

MINUTES of a MEETING of FAKENHAM TOWN COUNCIL
held at Fakenham Connect, Oak Street, Fakenham
on TUESDAY 12 APRIL 2016 at 7.00pm

PRESENT:

Councillor A Vertigan (Town Mayor, Presiding)

Town Cllrs: G Acheson, M Coates, T Duffy, J Dougall, J Holdom, I Grand, J Sandford-Cooke, G Thorpe, N Westmancott, E, Smith, R. Smith, R. Crook and T Wilkes.

Locum Admin Assistant: A. Barnes

District Councillor: R. Reynolds, A. Claussen-Reynolds, J. Punchard

County Councillor: T. Fitzpatrick

Press: J Harding (Lynn News), C. Bishop (EDP/Fakenham Times)

Public: A. Warnes, and two other members of the public

241 TO STAND IN SILENCE FOR ONE MINUTE IN MEMORY OF FORMER FAKENHAM TOWN COUNCILLOR AND TOWN MAYOR, DENNIS BEARE

Town Mayor, Cllr Vertigan asked members to stand for one minutes' silence in memory of Mr. Dennis Beare.

242 TO ALLOW FAKENHAM POLICE TO GIVE A REPORT

PC Simmons had sent his apologies and emailed his crime report. There had been a slight rise in thefts solely down to one incident of a number of mobile phones stolen from one venue. Car crime was also up due to a number of thefts of motor vehicles which had been left unlocked.

The Council agreed to ask the Police to attend Upper Market Place and Norwich Street where cars were being reported as being a nuisance.

243 TO ADJOURN THE MEETING FOR ELECTORS' QUESTIONS

243.1 Mr. Warnes requested financial and other support for the installation of a memorial bench for former Mayor Dennis Beare. The cost of the bench, a plaque and installation onto a concrete pad is approximately £400.

THE MEETING RECONVENED.

244 THAT UNDER THE PROVISION 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 OR ITS INHABITANTS AND WILL BENEFIT THEM IN A MANNER COMMENSURATE WITH THE EXPENDITURE

The limit of S137 expenditure for 16/17 is £7.42 per elector for Fakenham's electorate of 6,111 totaling £45,343.62. It was noted that £2,500 has been made available in the Budget 2016/17 for S137 Expenditure.

The applicants for expenditure were:

East Anglian Children's Hospice

Magpas

Donation towards a bench in memory of Dennis Beare

Cllr Vertigan proposed the following donations:

EACH £150

Magpas £100

Memorial Bench for D. Beare Full cost of the bench

This was seconded by Cllr Acheson and agreed unanimously.

Cllr Holdom will liaise with Mr Warnes over the purchase of the bench seat.

Mr Warnes left the meeting.

245 TO ADJOURN THE MEETING FOR ELECTORS' QUESTIONS

245.1 A complaint had been received that insufficient notice had been given for the Annual Assembly. It was agreed to advertise it much earlier in future.

245.2 C. Longwill – Complaint regarding discarded Estate Agents boards not being collected. The Council agreed to write to all Fakenham Estate Agents and ask them to remove any boards after the property has been sold, where they are laying on the ground or broken.

245.3 S. Brierley and D. Edge – Complaint regarding the level of noise as workers leave following the night shift at the Kinnerton factory. The Council agreed to write to the Environmental Health Department, North Norfolk District Council, and the Kinnerton factory.

246 TO ADJOURN THE MEETING TO ALLOW DISTRICT/COUNTY COUNCILLORS TO ADDRESS THE MEETING

246.1 District Cllr Punchard – Cllr Punchard reported that he had spoken to the Environmental Health Department regarding the noise abatement issue. He will raise the issue of dog-fouling at the public meeting in the Community Centre. Cllr Punchard also mentioned the Planning Workshop to be held at the Fakenham Connect building on 19 May. This workshop would focus on the Local Plan and he urged all councillors to attend.

The District Council is going through a Boundary Review but any review would not be enacted until 2017. The Town Council will be able to comment during the consultation period.

Cllr Holdom asked about the mobile CCTV system and enquired if this could be used against dog fouling. Cllr Punchard will make enquiries and report back.

246.2 District Cllr Claussen-Reynolds – No report.

246.3 District Cllr Reynolds – Victory Housing are considering releasing money for possible affordable housing in Fakenham. Cllr Reynolds also recommended the Planning Training for councillors.

246.4 County Cllr Fitzpatrick – A meeting had taken place with the traders in Upper Market Place and Norwich Street regarding the parking. Some traders were happy with the status quo whilst others wanted either speed bumps or pedestrianisation. The Police had done speed traps and Cllr Fitzpatrick will speak to the highways engineers about traffic calming measures.

Recycling Centres have now moved into their summer opening hours of 9-5. Some costs at the Centres have increased. A surface dressing programme will also commence to repair damaged roads.

The Chancellor's Budget Speech had announced a devolution deal with money available for economic growth for combined authorities and East Anglia has put in a bid for funding. If achieved, it would mean an elected Mayor for the new authority and members would come from all the existing authorities.

Cllr Coates reported the potholes have not been repaired in Highfield Road car park. Cllr Reynolds will speak to the Portfolio Holder for an explanation.

Cllr Holdom enquired if the County Council had considered acadamisisation of local schools. Cllr Fitzpatrick said this had not been debated by Children's Services but as it was Government Policy it would go ahead.

Cllrs Punchard, Fitzpatrick, Reynolds and Claussen-Reynolds left the meeting at 7.35pm.

The meeting was reconvened at 7.35pm.

247 TO PROMOTE THE 'GENDER PARITY' FOR A MINIMUM OF 12 MONTHS

The Council discussed International Women's Day and hoped to work towards adopting a policy of gender parity, the aim being to assist, promote and encourage more women in the public life of the town. It was agreed this could be an agenda item at the Annual Assembly.

Cllr Vertigan proposed the Council leaves one co-option vacancy open for a period up to 12 months and to write a draft Gender Parity Policy for the next meeting to take affirmative action. The proposal was seconded by Cllr Holdom and voted 11 for, 2 against and 1 abstention. The proposal was carried.

248 TO FILL TWO VACANCIES ON THE COUNCIL BY CO-OPTION

Cllr Thorpe proposed the council vote by secret ballot for co-options, seconded by Cllr Acheson and voted 13 for and 1 against. The proposal was carried.

Cllr Vertigan asked if there were any other nominations from the meeting. Cllr Vertigan proposed the co-option of Mr Sean Mears, seconded by Cllr R. Smith and voted 11 for the proposal, 2 against and 1 abstention. The proposal was carried. Mr Mears was not able to be present at the meeting and would be informed and asked to sign his Declaration of Acceptance of Office and Register of Member's Interests before the next meeting.

249 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 2 and 8 MARCH 2016

The Minutes of the Meeting held on 2 March 2016 were, on the proposition of Cllr Coates, seconded by Cllr Acheson AGREED and signed by the Chairman.

The Minutes of the Meeting held on 8 March 2016 were amended as follows:

Item 231. Delete 'Baldwin' and add 'Harding'.

On the proposition of Cllr Coates, seconded by Cllr Acheson the Minutes were AGREED and signed by the Chairman.

250 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Town Clerk L. Jennings and District Councillor Rest.

251 DECLARATIONS OF INTEREST

Cllr Holdom declared an interest in Item 260.1 in relation to her travel claim.

252 MAYOR'S ANNOUNCEMENTS

Cllr Vertigan had attended the Fire Service Awards Ceremony and received an award on behalf of the people of Fakenham in recognition for their charitable contribution towards the Fire Fighter's Charity following the fire.

253 TO RECEIVE ANY REPORTS FROM COUNCILLORS WHO HAVE ATTENDED MEETINGS OUTSIDE THE COUNCIL

253.1 Cllr Westmancott reported that he had attended the Fakenham Charities Quarterly Meeting.

253.2 Cllr Holdom reported that she had attended the meeting of Norfolk Association of Local Councils. The Subscriptions to Norfolk ALC had been increased due to an 18% increase in the National proportion of the subscription. National ALC offer crucial services to the county offices.

Cllr Holdom asked if the Development and Markets Committee Chairman and Vice-Chairman had been sent LAIS advice and a consultation on Planning Changes. This is to be put on their next agenda.

253.3 Cllr Crook had attended the Easter Fun Day and the Mayor had presented the medals.

253.4 Cllr Acheson attended the meeting of the Olivet Twinning Group AGM.

Cllr Acheson had attended a meeting of the Dementia Friendly Steering Group and they had invited all traders to the launch on 26 May followed by training in June at Hayes & Storr and Fakenham Connect. The meetings are being funded by the Alzheimer's Society and Rotary Club and it was suggested they approach Market Tolls for a grant.

254 TO RECEIVE AN UPDATE ON ACTIONS TAKEN AFTER THE LAST COUNCIL MEETING IF THESE MATTERS ARE NOT INCLUDED ON THE AGENDA

Item 216. The two-year contract for the CCTV is now in its second year and one annual payment had been made to date. The Council is looking at moving the CCTV to the Police Station and on the proposal of Cllr Vertigan, seconded by Cllr Acheson and voted 13 for with 1 abstention, the Council agreed to make the second payment to Secure Defence. In December 2016 the Council will go out to tender for the new contract to commence on 1 April 2017. Additional cabling will be required at the Police Station for the CCTV and the Police will be asked to pay the extra cost of the cabling. The Council will be proactive in moving the CCTV as its position in the Council Offices is causing additional administrative charges.

Item 218. Car parking charges at Fakenham Community Centre do not appear to have been implemented at present. The Council awaits the consultation process and Cllr Rest will be asked to update the Council on the progress of the consultation.

Item 225. The Queens 90th Birthday Celebrations. The press release has gone out, posters prepared to delivery and Grays Funfair will attend the celebrations with stalls and rides. The Fire Service will be present and the Air Cadets will present a salute. The Council are still seeking to find someone born in the same year as the Queen who could light the beacon. Cllrs were asked to volunteer to help on the evening from 5-8pm.

255 DECISION LOG

The 6 tablets have been issued, one found to be faulty and returned for a replacement. Once they are satisfactory they will replace paper copies being issued. If they are found to be not fit for purpose they will be returned to the supplier.

Item 1 on the Log to be removed.

Leisure 163 – The Council requires more information on the humane dispatch of rabbits.

Additions

1. Cobble sets are required on Bridge Street.
2. Sign on The Mill Public House is broken and needs removing.
3. Fakenham sign, between Fakenham and Hempton has not yet been moved.

Cllrs Vertigan and Acheson will work with the Town Clerk to remove the items already completed.

256 TO RECEIVE AND COMMENTS UPON ANY ITEMS FOR INFORMATION AND ACTION

256.1 Norfolk Constabulary:

Weekly Crime Summary 3 March 2016

256.2 Publications & Newsletters

- 1 Oh! Olivet April 2016 edition.
- 2 Market Times April 2016.
- 3 Clerks and Councils Direct March 2016 Issue 104
- 4 The Clerk Magazine March 2016

257 TO RECEIVE AND ADOPT THE MINUTES OF THE DEVELOPMENT & MARKET COMMITTEE HELD ON 14, 24 MARCH AND 4 APRIL 2016

257.1 The minutes of the Meeting held on 14 March 2016 were moved for reception and adoption by Cllr Duffy, seconded by Cllr Acheson and agreed unanimously.

257.2 The minutes of the Meeting held on 24 March 2016 were moved for reception and adoption by Cllr Duffy, seconded by Cllr Acheson and agreed unanimously.

257.3 The minutes of the Meeting held on 4 April 2016 were moved for reception and adoption by Cllr Acheson, seconded by Cllr Vertigan and agreed unanimously.

258 TO RECEIVE AND ADOPT THE MINUTES OF THE LEISURE & ENVIRONMENT COMMITTEE HELD ON 22 MARCH 2016

258.1 The Report and Recommendations of the Meeting held on 22 March 2016 were moved for reception and adoption by Cllr Crook, seconded by Cllr Coates and agreed unanimously.

259 TO RECEIVE AND ADOPT THE MINUTES OF THE POLICY & RESOURCES COMMITTEE HELD ON 15 MARCH AND 5 APRIL 2016

259.1 The report and recommendations of the Meetings held on 15 March and 5 April 2016 were moved for reception and adoption by Cllr Vertigan, seconded by Cllr Coates and agreed unanimously.

260 FINANCIAL MATTERS

260.1 To authorise payment of the Accounts and Accounts paid out of Meeting for February 2016 and receive Bank Reconciliation Statements for February 2016

Cllr Holdom had declared an interest in this item.

Cllr Vertigan proposed, seconded by Cllr Coates RESOLVED the payment of the Accounts and Accounts paid out of Meeting for March 2016 and the Reconciliation Statements for March 2016 were approved.

260.2 To receive and approve Budget vs Actuals for the year ending 31 March 2016

The Council agreed the report.

260.3 To receive a report from the RFO

260.3.1 The sale monies had been banked on 22 March 2016.

260.3.2 A year-end balance of £11,500 has been allocated towards the Governance Review, recruitment of new staff and purchase of the RBS package.

Cllr Holdom proposed the savings in lieu of salaries (unspent precept) be ring-fenced for the Trap Lane development, seconded by Cllr Vertigan and agreed unanimously.

260.3.3 RBS package is being investigated.

260.4 To receive notification of the Section 137 expenditure limit for 2016/17

See Item 244.

260.5 To approve membership of Community Action Norfolk, bronze level at £50 Per annum

In accordance with Budget. Approved.

260.6 To approve quotation from Haller Builders to remove shed with asbestos from Greenway Lane Allotments at a cost of £625 + vat

Request Asbestos Handling Certificate from Haller Builders. As the quotation is over £500 a further 2 quotations will be required.

Request the previous allotment holder to safely remove the shed.

260.7 To approve quotation from Haller Builders to repair a leak in the bottom of the wall at Trap Lane Garage at a cost of £215 + vat

Defer to Cllr Crook to approve on behalf of the Council.

260.8 To approve quotation from Haller Builders re-hang the Band room door at a cost of £320 + vat

Defer for further discussions on Trap Lane development.

260.9 To approve membership of the Norfolk Playing Fields Association at a cost of £45

In accordance with Budget. Approved.

260.10 To approve recruitment costs up to a maximum of £2500.00

Cllr Vertigan proposed the Council allocate up to £2,500 towards recruitment costs, seconded by Cllr Acheson and agreed unanimously.

260.11 To approve the amended Financial Regulations for 2016

Defer to next meeting of Policy & Resources Committee.

260.12 To receive an amended copy of the Standing Orders for 2016

Defer to next meeting of Policy & Resources Committee.

261 TO EXCHANGE ANY INFORMATION ON ANY MATTER WHICH MIGHT PROPERLY BE INCLUDED ON THE AGENDA OF THE ANNUAL MEETING

261.1 Add 'Equality' to the agenda to promote Gender Parity.

262 TO MOVE THAT THE PUBLIC & PRESS BE EXCLUDED FROM THE MEETING UNDER THE PROVISIONS OF SECTION 1(2) OF THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960

On the proposition of Cllr Vertigan, 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.

263 STAFF MATTERS

Refer to Confidential Minute 263.

The Decisions Log will be issued with Cllr Holdom's updates.

Cllr Vertigan proposed that an Administrative Assistant be appointed for 5 days a week for 20hours, to be reviewed after 6 months. The office would be open to the general public for only 4 hours each day after which the door will be locked and the phones not answered. The Town Clerk will be available to councillors only outside these hours. The Admin Assistant will be required to attend meetings which will be over and above the 20 hour week and for which they will be paid at the basic rate. This was seconded by Cllr Coates and agreed unanimously.

264 TO DECIDE THE RECIPIENT OF THE COMMUNITY VOLUNTEER AWARD

Cllr Coates declared an interest in this item as the Chairman of First Focus.

On the proposition of Cllr Vertigan, seconded by Cllr Acheson, that Irene Dougherty be given the Award. Agreed.

Decision Log – Add to the Log that the Annual Assembly be an agenda item each December.

265 TO DISCUSS TOWN COUNCIL ACCOMMODATION

Refer to Confidential Minute 265.

Await Little Angels decision regarding moving premises before re-briefing the architect.

266 TO MOVE INTO OPEN SESSION

On the proposition of Cllr Vertigan, seconded by Cllr Dougall RESOLVED the Council moves into Open Session.

It was noted that the Locum Admin Assistant was re-locating to Suffolk from mid-July until November 2016 and would not be available for locum work during that period.

There being no further business the Meeting ended at 21.05.

Confirmed this

day of

2016

CHAIRMAN