

MINUTES of a MEETING of FAKENHAM TOWN COUNCIL
held at Fakenham Connect, Oak Street, Fakenham
on TUESDAY 13 December 2016 at 7.00pm

PRESENT:

Councillor A Vertigan (Town Mayor, Presiding)

Town Cllrs: J Holdom, J Sandford-Cooke, R Crook, C Rockett, M Coates, T Duffy, J. Dougall, G Foortse, M Coates, R Smith, G Thorpe and T Edwards.

Town Clerk: L Jennings

District Councillors: J. Punchard, A. Claussen-Reynolds and R Reynolds.

Press: J Harding

Public: 2 members of the public

152 TO ALLOW FAKENHAM POLICE TO GIVE A REPORT

There were no members of the police at the meeting and there was no report sent

153 TO ADJOURN THE MEETING FOR ELECTORS QUESTIONS

A member of the public read out a letter from herself and her husband to say how strongly they object to the controversial idea of toilets and office space being added to the north of the Chapel in Queens Road Cemetery, over existing graves and the subsequent repositioning of gravestones. Following research she has discovered that many still born babies have been buried in between adult graves in the Cemetery with only a small number of them having memorial stones marking their resting place and the vast majority not being issued with any grave number or location. She requested that public survey or consultation takes place with all findings made public. Cllr Coates commented that an article in the Fakenham Sun submitted by Cllr Acheson should not have been signed as Deputy Mayor. The article was from Cllr Acheson as a private individual as the Town Council has made no official announcement. Cllr Acheson assured the Council that this had been added without his knowledge by the paper and would be investigated. She also stated that comments should have been sent to the official Town Council email address. A member of the public also asked Councillors if the staff of the Town Council had been asked how they felt regarding working in the Chapel alone and after dark. He also voiced his concern that the Millennium Park car park would need to use by staff, councillors and visitors. A member of the public asked if anything could be done to stop large white vans from parking in Millennium Park car park. The Clerk will investigate. Cllr Thorpe reported that Millers Walk car park now has monitoring cameras. The Clerk will write to the Management Company to clarify the times these cameras are active. An email has been received regarding the empty 'Bugden's' shop on Wells Road. The person would like to see the area tidied and another convenience store in its place. District Councillor Roy Reynolds will speak to the Enforcement Team. Cllr Rockett commented that Councillors should have been facing the War Memorial at the Armistice Day. District Councillor Reynolds commented on the marvellous turnout from the public on Remembrance Sunday.

154 TO ALLOW 10 MINUTES FOR DISTRICT/COUNTY COUNCILLORS TO ADDRESS THE MEETING

Cllr Claussen-Reynolds reported that she had written on 4th June 2016 regarding the Budgens store. She had also followed up the dog fouling issue but nothing further has been agreed.

Fakenham Connect, Oak Street, Fakenham, Norfolk NR21 9DY

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Town Clerk: Linda Jennings

Cllr Reynolds reported that District Council Planning would be discussing the application for the Rudham Stile Lane footpath and bridge. He also reported that The Grove consultation is available for comments. Cllr Reynolds asked that Town Councillors support the need to keep the four District Councillors in Fakenham as part of the Boundary Review.

Cllr Punchard reported that:

1. The Fakenham Air Training Corps had received a £1200 grant from the Big Society Fund.
2. Some buildings in Fakenham could be 'Locally Listed'. This could include buildings such as the cinema and the sorting office or any historical building. This will be discussed at the next Development and Market meeting.
3. Evidence surveys for the Core Plan are in process looking at items such as flooding and traveller site.
4. 1950 potential building sites have been nominated throughout the district for the Local Plan. This will be whittled down to 500 and then down to the final 100.
5. On some brown-field sites Government outline consent may automatically be given.
6. There are 54 recorded second homes in Fakenham which is 1% of all homes.
7. Cllr Rockett asked how long it would take to 'Locally List' a building. Approximately 2 months.
8. Cllr Dougall reported that there has been a lot of retrospective planning applications.

AGENDA

155 TO CONSIDER FOR ACCEPTANCE APOLOGIES FOR ABSENCE.

Cllrs I Grand and N. Westmancott

156 DECLARATIONS OF INTEREST

There were no declarations of interest,

157 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 8 NOVEMBER 2016

The minutes of the meeting held on 8 November 2016 were on the proposition of Cllr Coates and seconded by Cllr Sandford-Cooke AGREED and signed by the Chairman.

158 TO CONFIRM THE MINUTES OF THE EXTRAORDINARY MEETING HELD ON 22 NOVEMBER 2016

The minutes of the extraordinary meeting held on 22 November 16 were on the proposition of Cllr Acheson and Seconded by Cllr Coates AGREED and signed by the chairman.

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

It was noted the Cllr Acheson had attended the Full Council meeting on 8 November 2016.

Cllr Holdom had declared a non – pecuniary interest and wished it to be recorded as a pecuniary interest.

Cllr Sandford-Cooke had produced a detailed report for the potential purchase of a red telephone box in the Upper Market Place. Following a discussion and on the proposition of Cllr Acheson, seconded by Cllr Holdom that this item is moved to the next Full Council meeting with confirmed costings. 10 for with 2 against.

Cllr Foortse had produced a press release regarding the issue of Fly Posting.

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On the proposition of Cllr Vertigan, seconded by Cllr Coates that with amendments this is forwarded to the local press.

Cllr Thorpe had reported to Norfolk County Council the issue of loose and missing cobbles in the Upper Market Place. This is following a fall by an elderly lady. He confirmed that Highways are only carrying out emergency repairs until the building works at the Aldiss store are completed.

160 MAYOR'S ANNOUNCEMENTS

Cllr Vertigan had attended the Armistice Day commemoration on 11th November 2016 and the Remembrance Service on 13th November 2016. He had also visited the Fitzroy House members group on 7th December 2016.

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

Cllr Rockett had helped at The Crown Christmas event and congratulated them for doing this with only two weeks preparation time.

Cllr Holdom attended the Norfolk ALC Autumn conference and the Norfolk ALC AGM.

Cllr Crook attended the Active Fakenham steering group and reported that the roads around the town will be closed Easter Sunday 16 April 2017 for the Criterium race. The annual Active Fakenham week will be held 19 to 27 August 2016.

Cllr Thorpe attended the Remembrance parade.

Cllr Smith attended the Active Fakenham meeting.

Cllr Coates suggested that any councillor reports should be emailed to the Clerk who will forward them to all councillors before the meeting. Cllr Coates reported that the British Legion needs to find an area for their porta cabin. This will be an addendum item for the next Leisure and Environment meeting. Cllr Coates will liaise with Cllrs Reynolds and Claussen-Reynolds.

162 DECISION LOG & CLERKS REPORT

The update decision log has been circulated. Cllr Holdom to be removed from and Cllr Vertigan to be added to the 'tendering for CCTV'.

163 TO RECEIVE AND COMMENT UPON ANY ITEMS FOR INFORMATION AND ACTION

There was nothing for action.

On the proposition of Cllr Vertigan, seconded by Cllr Acheson that Standing Orders are suspended for the next item.

164 TO DISCUSS THE PROPOSED BOUNDARY CHANGES

At present there are two District Councillors in North and South wards. The Boundary Commission is proposing that this is changed to one District Councillor for the North ward with two in the South ward. Councillors felt with the number of houses proposed to be built in the North ward it would be short sighted to reduce the number.

Cllr Foortse left the meeting.

On the proposition of Cllr Coates, seconded by Cllr Acheson that the status quo is kept on the reason of the proposed expansion in the north ward.

On the proposition of Cllr Acheson, seconded by Cllr Dougall that a letter is sent to the Boundary Commission outlining the Council's concerns. All in favour.

On the proposition of Cllr Vertigan, seconded by Cllr Acheson that Standing Orders are reinstated.

165 TO RECEIVE AND ADOPT THE MINUTES OF THE DEVELOPMENT & MARKET COMMITTEE HELD ON 21 NOVEMBER and 12 DECEMBER 2016

165.1 The minutes of the Meeting held on 21 November 2016 were moved for reception and adoption by Cllr Duffy, seconded by Cllr Acheson and agreed unanimously.

165.2 The minutes of the Meeting held on 12 December 2016 were moved for reception and adoption by Cllr Duffy, seconded by Cllr Sandford-Cooke and agreed unanimously.

166 TO RECEIVE AND ADOPT THE MINUTES OF THE LEISURE & ENVIRONMENT COMMITTEE HELD ON 15 NOVEMBER 2016

166.1 The minutes of the Meeting held on 15 November 2016 were moved for reception and adoption by Cllr Acheson, seconded by Cllr Coates and agreed unanimously.

167 TO RECEIVE AND ADOPT THE MINUTES OF THE POLICY & RESOURCES MEETING HELD ON 29 NOVEMBER 2016

167.1 The minutes of the Meeting held on 29 November 2016 were moved for reception and adoption by Cllr Vertigan, seconded by Cllr Acheson and agreed unanimously.

168 FINANCIAL MATTERS

168.1 On the proposition of Cllr Vertigan, seconded by Cllr Duffy to authorise payment of Accounts and Accounts paid out of Meeting for November and receive Bank Reconciliation Statements for November.

168.2 The RFO reported that the Omega software is now installed and one full day RFO training completed. The inputting of current financial year's data has started but will be a slow process. A further days training booked for Ann and for year-end processes. The RFO has confirmed acceptance of Local Tax Award Support Scheme for 2017-18 at £11,840. Precept documentation should be submitted by 23rd December. The final deadline for the Precept is 6 February 2017. The next Internal Audit will take place in January. The RFO reminded the Clerk that the Financial Risk Management policy needs updating.

168.4 Cllr Holdom recommended that the Grant from North Norfolk District Council should be accepted for the year 2017/18. Cllr Vertigan proposed an increase to the budget of 2.5%. This will be approved at the next Full Council meeting.

168.5 Cllr Holdom asked for approval of a further day's training for the RBS accounting package. On the proposition of Cllr Vertigan, seconded by Cllr Coates this was agreed unanimously.

168.6 A quotation of £656.00 +vat has been received from Haller Builders to repair the damaged fence at 22 Whitelands, Fakenham. On the proposition of Cllr Vertigan and seconded by Cllr Dougall this was agreed with 11 votes for and 2 abstentions.

168.7 Renewal quotations have been received for a three year term for the Town Council's annual insurance. On the proposition of Cllr Acheson, seconded by Cllr Dougall with all in favour that the Zurich Insurance will provide the cover at an annual cost of £3994.27 per year including vehicle insurance.

169 TO DISCUSS A ROAD CLOSURE FOR REMEMBRANCE DAY EVENTS

On the proposition of Cllr Vertigan, seconded by Cllr Acheson that any future events should have an official road closure with a minimal cost of £38. All in favour.

170 TO APPOINT A MEMBER OF THE LEISURE & ENVIRONMENT COMMITTEE WITH THE RELEVANT SKILLS TO THE POLICY & RESOURCES COMMITTEE TO SERVE UNTIL THE NEXT ANNUAL MEETING OF THE COUNCIL

On the proposition of Cllr Vertigan, seconded by Cllr Acheson, that Cllr Westmancott is duly elected to serve on the Policy & Resources committee until the next Annual meeting of the Council. All in favour.

171 TO APPROVE TRAINING FOR COUNCILLORS

Cllrs were informed that training sessions will be held on Thursday 12th & Thursday 19th January 2017 at 6.30pm. All Councillors who have not received any training should attend as stated in Standing Orders.

172 TO RECEIVE ANY FURTHER ITEMS FOR THE NEXT AGENDA

The Annual Assembly.

173 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.

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.

174 TO DISCUSS TOWN COUNCIL ACCOMMODATION

See confidential minute.

175 TO RECEIVE A REPORT FROM THE GRASS CUTTING WORKING PARTY

Cllr Coates would like to meet with the Highway Engineer to discuss areas that the County council are responsible for.

176 TO MOVE INTO OPEN SESSION

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

There being no further business the meeting closed at 21:30

Confirmed this day of 2017

CHAIRMAN