

MINUTES of a MEETING of FAKENHAM TOWN COUNCIL
held at Fakenham Connect, Oak Street, Fakenham
on TUESDAY 10 MAY 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, S. Mears, R. Crook and T Wilkes.

Town Clerk: L. Jennings

District Councillor: J. Punchard

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

Public: Mr J Rockett and Mr Rockett

1 TO ALLOW FAKENHAM POLICE TO GIVE A REPORT

The Crime Figures for May were circulated and there were no questions or comments.

2 TO ADJOURN THE MEETING FOR ELECTORS' QUESTIONS

267.1 Complaints have been received from two members of the public regarding the items that are on the pavement outside Collectors Heaven. The Clerk has contacted Norfolk County Council Highways who have inspected the site and others around the town. The Highways Engineer has decided he will not take any action at the moment as he does not feel it is a significant problem, as there are other business premises in the town who display goods on the pavement. **Following a discussion Councillors agreed with the Engineers findings and will ask that Highways monitors the situation during their monthly routine inspections. Councillors and members of the public are asked to inform the town council office should the situation deteriorate.**

267.2 Cllr Sanford-Cooke asked that if no dog bin is available; can the public use the litter bins instead? **Yes but the contents must be bagged.**

267.3 District Cllr Punchard reported that there is a lot of litter around the Quaker Cemetery.

267.4 Mr. J Rockett reported that Highfield car park is owned by the District Council. This will be discussed later in the meeting as an agenda item.

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

268.1 District Cllr Punchard – Cllr Punchard reported that a meeting of the Overview & Strategy Committee will be held on at 9.30am to discuss Speeding and Road Traffic Collisions (RTC's) on the A148. The Big Society Fund has been extended with an extra £225,000 now available. The Enforcement Board is dealing with derelict properties across the District. Although there are none in Fakenham at the moment there are some in Sculthorpe. The District is investing £630,000 on these properties. The next SNAP meeting will be held at the Police Station tomorrow at 7pm. Cllr Punchard is investigating the possibility of a mobile CCTV camera to monitor dog fouling but as yet has received no further information. Cllr Acheson mentioned that the Town has written to the Planning Enforcement Officer back in January and is still waiting for a reply. Cllr Punchard has spoken to the Enforcement Team and they are very short staffed at the moment. Cllr Acheson also asked if the road sign to Victoria Lane could be replaced. The Clerk will write to the District Council. Cllr Holdom asked that if anyone was going to visit the District Council Offices who could collect litter picking equipment. The Clerk will ask District Council staff in the Connect Building. Cllr Coates voiced his concerns regarding the proposed parking charges on the Community Centre car park. This will greatly impact the visitors to First Focus. He asked that District Councillors support the Town and not the District. He asked that District Councillors supported the concerns for Cranmer House. Councillor Vertigan reported that having read through the consultation document relevant to the car parking issues, he discovered that Highfield car Park is part of the consultation.

Town Councillors were not informed of this. Cllr Punchard said this will be a Cabinet decision.

4 ELECTION OF TOWN MAYOR

Cllr Coates proposed that Cllr Acheson is elected Town Mayor. Cllr Acheson declined to stand as Town Mayor. Cllr Crook proposed, seconded by Cllr Holdom that Cllr Vertigan is elected Town Mayor. On a show of hands for Cllr Vertigan there were 13 votes in favour with 1 against, RESOLVED that Cllr Vertigan is duly elected as Town Mayor to serve until the next Annual Meeting.

5 DECLARATION OF ACCEPTANCE OF OFFICE

The Town Mayor, Cllr Vertigan, signed the Declaration of Office as required by law.

6 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr R. Smith, District Councillors Rest, Claussen-Reynolds and Reynolds.

7 DECLARATION OF ACCEPTANCE OF OFFICE AND REGISTER OF MEMBERS INTERESTS

Cllr Sean Mears has completed his Acceptance of Office and Register of Members Interests. The Chairman welcomed Cllr Mears back to the Town Council.

8 DECLARATIONS OF INTEREST

Cllr Crook declared an interest in Item 18b on the agenda in relation to a Market Tolls Grant application.

Cllr Thorpe declared an interest in item 8c on the agenda as an allotment tenant.

Cllr Vertigan declared a pecuniary interest in item 21a on the agenda in respect of an expenses claim.

9 ELECTION OF DEPUTY MAYOR

Cllr Vertigan proposed, seconded by Cllr Mears that Cllr Acheson is elected as Deputy Mayor. On a show of hands there were 11 votes in favour, 1 vote against and 2 abstentions. RESOLVED that Cllr Acheson is duly elected Deputy Mayor to serve until the next Annual Meeting. Cllr Dougall would like to see the separation of roles between the Chairman and Town Mayor. **This will be an agenda item for the next Policy & Resources meeting.**

10 DECLARATION OF ACCEPTANCE OF OFFICE

The Deputy Mayor, Cllr Acheson, signed the Declaration of Acceptance of Office as required by law.

11 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 12 APRIL 2016

The Minutes of the Meeting held on 12 April 2016 were, on the proposition of Cllr Coates, seconded by Cllr Duffy AGREED and signed by the Chairman.

12 TO CONFIRM THE MINUTES OF THE ANNUAL ASSEMBLY HELD ON 19 APRIL 2016

The Minutes of the Annual Assembly held on 19 April 2016 were on the proposition of Cllr Vertigan, seconded by Cllr Coates AGREED.

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

Item 245.2. Estate Agents in the town have been written to but no replies have been received.

Item 245.3. Kinnerton have replied to the complaint and a copy of their letter will be sent to the complainants.

Item 246. Copies of the Land Registry documents have been received.

Leisure 163. Rabbits on Trap Lane field will be humanely dispatched and not shot.

14 COUNCIL COMMITTEES FOR 2015/16

Representatives were appointed as follows:

Development & Market: Cllrs Dougall, Duffy, Grand, Sandford-Cooke, E. Smith, R. Smith and Mears + the Mayor and Deputy Mayor.

Leisure & Environment: Cllrs Coates, Crook, Holdom, Wilkes, Thorpe and Westmancott + the Mayor and Deputy Mayor.

Fakenham Town Band: Cllrs Coates.

Health & Safety Risk Assessment Working Party: Cllrs Grand, Thorpe and the Clerk.

Fire Marshalls: Cllr Vertigan and the Clerk should continue in this role. The Clerk will arrange a training course.

Cllr to assist the Clerk with the management of Estate land: Cllr Coates.

15 REPRESENTATIVES TO OUTSIDE BODIES

a) **Fakenham Community Campus:** Cllr Holdom

b) **Fakenham Olivet Twinning Club:** Cllr Acheson

c) **Fakenham Museum of Gas & Local History:** Cllr Westmancott

d) **Fakenham Police SNAPs:** Cllr S. Mears

e) **Fakenham Area Partnership:** Cllr Holdom

f) **Fakenham Charities:** Cllrs Vertigan and E. Smith

g) **FABCOM:** Cllr Sandford – Cooke

h) **Kick Start:** Cllr Vertigan

i) **Active Fakenham Steering Group:** Cllr R. Smith

j) **War Memorial Updating Panel:** representatives would be elected when required.

16 PROTOCOL FOR THE RECRUITMENT OF NEW COUNCIL MEMBERS

Fakenham Town Council supports the principle of Equal Opportunities.

Individuals will be treated equally and fairly and decisions on recruitment, selection and training of staff or councillors will be based solely on objective and job related criteria.

In the process of co-option to fill a vacancy on Fakenham Town Council, councillors will follow guidelines based on objective criteria to achieve a balanced and diverse body which is truly representative of the constituency of Fakenham.

The process to advertise a vacancy on Fakenham Town Council will aim to encourage candidates, with skills or life experience relevant to the role of a councillor and the council's work, from all demographic groups including minority groups based on age, gender and ethnicity.

The selection process to co-opt a new member will recognise the value of knowledge and experience in such fields as Estate Management, Legal Matters, Finance, IT, Business, Local Government, Community Services and Voluntary work with which to invigorate the council body.

Fakenham Town Council is not obliged to automatically fill a vacancy by co-option if there is good reason to judge the undesirability of a lone candidate. On the proposition of Cllr Vertigan, seconded by Cllr Coates AGREED that the Protocol is accepted. All in favour.

17 TOWN COUNCILLOR VACANCY

No nominations have been received.

18 MAYOR'S ANNOUNCEMENTS

Cllr Vertigan had attended the lighting of the beacon to celebrate the Queen's 90th birthday. Cllr Sandford-Cooke thanked Cllr Vertigan, the Clerk and the Fire Service for their help. Cllr Vertigan opened the Art Exhibition at the Trinity Rooms on 27th April and attended the Norfolk County Council Chairman's Reception for the 'Special Olympics'. There were no representatives from the North Norfolk area and this is something the Town Council could promote.

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

19.1 Cllr Sandford-Cooke had attended the litter picking on 24th April. The next session will be on May 22nd at 1pm. She had also attended the Fabcom AGM, the lighting of the Beacon and a meeting for a new information hub on behalf of Kick Start.

19.2 Cllr Dougall Had attended the litter picking which was poorly attended and the lighting of the Beacon. He was surprised at how many people had come to the event around 300 he felt.

19.3 Cllr Holdom reported that on behalf of H & R Committee she had been the intermediary with Norfolk ALC for recruitment services which will cost £1300. The Equality Policy is out of date. This will be an agenda item for the next P & R meeting.

19.4 Cllr Crook had attended the Fabcom AGM. As Active Fakenham he had also attended the inaugural meeting of the Fakenham Information Hub.

19.5 Cllr Acheson attended Dementia Friendly meeting

20 CRANMER HOUSE

The potential closure of Cranmer house was discussed and a letter from the Friends of Cranmer House was read to Councillors. Cllrs Acheson, Vertigan and Dougall will be attending a stakeholders meeting to be held at the Race Course on Thursday 12 May at 10am.

On the proposition of Cllr Vertigan seconded by Cllr Acheson the Council agreed unanimously that Standing Orders are suspended.

Chris Bishop from the Eastern Daily Press reported that over 1000 people have already signed a petition to save Cranmer House. He had also received more letters regarding this than at any other time. On the proposition of Cllr Crook, seconded by Cllr Thorpe, the Town Council felt there should be a public meeting to discuss the potential closure which they are happy to host. All in favour.

21 PROPOSED CAR PARKING CHARGES AT THE COMMUNITY CENTRE

Cllr Crook suggested there should be a round table discussion with representatives from the Community Centre, DWP, Children's Services, First Focus, Registrars and the Town Council. Prior to this a meeting of Councillors should be held to decide a strategy. Highfield car park was also discussed and Cllr Vertigan asked if the Town Council should take back the lease of the car park again. The cost would possibly be £5000+.

On the proposition of Cllr Vertigan, seconded by Cllr Coates standing orders were reinstated.

22 DECISION LOG & CLERKS REPORT

The Decision log was received.

The Clerk had attended the Society of Local Council Clerks (SLCC) AGM and Training Day. She gave a report of interesting points. The Clerk has been appointed to the Executive Committee of the Norfolk Branch of SLCC. Cllr Dougall offered his congratulations.

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

23.1. Norfolk Constabulary:

- a) Operation Randall Crime Newsletters
- b) Weekly Crime Summary 6 April 2016

23.3. STANTA Operations Training: programmed air activity:

- a) 9-15 May 2016

23.4. Other Correspondence

- a) Norfolk Parish Training and Support – Information on new training venture.
- b) Norfolk ALC – Training courses available.
- c) Fakenham Dementia Friendly Community Project – Invitation to the launch.
- d) Alzheimer's Research UK – Thank you letter for allowing street collection which raised £70.15.
- e) Norfolk County Council – Pay as you throw scheme to be piloted for DIY Waste.
- f) North Norfolk Town & Parish Forum- updated information.
- g) Mid Norfolk Workout Group – new programme.
- h) Local Plan Workshop – 19 May 6-10pm.
- i) North Norfolk District Council – Christmas Free Parking
- k) North Norfolk Tourism overview and Management Forum – Minutes.
- l) Methodist Church Thanksgiving Service Thursday 12 May 2016 7.30pm.

23.5 Publications & Newsletters

- 1 Oh! Olivet May 2016 edition.
- 2 Public Sector Executive April/May 2016
- 3 Clerks & Councils Direct May 2016

24 TO RECEIVE AND ADOPT THE MINUTES OF THE DEVELOPMENT & MARKET COMMITTEE HELD ON 18 APRIL & 9 MAY 2016

24.1 The minutes of the Meeting held on 18 April 2016 were moved for reception and adoption by Cllr Duffy, seconded by Cllr Acheson and agreed unanimously. A projector will be purchased. Cllr Grand will liaise with the Clerk

24.2 The minutes of the Meeting held on 9 May 2016 were moved for reception and adoption by Cllr Duffy, seconded by Cllr Vertigan and agreed unanimously.

25 TO RECEIVE AND ADOPT THE MINUTES OF THE ALLOTMENTS SUB-COMMITTEE HELD ON 26 APRIL 2016

25.1 The Report and Recommendations of the Meeting held on 26 April 2016 were moved for reception and adoption by Cllr Coates and agreed unanimously.

26 TO RECEIVE AND ADOPT THE MINUTES OF THE LEISURE & ENVIRONMENT COMMITTEE HELD ON 26 APRIL 2016

26.1 The Report and Recommendations of the Meeting held on 26 April 2016 were moved for reception and adoption by Cllr Crook, seconded by Cllr Coates and agreed unanimously.

27 FINANCIAL MATTERS

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

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

27.2 The RFO reported that there is no progress with the RBS financial packages there had been other priorities. She is trying to locate a Norfolk user to view the system.

28 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

SSAFA – The Armed Forces Charity. On the proposition of Cllr Vertigan, seconded by Cllr Duffy that a donation of £100 is given. 13 votes for with 1 abstention.

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

29.1 Cllr Sandford-Cooke requested that the Town Council discusses how to increase public understanding of how Town, District and County Councils work and how to promote the work of the Town Council.

30 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 Coates, seconded by Cllr Vertigan 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.

31 STAFF MATTERS

See confidential minute 31.

The HR committee had met to discuss the recruitment of an Administrative Assistant.

32 TO DISCUSS TOWN COUNCIL ACCOMMODATION

Refer to Confidential Minute 32.

No updates to report.

33 TO MOVE INTO OPEN SESSION

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

There being no further business the Meeting ended at 21.20.

Confirmed this

day of

2016

CHAIRMAN