

MINUTES of the FULL COUNCIL MEETING of FAKENHAM TOWN COUNCIL

held at Fakenham Connect, Oak Street, Fakenham

on TUESDAY 17th September 2019 at 7:00pm

PRESENT:

Councillor G Foortse (Chairman, presiding)

Town Cllrs: M Dutton, P Hannon, M Coates, J Rockett, G Acheson, T Duffy, D Andrews, G Thorpe, J Holdom, S Mears

Town Clerk: L Jennings

Deputy Town Clerk: A Kerrison

District Councillors: J Rest, C Cushing

County Councillor: None

Police: Inspector Ed Brown and Inspector Louise Bishop

Press: Matt Farmer (EDP)

Public: 3 members of the public

		Action (initials)
86	TO FORMALLY THANK THE COMMUNITY ARCHIVE GROUP FOR THEIR HELP WITH THE HERITAGE TRAIL Cllr Acheson thanked the group for all their work on the Heritage trail. He said this was invaluable.	
87	TO ALLOW FAKENHAM POLICE TO GIVE A REPORT Inspector Brown updated the Council with regards to the new policing structure in the area. North Norfolk and Great Yarmouth are now sharing leadership, but the forces on the ground are still separate. He gave a review of the past few weeks including the incursion of travellers at Trap Lane. The latest SNAPS priorities are Increased awareness of domestic abuse and police visibility in and around Fakenham. A recruitment campaign is ongoing for more special constables, and patrols continue to monitor Millennium Park. Cllr Foortse thanked the police on behalf of the Council for the way in which the travellers on Trap Lane were handled, and asked that the thanks be passed on to the whole team. Inspectors Brown and Bishop left the meeting.	
88	TO ADJOURN THE MEETING FOR ELECTORS QUESTIONS 1. A Christmas tree has been offered to the Town. It was agreed to accept this and look for a suitable site for it over the Christmas period. 2. Cllrs were asked to let the Clerk know if they wish to attend a Henry Moore exhibition at Houghton Hall 3. An update was given regarding the Town's post office. The current shop is to close early next year and alternatives are being explored. The gentleman tasked with overseeing this is happy to come along and brief Councillors at a future meeting. It was agreed to ask him to attend the next	Clerk

	<p>Full Council meeting in October.</p> <p>4. The Royal British Legion are no longer able to organise the Armistice day parade. The responsibility for this has been passed to the Town Council, but the RBL are happy to facilitate it. On the proposition of Cllr Coates, seconded by Cllr Mears and agreed by all, that the Town Council should organise the parade with the help of the RBL. This is to be an agenda item for the October Full Council meeting to authorise any expenditure.</p>	<p>Clerk</p> <p>Clerk</p>
89	<p>TO ALLOW 10 MINUTES FOR DISTRICT/COUNTY COUNCILLORS TO ADDRESS THE MEETING</p> <p>Cllr Fitzpatrick was not at the meeting but sent a report which had been forwarded to all Councillors. The report gave an update regarding the situation with the dangerous building on Norwich Street. Defibrillators have been installed in every recycling centre in Norfolk. The County Council has received an award for supporting armed forces. Personal development course has been run for young people by Norfolk Fire Service.</p> <p>Cllr Rest gave a further update regarding the building on Norwich Street. Concerns were raised by Town Councillors regarding problems being flagged with the building over several years and the lack of action on behalf of NNDC. Cllr Rest will report back to the conservation team at NNDC. Cllr Rest also gave a progress report regarding the planned new toilet block on Queen's Road car park.</p> <p>Cllr Cushing informed the meeting that plans are being discussed regarding the old college site on Wells Road, and the Council will be briefed soon before this goes out for public consultation. Cllr Mears thanked Cllr Cushing for sorting out the problem with disabled parking bays at the sports centre at Trap Lane being used by able bodied drivers.</p> <p>Cllrs Rest and Cushing left the meeting</p>	<p>JR</p>
AGENDA		
90	<p>TO CONSIDER FOR ACCEPTANCE APOLOGIES FOR ABSENCE.</p> <p>Apologies for absence were received and accepted from Cllrs Lynam, Punchard and Fitzpatrick</p>	
91	<p>DECLARATIONS OF INTEREST</p> <p>There were none.</p>	
92	<p>TO CONFIRM THE MINUTES OF THE MEETING HELD ON 16 JULY 2019</p> <p>92.1 The minutes of the meeting held on 16 July 2019 were on the proposition of Cllr Coates and seconded by Cllr Acheson, AGREED and signed by the chairman.</p>	
93	<p>TO CONFIRM THE MINUTES OF THE EXTRAORDINARY MEETING HELD ON 20 AUGUST 2019</p> <p>93.1 The minutes of the meeting held on 20 August 2019 were on the proposition of Cllr Coates and seconded by Cllr Acheson, AGREED and signed by the chairman.</p>	
94	<p>TO RECEIVE UPDATE ON ACTIONS TAKEN AFTER THE LAST COUNCIL MEETING IF THESE MATTERS ARE NOT ON THE AGENDA</p> <p>Minute 61 – Advertising Signs on the industrial estate along from Smith Lane roundabout. This has been passed to NNDC as their official notice board where these signs would normally be needs repairing.</p> <p>Minute 70 – Dog Signs – This is being dealt with by L&E</p> <p>Minute 70 – Highways Engineer's visit – A problem flagged by Cllr Mears had not been forwarded to Cllr Foortse before the visit. This will be forwarded by the office as soon as possible and Cllr Foortse will pass it on to the engineer. The visit discussed tidying up the Town. The report will</p>	<p>Clerk</p>

	be discussed at L&E.	
95	<p>TO RECEIVE THE RESIGNATION OF A COUNCILLOR Cllr Lynam has resigned from the Council. He will follow through the MTI Facelift and will step down 31st October 2019. He will continue to write the "Council corner" article for the Fakenham Sun and will be happy to help with any projects in the future if needed. Cllr Foortse thanked him for all his hard work during his time with the Council.</p>	
96	<p>TO FILL THREE TOWN COUNCILLOR VACANCIES BY CO-OPTION John Griffiths put himself forward for co-option. A secret ballot was undertaken the results of which will be counted tomorrow morning.</p>	
97	<p>TO RECEIVE THE MAYORS ANNOUNCEMENTS 15 August – met with the police (insp. Brown and PC Dawson) 9 September – Attended the opening of the new land for the Hawk and Owl trust 13 September – Met with representative of NCC and NNDC 16 September – Walked around the Town with the Highways Engineer</p>	
98	<p>TO RECEIVE ANY REPORTS FROM COUNCILLORS WHO HAVE ATTENDED MEETINGS OUTSIDE THE COUNCIL Cllr Thorpe attended a PCC meeting. He thanked FTC for their support with keeping both of their fire appliances. The second engine has been retained. He also thanked the EDP for their help. Cllrs Coates and Dutton did a review of the Council's estate. They reported that the Hawk and Owl trust will be erecting new fences at Edmondson Acres and Goggs Mill and will be installing rare breed cattle on the land. In order for this work to take place the Goggs Mill car park will be closed for a couple of days. Cllr Holdom attended the Hawk and Owl trust meeting, NCC & NNDC meeting and the walk around town with the highways engineer with Cllr Foortse. She also attended the PCC meeting. She attended the funeral of former Clerk Robbie Roberson. Cllr Andrews thanked the Council for the use of the Council pop-up stall on the Thursday market to hold a fraud awareness event.</p>	
99	<p>DECISION LOG AND CLERKS REPORT D&M 190/281 – This is awaiting paperwork from NCC L&E 141 – The fact that the working party is dealing with this matter needs to be added to the log. Finance 97 – This has been done and can be removed. Full Council 41 – The Hawk and Owl Trust will mow the footpath. The Highways engineer has said that the speed limit can only be changed if circumstances change. D&M 14- Cllr Punchard attended the D&M meeting yesterday. Mark Ashwell is to be invited once the new plan has been released.</p>	Clerk
100	<p>TO RECEIVE AND COMMENT UPON ANY ITEMS FOR INFORMATION AND ACTION These were noted. Some correspondence had already been forwarded to all Councillors.</p>	
101	<p>TO RECEIVE AND ADOPT THE MINUTES OF THE DEVELOPMENT & MARKET COMMITTEE ON 29th JULY, 12th AUGUST and 2nd & 16th SEPTEMBER 2019 101.1 The minutes of the meeting held on 29 July 2019 were moved for reception and adoption by Cllr Duffy Seconded by Cllr Acheson and agreed unanimously. 101.2 The minutes of the meeting held on 12 August 2019 were moved for reception and adoption by Cllr Duffy, Seconded by Cllr Thorpe and agreed</p>	

	<p>unanimously.</p> <p>101.3 The minutes of the meeting held on 2 September 2019 were moved for reception and adoption by Cllr Duffy, Seconded by Cllr Thorpe and agreed unanimously.</p> <p>101.4 The minutes of the meeting held on 16 September 2019 were moved for reception and adoption by Cllr Duffy, Seconded by Cllr Acheson and agreed unanimously.</p>	
102	<p>TO RECEIVE AND ADOPT THE MINUTES OF THE LEISURE & ENVIRONMENT COMMITTEE HELD ON 23 JULY & 27 AUGUST 2019</p> <p>101.1 The minutes of the meeting held on 23 July 2019 were moved for reception and adoption by Cllr Coates, Seconded by Cllr Dutton and agreed unanimously.</p> <p>101.2 The minutes of the meeting held on 27 August 2019 were moved for reception and adoption by Cllr Coates, Seconded by Cllr Dutton and agreed unanimously</p>	
103	<p>TO RECEIVE AND ADOPT THE MINUTES OF THE POLICY & RESOURCES COMMITTEE HELD ON 14 AUGUST & 10 SEPTEMBER 2019</p> <p>102.1 The minutes of the meeting held on 14 August 2019 were moved for reception and adoption by Cllr Foortse, Seconded by Cllr Acheson and agreed unanimously.</p> <p>102.2 The minutes of the meeting held on 10 September 2019 were moved for reception and adoption by Cllr Foortse, Seconded by Cllr Coates and agreed unanimously.</p>	
104	<p>FINANCIAL MATTERS</p> <p>104.1 To receive and approve Fakenham Town Council Receipts & Payments and Consolidated Bank reports for July 2019 On the proposition of Cllr Holdom, seconded by Cllr Dutton RESOLVED to receive and approve the payment of the accounts for July 2019 and the reconciliation statements as reviewed by the finance committee for July 2019.</p> <p>104.2 To receive and approve Fakenham Town Council Receipts & Payments and Consolidated Bank reports for August 2019 On the proposition of Cllr Holdom, seconded by Cllr Dutton RESOLVED to receive and approve the payment of the accounts for August 2019 and the reconciliation statements as reviewed by the finance committee for August 2019.</p> <p>104.3 To receive and approve the Charter Market Receipts & Payments and Consolidated Bank reports for July 2019 On the proposition of Cllr Holdom, seconded by Cllr Dutton RESOLVED to receive and approve the payment of the accounts for July 2019 and the reconciliation statements as reviewed by the finance committee for July 2019.</p> <p>104.4 To receive and approve the Charter Market Receipts & Payments and Consolidated Bank reports for August 2019 On the proposition of Cllr Holdom, seconded by Cllr Dutton RESOLVED to receive and approve the payment of the accounts for August 2019 and the reconciliation statements as reviewed by the finance committee for August 2019.</p> <p>104.5 TO Receive Minutes of Finance Committee Meetings 12th August and 9th September 2019. These were received and approved.</p> <p>104.6 To consider a proposition to renew the current payment terminal arrangements with Barclays bank, in October.</p>	

	<p>Cllr Andrews explained the options available. The current provider would be prepared to refund 6 months of minimum payment and rental charges were FTC to renew the contract with them. Other providers were discussed. On the proposition of Cllr Holdom, seconded by Cllr Foortse and agreed by all to continue with the current provider with the amended charges.</p> <p>104.7 Finance Team Report.</p> <p>Cllr Holdom reported on a letter from PKF Littlejohn, informing the Council of completion of their review of the Annual Governance and Accountability Return for the year ending 31 March 2019. The external auditor's certificate noted the return information was in accordance with Proper Practices, relevant legislation and the regulatory requirements had been met with no matters arising. Council was advised that a 'Notice of conclusion of the audit' must be published along with the certified AGAR by 30 September 2019, on notice boards and the council website. Copies are to be made available on request subject to a payment of £5.</p>	
105	<p>TO DISCUSS THE 5 YEAR BUSINESS PLAN</p> <p>This is being dealt with by P&R</p>	
106	<p>TO DISCUSS FUTURE DEVELOPMENT PLANS</p> <p>This is being dealt with by P&R</p>	
107	<p>TO DISCUSS THE PROGRESS OF THE HERITAGE TRAIL</p> <p>The trail is now up and running. The library triangle is awaiting the seats. An update was given on the website and booklets.</p>	
108	<p>TO RECEIVE AN UPDATE ON THE MARKET TOWNS INITIATIVE (FAKENHAM TOWN CENTRE FACELIFT)</p> <p>More information will be available when Cllr Lynam is present. We are currently waiting on a decision regarding extra funding.</p>	
109	<p>TO DISCUSS THE POSSIBILITY OF A PARK RUN</p> <p>The Town does not have anywhere big enough for an adult run, but a Junior run could be supported on Trap Lane field. This would be a 2Km run for 4-14 year olds held on a Sunday morning. After discussion, on the proposition of Cllr Acheson, seconded by Cllr Dutton and agreed by all that Trap Lane could be used provided the organisers could raise the money needed and provide the required insurances. Evidence of compliance with this should be sent to the Town Council Office. Cllr Bucknell will contact the organisers.</p>	PB
110	<p>TO DISCUSS THE CHRISTMAS LIGHTS SWITCH-ON EVENT</p> <p>This is ongoing. A meeting of the organising committee is taking place tomorrow.</p>	
111	<p>TO RECEIVE ANY FURTHER ITEMS FOR THE NEXT AGENDA</p> <p>Car Parking</p> <p>Cllr Mears left the meeting</p>	
112	<p>TO RECEIVE A LETTER OF THANKS FROM FAKENHAM COMMUNITY ARCHIVE GROUP</p> <p>This was received and noted.</p>	
113	<p>TO AWARD A GRANT UNDER THE LOCAL GOVERNMENT ACT 1972, S 137</p> <p>Under the provisions of Section 137 of the Local Government Act 1972 the following expenditure should be incurred which, in the opinion of the Council is in the interests of the area of its inhabitants and will benefit them in a manner commensurate with the expenditure:</p> <p>a) Norfolk Citizens Advice</p> <p>It was noted that the council has powers under section 142 of the local</p>	

