerns.</p> <p>A request was made from FACT (Fakenham Area Conservation Team) for the Council to replace the benches at Goggs Mill. This is to go to an L&E meeting</p> <p>An enquiry was made as to whether anything could be done about the speeding vehicles on Holt Road. This may be suitable for a Community Speedwatch and is to be discussed at the next L&E meeting.</p>	<p>Deputy Clerk</p> <p>TF</p> <p>GF</p> <p>Deputy Clerk</p> <p>Deputy Clerk</p>
3	<p>TO ALLOW 10 MINUTES FOR DISTRICT/COUNTY COUNCILLORS TO ADDRESS THE MEETING</p> <p>Cllr Punchard informed the meeting that the public space protection orders are now in place and notices should be installed soon.</p> <p>Cllr Cushing said that the traveller's site had now re-opened for use. He also reminded Councillors of the Local Plan Consultation taking place in the Community Centre 24th May 2019.</p> <p>Cllr Fitzpatrick informed the meeting that Norfolk County Council had returned to a cabinet structure. The first meeting was broadcast on Youtube. The cabinet will be the Fire authority. The Fakenham College site is being discussed and it is likely that the site will be retained for Educational use. The granite setts for the Town market place are on order and work is due to start in October, but Cllr Fitzpatrick is pushing for this to happen sooner.</p> <p>Cllrs Fitzpatrick and Cushing left the meeting</p>	
AGENDA		
4	<p>TO ELECT THE TOWN MAYOR AND RECEIVE THE TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE AS REQUIRED BY LAW</p> <p>On the proposition of Cllr Acheson, seconded by Cllr Mears and agreed by all, Cllr Foortse was elected as Mayor. Cllr Foortse signed the acceptance of office declaration as required by law.</p>	
5	<p>TO CONSIDER FOR ACCEPTANCE APOLOGIES FOR ABSENCE.</p> <p>Apologies for absence were received and accepted from Cllr Rest and the Town Clerk.</p>	
6	<p>DECLARATIONS OF INTEREST</p> <p>Cllr Holdom declared a non-pecuniary interest in Item 18 on the agenda. Cllr Thorpe declared a pecuniary interest in item 24 on the agenda.</p>	

7	<p>TO ELECT THE DEPUTY MAYOR AND RECEIVE THE DEPUTY MAYOR'S ACCEPTANCE OF OFFICE AS REQUIRED BY LAW</p> <p>Cllr Foortse proposed and Cllr Lynam seconded that Cllr Holdom should be Deputy Mayor. A counter proposal from Cllr Rockett for Cllr Coates did not receive a seconder. Cllr Foortse proposal was agreed with 9 votes for and 2 abstentions. Cllr Holdom was therefore elected as Deputy Mayor and signed the acceptance of office declaration as required by law.</p>	
8	<p>TO CONFIRM THE MINUTES OF THE MEETING HELD ON 16 APRIL 2019</p> <p>8.1 The minutes of the meeting held on 16 APRIL 2019 were on the proposition of Cllr Foortse and seconded by Cllr Acheson, AGREED and signed by the chairman.</p>	
9	<p>TO RECEIVE THE MINUTES OF THE ANNUAL TOWN MEETING HELD ON 14 MAY 2019</p> <p>These were received and noted.</p>	
10	<p>TO RECEIVE UPDATE ON ACTIONS TAKEN AFTER THE LAST COUNCIL MEETING IF THESE MATTERS ARE NOT ON THE AGENDA</p> <p>Minute 284: A member of Hempton parish Council would be happy to come and speak to the Council regarding speeding on the Goggs Mill road as they too have concerns.</p> <p>Minute 285: Letters have been sent to all neighbouring councils to ask if they wish to add their names to a letter regarding the Raynham Event. It was noted that any problems during the event should be addressed to the police and NNDC.</p> <p>Cllr Thorpe left the meeting</p> <p>Minute 294: The deputy Clerk will check if a response has been sent to SCOPE.</p> <p>Minute 297.6 – Cllr Acheson has written to NNDC.</p> <p>Minute 303- The paper has not yet been written. It will be discussed at the D&M meeting.</p>	<p>Deputy Clerk</p> <p>Deputy Clerk</p>
11	<p>TO FILL FOUR TOWN COUNCILLOR VACANCIES BY CO-OPTION</p> <p>Paul Hannon put himself forward for co-option. He gave an overview of his previous experience. A secret ballot was held to be opened and counted on Wednesday morning by the office staff.</p>	<p>Deputy Clerk</p>
12	<p>TO RECEIVE THE RESIGNATION OF A COUNCILLOR</p> <p>The resignation of Cllr S Brown was received and noted.</p>	
13	<p>TO CONSTITUTE THE COMMITTEES OF THE COUNCIL FOR THE ENSUING YEAR</p> <p>Representatives were appointed as follows:</p> <p>Development & Market: Cllrs Acheson, Duffy, Lynam, Rockett and Thorpe</p> <p>Leisure & Environment: Cllrs Dutton, Coates and Andrews</p> <p>Policy & Resources Committee: Cllrs Foortse, Holdom and Acheson plus chairs of development and leisure committees and one elected member from these committees</p> <p>Human Resources Sub-Committee: Cllrs Foortse, Holdom and Acheson plus 1 member from each committee with HR experience</p> <p>Finance Sub-Committee: Cllrs Foortse, Holdom, Acheson, Dutton and Andrews.</p> <p>Allotment Sub-Committee: Cllrs Coates, Thorpe and Dutton</p> <p>To assist the Clerk with the management of Estate land: Cllr Coates</p>	

14	<p>TO APPOINT REPRESENTATIVES TO THE FOLLOWING OUTSIDE BODIES</p> <p>Fakenham Olivet Twinning Club: Cllr Mears Fakenham Museum of gas and Local History: Cllr Acheson Fakenham Police SNAPS: Cllr Mears Fakenham Town Band: Cllrs Coates and Acheson Fakenham Charities: Cllr Foortse. It was agreed to ask former Cllr Vertigan to remain with this group.</p>	Deputy Clerk to inform Olivet & Gas Charities and Adrian
15	<p>TO RECEIVE THE OUTGOING MAYORS ANNOUNCEMENTS</p> <p>18th April – Attended 50th anniversary of the opening of Fakenham Library 7th May – Attended 30th year of fundraising of the British Heart Foundation in Fakenham 14th May – Attended the Annual Town Assembly</p>	
16	<p>TO RECEIVE ANY REPORTS FROM COUNCILLORS WHO HAVE ATTENDED MEETINGS OUTSIDE THE COUNCIL</p> <p>Cllr Mears attended the SNAPS meeting Cllr Lynam attended the SNAPS meeting</p> <p>Cllr Thorpe re- joined the meeting</p> <p>Cllr Holdom attended the Literary Festival Meeting Cllr Foortse attended the 50year anniversary of the opening of the Library and the Literary Festival Meeting.</p>	
17	<p>DECISION LOG AND CLERKS REPORT</p> <p>Full council 252 – This was discussed earlier, the orders are now in place. It was agreed to make sure that there are no dog waste bins positioned in places where dogs are banned.</p> <p>Full Council 135 - This is ongoing</p> <p>D&M 190/281 – this is ongoing</p> <p>L&E 212 – The Clerk has been sent the paperwork and this is ongoing</p> <p>Full Council 16 – With the new council in place bio's and photographs will be needed from the new Councillors.</p> <p>Full Council 212 – This will need to happen in time for next year's Town Assembly</p> <p>L&E 132 - £1400 has been raised by a resident towards the new equipment. Nothing has yet been received from Tesco.</p> <p>L&E 134 – The streetlight is no longer needed</p> <p>Full Council 243 – It was decided not to progress with this. It can be removed.</p> <p>L&E 141 – This is on the agenda for the next L&E meeting</p> <p>L&E 142-The smaller bins are to remain in Newman's yard, but the other bins have been removed from the pavement.</p> <p>L&E 143 - ongoing</p> <p>L&E 146 – this is on the next L&E meeting agenda</p> <p>Finance 97 - the invoice for this has been submitted to NCC</p> <p>P&R 106 - The contractor has not been contactable. The Clerk and Deputy Clerk are doing this a bit at a time.</p> <p>A brown bin for Creake Road cemetery was suggested at the Town Assembly meeting. This is an agenda item for the next L&E meeting.</p>	
18	<p>TO RECEIVE AND COMMENT UPON ANY ITEMS FOR INFORMATION AND ACTION</p> <p>These were noted. The Fakenham Duck and raft races were noted, but it was decided not to sponsor a duck.</p>	

19	<p>TO RECEIVE AND ADOPT THE MINUTES OF THE DEVELOPMENT & MARKET COMMITTEE ON 29 APRIL 2019</p> <p>19.1 The minutes of the meeting held on 29 APRIL 2019 were moved for reception and adoption by Cllr Duffy, Seconded by Cllr Acheson and agreed unanimously.</p>	
20	<p>TO RECEIVE AND ADOPT THE MINUTES OF THE LEISURE & ENVIRONMENT COMMITTEE HELD ON 23 APRIL 2019</p> <p>20.1 The minutes of the meeting held on 23 APRIL 2019 were moved for reception and adoption by Cllr Coates, Seconded by Cllr Acheson and agreed unanimously.</p>	
21	<p>FINANCIAL MATTERS</p> <p>21.1 to receive and approve payment of the accounts for Fakenham Town Council and Charter Market for April 2019 and receive bank reconciliation statements for Fakenham Town Council and Charter Market for April 2019. Cllr Holdom proposed, seconded by Cllr Acheson RESOLVED to receive and approve the payment of the accounts for April 2019 and the reconciliation statements for April 2019.</p> <p>21.2 To Receive minutes of the Finance Committee meeting. No meeting was held as the committee was not convened until this meeting. The finances were reviewed by the Chair and former Chair on Monday 20th May 2019. Amendment to April's Finance Committee meeting minutes was proposed as follows: Minute 110 "On the proposition of Cllr Acheson, seconded by Cllr Vertigan that the contract with Stephenson Smart will continue from 1st April 2019 to 31st March 2020. The Chairman will write a letter of confirmation to Stephenson Smart.</p> <p>Cllrs Holdom and Acheson had visited Stephenson Smart to review the contract. Notice of termination obligations and a reduced fee of £15k p.a. were agreed. On the proposition of Cllr Acheson, seconded by Cllr Vertigan that the contract with Stephenson Smart will continue from 1st April 2019 to 31st March 2020. The Chairman will write a letter of confirmation to Stephenson Smart</p> <p>21.3 Finance Team report.</p> <p>The RBS close down and year end accounts process took place on 13th May 2019. The RBS proprietor was the consultant this year and thanked the team for their efficiency and their level of preparation. The final internal audit will be on 5th June 2019. Councillors were reminded of dates for the Exercise of Public Rights for 30 days in July and August 2019. 1st July to 9 August was proposed and agreed.</p> <p>21.4 To Appoint an Internal Control Officer.</p> <p>This post is to be appointed by the Finance committee</p> <p>21.5 To Re-appoint Internal Auditor for 2019-20</p> <p>This is to be deferred to the Full Council Meeting in June, after the final audit has taken place.</p> <p>21.6 To Receive Notification from Norfolk Pension Fund regarding Exit Payments Cap.</p> <p>This was received and noted.</p>	GF
22	<p>TO DISCUSS THE MAYOR'S CHARITY FOR 2019-20</p> <p>This was deferred until the Clerk returns.</p>	Clerk
23	<p>TO DISCUSS THE PROGRESS OF THE HERITAGE TRAIL</p> <p>This is progressing well and the lease for the triangle of land near the library is going through. On the proposition of Cllr Acheson, seconded by Cllr Lynam and agreed by all that Cllr Foortse should be delegated to sign the lease as chairman on behalf of the Council. It was noted that £6K for landscaping the area had been budgeted. However, the lowest quote</p>	GF

	<p>received was for £7, 845 plus VAT. Although a reduction in this quote will be sought, the trail must be up and running by 1st July 2019 to satisfy the conditions of grants received.</p> <p>Cllr Mears left the meeting.</p> <p>On the proposition of Cllr Acheson, seconded by Cllr Foortse and agreed by all, that the lowest quote should be accepted and Cllr Duffy is to see if the quote can be reduced.</p> <p>The final date for the LEADER fund claim is 1 August 2019. The Clerk has assured that the Council bank account has been registered with the Rural Payments agency.</p> <p>An opening ceremony is planned for Saturday 13th July 2019 by the library.</p>	TD
24	<p>TO RECEIVE AN UPDATE ON THE MARKET TOWNS INITIATIVE (FAKENHAM TOWN CENTRE FACELIFT)</p> <p>Cllr Lynam reported that this is progressing well and should be finished in budget by 6th June 2019. A grand re-opening is planned. It was suggested that this should be combined with the opening of the Heritage trail. Cllrs Acheson, Foortse and Lynam are to organise this.</p>	GAGF/RL
25	<p>TO DISCUSS THE PUBLIC SPACE PROTECTION ORDERS</p> <p>This was discussed earlier in the meeting.</p>	
26	<p>TO NOMINATE A MEMBER OF THE TOWN COUNCIL TO THE NORFOLK ASSOCIATION OF LOCAL COUNCILS (NfKALC) EXECUTIVE COMMITTEE</p> <p>On the proposition of Cllr Acheson, seconded by Cllr Foortse and agreed by all that Cllr Holdom should continue in this role.</p>	
27	<p>TO AWARD A GRANT UNDER THE LOCAL GOVERNMENT ACT 1972, S137 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</p> <p>a) A donation in honour of former Councillor Ian Grand, who was a retained Fakenham Firefighter, to the Fire Service Charity</p> <p>It was noted that under standing orders only one grant can be awarded to an organisation in the space of 12 months. On the proposition of Cllr Acheson, seconded by Cllr Foortse and agreed by all that standing orders should be suspended. On the proposition of Cllr Acheson, seconded by Cllr Lynam and agreed with 9 votes for and 1 abstention, to award £300 to the Fire Fighters Charity in Memory of Ian Grand. On the proposition of Cllr Acheson, seconded by Cllr Foortse and agreed by all that standing orders should be re-instated.</p>	
28	<p>TO RECEIVE ANY FURTHER ITEMS FOR THE NEXT AGENDA</p> <p>It was noted that 31 items on an agenda is too much. It was agreed that the meetings could be shortened by electors questions being forwarded and dealt with where possible to the Clerk before the meeting. The financial reports need not be gone through in detail as this has already been done by the finance committee and all reports are forwarded to Councillors in advance of the meeting who should raise any concerns or questions.</p> <p>It was agreed to invite Nigel Middleton from the Hawk and Owl Trust to a future meeting to update Council on what is happening on Edmondson's Acres.</p>	GF/Clerk

29	<p>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.</p> <p>On the proposition of Cllr Foortse 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.</p>	
30	<p>TO CONFIRM THE CONFIDENTIAL MINUTES OF THE FOLLOWING MEETINGS</p> <p>30.1The minutes of the Full Council meeting held on 16 APRIL 2019 were on the proposition of Cllr Foortse and seconded by Cllr Coates, AGREED and signed by the Chairman.</p>	
31	<p>TO DISCUSS TOWN COUNCIL ACCOMMODATION</p> <p>See confidential minute.</p>	
32	<p>TO DISCUSS STAFF MATTERS</p> <p>See confidential Minute</p>	
33	<p>TO MOVE INTO OPEN SESSION</p> <p>On the proposition of Cllr Foortse seconded by Cllr Coates RESOLVED the Council moves into Open Session.</p>	
	<p>There being no further business the meeting closed at 21:10</p> <p>Confirmed this day of 2019</p> <p style="text-align: center;"><u>CHAIRMAN</u></p>	