

MINUTES of a MEETING of FAKENHAM TOWN COUNCIL
held at Fakenham Connect, Oak Street, Fakenham
on TUESDAY 10 JANUARY 2017 at 7.00pm

PRESENT:

Councillor A Vertigan (Town Mayor, Presiding)

Town Cllrs: C Rockett, J Dougall, J Sandford-Cooke, M Coates, A Edwards, G Thorpe, G Foortse, J Holdom, G Acheson, T Duffy, R Smith, N Westmancott,

Town Clerk: L Jennings

Admin Assistant: A Kerrison

District Councillors: A Claussen-Reynolds, R Reynolds, T Fitzpatrick

Police: PC W Simmons,

Press: None

Public: 6 members of the public

177 TO ALLOW FAKENHAM POLICE TO GIVE A REPORT

Cllr Vertigan informed the meeting that PC Simmons is retiring at the beginning of next month. He thanked him for his support and noted that he has been a good presence in the town. He is being replaced next month by PC Richard Dawson. He is an experienced, competent officer who knows the town.

PC Simmons stated that there was nothing to report.

178 TO ADJOURN THE MEETING FOR ELECTORS QUESTIONS

The Clerk read out an email from an elector who serves on the communications committee of the Fakenham Parish Church Parochial Church Council. He has been asked to formally inform the Council of the committee's intention to undertake a research study into the usage of and attitudes towards Fakenham town amenities, including the church. 6th form students have been asked to help with the project. It was agreed that the Council would like a copy of the results. The Clerk will contact the elector.

A member of the Fakenham Bowmen highlighted an issue with a storage container outside the Sports & Fitness Centre at Trap Lane which the Bowmen use to house some of their equipment. Planning permission for this is now expired. The Bowmen have been informed by NNDC of the need to apply for full planning permission at a cost of £350 but they have been told that this cost will be halved if the Town Council applies for permission on their behalf, as the container is sited on Council land. Cllr Vertigan stated that the Council will look in to this, but it may be District Council's responsibility. Cllr Reynolds said he was happy to take this up on behalf of the Bowmen. The Council will also discuss this at the next Leisure & Environment meeting. If it is cheaper for the Town Council to apply for the planning permission then they will do this. It was also pointed out that the Bowmen could apply for a Market Tolls grant to help with the cost.

An elector highlighted a problem of poor road markings on the mini roundabouts at the bottom of Norwich Street. She has contacted NCC highways but the problem had not been dealt with. She also said that there are still loose paving stones in the Market Square. She did not think that the repairs should have to wait until the new Aldiss building was finished because it is not safe. It was agreed that the Council will

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

Tel: 01328 853653

Email: info@fakenhamtowncouncil.co.uk

Website: www.fakenhamtowncouncil.org.uk

Town Clerk: Linda Jennings

put pressure on highways. Cllr Fitzpatrick will take up both of these matters with highways also.

The elector also asked about the light in Church lanes near the church which hasn't worked for some time. The Clerk explained that this light is connected to the light over the arch which was damaged in the fire. The scaffolding erected for the new building is in the way of work on the lights, but we are working on getting it fixed as soon as possible.

An elector asked whether the Council will be getting involved with the Christmas lights switch on in 2017. Cllr Vertigan stated that the Council has never organised the lights switch on, but he was aware that a road closure has already been requested by individuals for the switch on Christmas 2017. So planning for this is already taking place. Cllr Foortse said that she thought the lights in 2016 looked magnificent.

An elector pointed out that there are signs on the King's Lynn roundabout and one by the Running Horse for events that took place sometime ago. It was pointed out that this is a highways issue. The Clerk will write to the Fakenham Academy regarding the signs for the bingo held at the Academy.

A member of the public, who had spoken at the Full Council meeting in December regarding the possible change of use of the Queens Road cemetery chapel, told the meeting that she had had a letter of reply to her previous views from Cllr Acheson. She had been offended by the tone of his letter. Cllr Acheson apologised as this had not been his intention. The resident read a reply to Cllr Acheson's letter. She questioned whether he had permission from the Council to speak as an individual about Council property. Cllr Acheson replied that his letter to the press was not sent as Deputy Mayor, but as an individual. Cllr Rocket would like a copy of all correspondence on this matter. The Clerk will arrange this. Cllr Vertigan stressed that no Council decision has been made on this matter. This is just an idea at the moment. Expert opinion regarding the graves around the Chapel would be needed before any decisions were made.

A resident had commented to a Councillor regarding rubbish deposited in the alley way between Queens Road and Holt Road and have requested a bin. This will be discussed at the next L&E meeting.

Cllr Foortse commented on the Aldiss building site. She said that the boarding was scruffy and untidy and the signage was bad. In contrast the building site on Queens Road car park was much better with artists impression of the new build displayed on the boarding. It was agreed that Cllrs will speak to the Directors of Aldiss regarding this. Cllr Rocket said he had been asked by residents when the building on Queens Road car park was due to finish. Cllr Foortse will investigate and report back.

Cllr Rocket had been to look at the problem regarding reported dog fouling at the junction of Wells Road/Seppings Road/Fishers Road. He said there were bags piled up by the lamp post. It was stated that it had been agreed to buy an extra bin for this area at the last L&E meeting. This could not be purchased until the minutes of that meeting have been ratified at the full council meeting this evening. Cllr Rockett will liaise with the Clerk as to where this should be sited.

A resident enquired what a Section 137 was in relation to a later agenda item. Councillors explained that this was money from the precept that can be used for charitable donations, and allows the Council to support local services that are not provided for by other funding. Councillors set the precept to include this.

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

Cllr Fitzpatrick informed the meeting that the Annual Budget for Norfolk County Council (NCC) has been finalised, and will go to full Council in February. The Budget has taken in to account the fact that the Rate Support Grant is ceasing. He also said that Adult Social Care has been in the forefront. The Ofsted annual report has

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

Tel: 01328 853653

Email: info@fakenhamtowncouncil.co.uk

Website: www.fakenhamtowncouncil.org.uk

Town Clerk: Linda Jennings

shown improvements in Norfolk schools and Early Year's Services. One of the newly qualified social workers won an award at National Social Worker of the Year Awards. Kings Lynn and North Norfolk have pulled out of the Devolution deal for East of England. Investigations are ongoing as to how the funding associated with Devolution can still be obtained. Cllr Acheson asked about the bell at the Junior School. He said the School had applied for a Market Tolls Grant to help with the repair of the bell. They have said that Norfolk County Council will not contribute towards the repairs, but if it becomes if dangerous they will take it down. Cllr Acheson asked if NCC could contribute the amount that it would cost to remove the structure, towards the repair. Cllr Fitzpatrick said he will take this up on the schools behalf. He said he had not been aware of the issue with the bell, and urged the School to contact him. Cllr Rockett felt NNDC have a duty of care to maintain this and should have kept it in good repair. He felt that NCC should pay for this and not the school themselves. The Clerk will write to the Junior School Governors to tell them to approach NCC. A resident questioned Cllr Fitzpatrick about a letter he had written when canvassing for election. It was suggested that the council meeting was not the forum for this discussion.

Cllr Reynolds updated the meeting regarding the Planning Business Process Review. The aim is for the planning process to become paperless by April 2017. The new system is now being tested. Clerks are required to register with the service before paper plans cease. It will be possible to track applications as they are processed. Cllr Fitzpatrick said everything will be on-line to make the process more accessible. This should reduce the time for the planning process to take place. A letter has gone out today from Steve Blatch, regarding reduction in ward District Councillors.

Cllr Claussen-Reynolds reminded the meeting of the Big Society Awards. These are awards for volunteers and people who have given service to their community. The closing date for nominations is 27 January 2017 and nomination forms are on the website. Following complaints, the outside of the old Budgens shop on Wells Road has been tidied up and potential new occupants are being sought. The Clerk said she had heard on the radio that the CO-OP were opening up 120 new shops and wondered whether this site was a possibility.

There were no reports from Cllrs Punchard or Rest.

AGENDA

180 TO CONSIDER FOR ACCEPTANCE APOLOGIES FOR ABSENCE.

Apologies were accepted from Cllrs S Mears, R Crook, I Grand, District Cllrs Rest and Punchard and Jim Harding.

181 DECLARATIONS OF INTEREST

Cllr Coates declared a non-pecuniary interest in item 16 regarding Norfolk Age UK

182 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 13 DECEMBER 2016

The minutes of the meeting held on 13 December 2016 were on the proposition of Cllr Coates and seconded by Cllr Acheson, AGREED and signed by the Chairman.

183 TO RECEIVE AN UPDATE ON ACTIONS TAKEN AFTER THE LAST COUNCIL MEETING IF THESE MATTERS ARE NOT INCLUDED ON THE AGENDA Electoral Review of North Norfolk

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

Tel: 01328 853653

Email: info@fakenhamtowncouncil.co.uk

Website: www.fakenhamtowncouncil.org.uk

Town Clerk: Linda Jennings

Dan Carson-Hislop, LGBCE review officer, had replied stating that the Council's views on the Electoral Review had been noted and will be taken in to account. The Council has also received a letter from Steve Blatch.

Cllr Rockett stated that he felt there were things discussed in closed session at the last meeting which should have been in open session. Cllr Vertigan stated that although the matter of the precept was discussed, no decisions were taken and the matter is on the agenda for tonight in open session.

184 MAYOR'S ANNOUNCEMENTS

Cllr Vertigan attended the Fakenham Choral Society Christmas concert on 17 December. He also visited the all the Care Homes in Fakenham on Christmas morning.

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

Cllr Holdom had attended the NALC AGM. She stated that a letter had been received by the CEO of the National Body regarding the Parish Precept Referenda. This stated that the threat of having to carry out referenda has been removed, and shows that the solidarity of Councils sticking together can bring about results.

Cllr Rockett attended the full council meeting of NNDC regarding Boundary Changes. He had also canvassed independent businesses in the town regarding the impact that the closure of Highfield Road car park to coaches had had on their business. He said that they had reported a detrimental effect on their business.

Cllr Foortse had looked at the Thursford website to see which coach companies brought visitors to the Christmas show. She wondered about sending a questionnaire to them to ask about what they thought of Fakenham and parking. She said that the organisers of the Christmas tree festival felt there had been a reduction in numbers because of coach parking, but this was anecdotal with no numbers available. She will get more information and will present this to Council at a later date. Cllr Foortse also attended a meeting about dementia at First Focus.

Cllr Coates informed the meeting that Fakenham first focus had been given a £285,000 lottery fund grant last year. They have now given an extra £28,500. They will use this to open a drop in centre in an empty unit in Millers walk, until new tenants are found.

Cllr Acheson also attended the dementia friendly meeting at first focus. They want to have a stall on the market in May for dementia awareness week. This will be put on the agenda for the next D&M meeting.

Cllrs Fitzpatrick, Reynolds and Claussen-Reynolds left the meeting.

186 DECISION LOG & CLERKS REPORT

The item regarding the telephone box was discussed. Cllr Sandford-Cooke felt the Council had no appetite to take this forward. It was agreed to keep this on the D&M agenda.

Training for new Councillors is taking place over the next 2 weeks.

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

There was nothing for action.

188 TO RECEIVE AND ADOPT THE MINUTES OF THE DEVELOPMENT & MARKET COMMITTEE HELD ON 9 JANUARY 2017

188.1 The minutes of the Meeting held on 9 January 2017 were moved for reception and adoption by Cllr Duffy, seconded by Cllr Acheson and agreed unanimously.

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

Tel: 01328 853653

Email: info@fakenhamtowncouncil.co.uk

Website: www.fakenhamtowncouncil.org.uk

Town Clerk: Linda Jennings

189 TO RECEIVE AND ADOPT THE MINUTES OF THE LEISURE & ENVIRONMENT COMMITTEE HELD ON 20 DECEMBER 2016

189.1 The minutes of the Meeting held on 20 December 2016 were moved for reception and adoption by Cllr Acheson., seconded by Cllr Coates .and agreed unanimously.

190 FINANCIAL MATTERS

190.1 On the proposition of Cllr Vertigan and seconded by Cllr Acheson to authorise payment of Accounts paid out of Meeting for December and receive Bank Reconciliation Statements for December were agreed.

190.2 To receive Budget versus actuals for the period April to December 2016.The RFO highlighted a favorable variance of £97,940. This was largely accounted for by;

1) Underspend on salaries and wages, offset by additional costs in professional fees (admin support).

2) Unspent reserves budget on development projects.

190.3 To receive and review the amended 2017-18 Budget and Precept proposal of a 2.5% increase. The total estimated expenditure for this year is £196,867.00. The NNDC grant will cease in 2020. It was agreed that £163,095.00 will be Precept demand this year.

190.4 To agree the Precept for 2017-18, authorise and submit issue documentation to NNDC. Proposed by Cllr Vertigan that the precept demand for this year should be £163,095.00, seconded by Cllr Coates. This was agreed by 13 votes with 2 abstentions.

190.5 RFO's report. The RFO stated that the Risk Management Policy has been updated but the Financial Risk Assessment has yet to be done. This will be deferred to the Policy meeting in February. There is draft document to work with.

190.6 To approve Annual Subscription for the Society of Local Council Clerks at a cost of £200. The Clerk stated that the Society gives a great deal of support to all Council Clerks and great help with legal/employment questions etc. There is a good network of Clerks to share tips and information etc. and they provide training sessions. On the proposal of Cllr Acheson seconded by Cllr Vertigan, this was agreed by all

190.7 To approve Financial Risk Assessment for 2017. This has been deferred to the Policy meeting to be held on 7th February.

191 TO AWARD A GRANT UNDER LOCAL GOVERNMENT ACT 1972, SECTION 137

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 in the interests of the area of it inhabitants and will benefit them in a manner commensurate with the expenditure Norfolk Age UK have requested an award. They had been awarded £100 in 2015. On the proposal of Cllr Vertigan, seconded by Cllr Duffy that £100 should be awarded. This was agreed with 10 votes for and 3 abstentions.

192 TO DISCUSS THE ANNUAL ASSEMBLY

This is normally held in April. It was agreed the meeting should be held on Tuesday 25 April 2017 at 7pm at a venue to be decided. Those invited should be District Councillors, Police and a specialist speaker. It was suggested that the speaker should be someone from North Norfolk Clinical Commissioning Group regarding the Information Transformation Plan (ITP) for this area. Local people are especially interested in Cranmer House. Another suggestion was to invite Steve Blatch from NNDC. The Mayors Volunteer Award could also be presented at this meeting. It was agreed that this needs to be advertised well to get as many people as possible to attend.

193 TO DISCUSS ISSUES REGARDING TO MILLERS WALK CAR PARK

Cllrs Edwards and Thorpe said there are mounting numbers of complaints regarding fines issued by the car park company responsible for the car park off Millers Walk.. A local taxi firm have had their fines reversed. People have been ticketed for picking up/dropping off passengers. Others have been ticketed whilst walking to the machine to get a ticket. Cllr Edwards explained the law behind this. Mr Peter Bellman, The Managing Director of CBGA Robson – the management company responsible for the land - wants to come and see the Clerk on Thursday. It was agreed that Cllr Edwards should be there too. Cllr Edwards suggested that the public can register their views on this matter with the Council. It was suggested that Mr Peter Bellman be invited to speak at the annual meeting.

194 TO RECEIVE INFORMATION FOR THE MAYORS CADET FOR 2017-18

Dieter Harper, Platoon commander of Norfolk ACF, has written to the Council. He would like the cadets to do more for Fakenham. In Fakenham there are Army and Air Force Cadets. The Mayor's Cadet goes to functions with the Mayor. It was agreed that the Cadets could be used to help with things like road closures etc. for events such as the Armistice Commemoration around the War Memorial.

195 TO RECEIVE ANY FURTHER ITEMS FOR THE NEXT AGENDA

Millers Walk car park.

196 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 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.

197 TO DISCUSS TOWN COUNCIL ACCOMMODATION

See confidential minute.

198 TO DISCUSS A REPORT FROM THE GRASS CUTTING WORKING PARTY

See confidential minute

199 TO MOVE INTO OPEN SESSION

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

There being no further business the meeting closed at 21:00

Confirmed this day of 2017

CHAIRMAN