

**MINUTES of a MEETING of FAKENHAM TOWN COUNCIL  
held at Fakenham Connect, Oak Street, Fakenham  
on TUESDAY 14 March 2017 at 7.00pm**

**PRESENT:**

Councillor A Vertigan (Town Mayor, Presiding)

Town Cllrs: G Acheson, J Dougall, T Duffy, J Sandford-Cooke, R Crook, M Coates,  
G Foortse, A Edwards, J Holdom, N Westmancott, S Mears, R Smith

Town Clerk: L Jennings

Admin Assistant: A Kerrison

District Councillors: R Reynolds, J Rest

Police: Richard Dawson, Jo Robotham

Press: Jim Harding (Lynn News)

Public: 4 members of the public

**226 TO ALLOW FAKENHAM POLICE TO GIVE A REPORT**

The new Beat Manager, Richard Dawson, introduced himself. He said he had been in the Fakenham area for the past 8 years. He explained that he is not able to expand on what is recorded in the newsletter that is sent out. The Crown has reopened and there have been no issues. The police have a different programme for dealing with anti-social behaviour. Cllr Vertigan asked whether moving the CCTV to the Police Station has helped. PC Dawson said it had made things much easier as they have access when the Council offices are closed and can track things as they happen. There has been no "down time" of the system since it has been moved. Cllr R Smith said he had tried to report an incident by phoning 101. He had been put through to the Fakenham station but the phone was not answered, despite waiting for 20 minutes. PC Dawson will look in to this. PCSO Robotham asked for any feedback regarding the newsletter to be directed to her.

PC Dawson and PCSO Robotham left the meeting.

**227 TO ADJOURN THE MEETING FOR ELECTORS QUESTIONS**

A resident highlighted a problem with people parking outside the War memorial. She asked if it is possible for the Police to issue tickets. **It was agreed that the Police will be asked if they can do this.**

The lack of short-term parking for shoppers was highlighted. It was suggested that Bridge Street car park could be designated a short-stay car park, and long-stay parking re-located to the Limes car park. Cllr Rest pointed out that there are 3 bays on Bridge Street that are free for 30 minutes. Cllr Foortse pointed out that these 3 bays are the most difficult to park in and asked if they could be moved to somewhere on the car park that is more accessible. **District Cllr Rest said he would investigate both these matters and report back to the Full Council meeting in April.**

A resident asked about cleaning the road signs in the town. She said that the signs for Thorn Road and Heather Barrow Court in particular were covered in green and difficult to read. It was noted that the sign for Watermore Lane is missing and the one for St Peters Road has been pulled up. The Clerk said that she had been in contact with North Norfolk District Council (NNDC) regarding the sign at St Peters

Road and had been told that we have just missed the current trench of work on road signs in the area and it could take up to 6 months before the next run.

A resident said that the lane between Church Lanes and Queens Road, behind the Queens Road car park has been tidied up. However, one of the bungalows on Red Lion Court that backs on to this has a roof tile that is dangerous. **It was agreed that this needs to be reported to Victory Housing.**

A resident said that she had had a meeting with Cllrs Vertigan and Acheson this afternoon regarding concerns that she had raised at previous meetings concerning the Chapel in Queen's Road cemetery. She hoped that this would bring the issue to an end.

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

County Councillor Fitzpatrick had emailed his apologies for the meeting and said that he was happy to answer any questions that may come up. Cllr Acheson asked what was happening regarding the Junior School Bell. Cllr Fitzpatrick was going to investigate this and report back to the Town Council but this has not happened. Cllr Holdom said at the last meeting Cllr Fitzpatrick had stated that the new council budget was to be agreed, and that a precept was going to be levied for adult social care. She wanted to know if this was approved. **The Clerk will contact Cllr Fitzpatrick with these queries.**

Cllr Reynolds passed on Cllr Claussen-Reynolds apologies. She was held up at a previous meeting. Cllr Reynolds stated that the issue of Highfield Road car park has been deferred by the Scrutiny Committee until the end of May. Consultation will take place with the Town Council. There is to be an update on broadband and mobile phone coverage at the Scrutiny Committee tomorrow. The results of the Boundary Review are due to be released on 11 April 17.

Cllr Rest stated that there is to be a meeting on Tuesday 21<sup>st</sup> March at midday at NNDC Council Chamber. Trinity have requested the meeting to do a presentation regarding the planning of 900 homes to the North of the town. The Town Council would like to have representation at the meeting. Cllrs Acheson, Foortse, Smith and Duffy all volunteered to attend and report back to Council.

A report from Cllr Punchard was read out. Victory housing has released funds for their Community Fund of around £20k and following district budget approval there will be another £320k in the forthcoming years Big Society Fund.

Cllr Holdom raised the question of the walk-way that has been closed between City Plumbing and Jack Richards on the industrial estate. She asked whether NNDC had given consent for this to happen or whether City Plumbing had done this of their own volition. Cllr Reynolds said that he thought that Norfolk County Council (NCC)

Highways were going to contact the complainant. He will investigate and once he has the answers he will pass them on.

## **AGENDA**

**229 TO CONSIDER FOR ACCEPTANCE APOLOGIES FOR ABSENCE.**

Apologies were accepted from Cllrs C Rockett, G Thorpe, I Grand, District Councillors J Punchard and A Claussen-Reynolds and County Councillor Fitzpatrick.

**230 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**231 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 14 FEBRUARY 2017**

**231.1** The minutes of the meeting held on 14 February 2017 were on the proposition of Cllr Coates and seconded by Cllr Sandford-Cooke, AGREED and signed by the Chairman.

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

**232.1** Cllr Foortse said that there had not been enough time to organise anything for the Great British Spring Clean, but felt that there were areas of Fakenham that needed a spring clean. It was noted that the "Keep Fakenham Tidy" group would be cleaning Norwich Street whilst it was closed 21<sup>st</sup> -23<sup>rd</sup> March.

**233 TO RECEIVE AN UPDATE ON HIGHFIELD ROAD CAR PARK**

Cllr Reynolds had already mentioned that the NNDC Scrutiny Committee had sent the plans back to Cabinet to reconsider. Cllr Foortse and a member of the public had spoken on behalf of Fakenham at the Scrutiny meeting. Cllr Vertigan asked Cllr Foortse what the Town Council need to do. Cllr Foortse said that the feeling at the meeting was that NNDC had been too premature in taking these plans forward without any consultation with the Town Council. She felt that more strategic planning was needed to include the College site and planned future developments for the town. Cllr Vertigan said it had been raised at a Development & Market Committee meeting that we need a Forum with representatives from NNDC & NCC regarding this matter. It was also noted that a member of the public had suggested a transport hub sited at the Highfield Road Car Park and it was felt that this was worthy of discussion. It was agreed that Cllr Foortse should set up a working party to discuss this, and that this needs to be done quickly. Cllr Reynolds stated that the transport hub plan had been acknowledged by NNDC and is being costed. Cllr Vertigan asked if the District Councillors would be willing to be part of the working party and meet with the Town Council to discuss Highfield Road Car Park and any proposals for its development. They said they would. Cllr Foortse proposed that a Working Party is set up to look at options for Highfield Road car parks future, but at the same time to look at strategic planning for the rest of the town and future development. This was seconded by Cllr Vertigan and agreed by all.

District Cllrs Reynolds and Rest left the meeting.

**234 MAYOR'S ANNOUNCEMENTS**

There were no Mayor's announcements

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

**Cllr Sandford-Cooke** assisted Cllr Crook with the new Town Guide

**Cllr Edwards** had met with the Clerk and Henry Cockerton regarding Millers Walk car park

**Cllr Westmancott** had attended the quarterly meeting of the Fakenham Charities. He noted that Marion Pruden had stepped down from this after many years.

**Cllr Holdom** had attended the AGM of the Community Centre

**Cllr Crook** had been involved with the production of the new Town Guide. He has also been involved with the organisation of the Easter Sunday Fun day in the town.

**Cllr Mears** had attended the SNAP meeting. There were 3 main priorities from this 1- Hare coursing, 2- Community Speed watch 3- Increase community engagement using supermarkets etc.

**Cllr Foortse** had been involved with organising the Fashion Show on Wednesday 17 May to show case local businesses. She is also going to attend the NNCCG

engagement meeting which will be discussing Cranmer House and the possibility of WNCCG taking over beds from NNCCG.

**Cllr Coates** reported that the First Focus Community Café is doing well

**Cllr Duffy** attended the visit to the Academy and also attended the Planning for All conference

**Cllr Acheson** also attended the Academy visit and the Planning for All conference.

**236 DECISION LOG & CLERKS REPORT**

The Fakenham sign on the Fakenham Hempton Road has not yet been moved. This is awaiting NNC.

It was agreed that the Clerk should organise a meeting with the Police to see if they would pay some of the cost of the CCTV

The item on tablets needs to be updated. It was suggested that all tablets should be returned to the Clerk who will see if they can be sold and some money recouped. It was agreed that the tablets purchased were not fit for purpose. **On the proposition of Cllr Coates, seconded by Cllr Vertigan and agreed by all, this matter is to be an agenda item at the next P&R meeting.**

The Fashion Show is on the Decision Log as, although it is not organised by the Council, the Council is promoting it to help the local businesses.

The George Edwards Memorial in Queen's Road Cemetery was purchased by the Farm Workers Union. The Clerk has been unable to trace any living relative of Mr Edwards. The Farmworkers Union has become part of UNITE. **It was agreed to contact them to see if they would be willing to pay towards the restoration of the Memorial.**

**237 TO RECEIVE AND COMMENT UPON ANY ITEMS FOR INFORMATION AND ACTION**

North Norfolk District Council – Application for Neighbourhood status – Ryburgh Parish Council. Consultation until Monday 27 March 2017. Great Ryburgh are putting together a neighbourhood plan and as they border Fakenham, FTC can comment on their plan. **The Clerk will forward the email to all councillors.**

An Invitation was issued to all Councillors to a meeting of the Police Accountability Forum at NNDC Council Chamber 28<sup>th</sup> March 2017 at 5pm. Cllrs Foortse and Duffy expressed an interest in attending this meeting. **The Clerk will forward the email to all councillors.**

**238 TO RECEIVE AND ADOPT THE MINUTES OF THE DEVELOPMENT & MARKET COMMITTEE HELD ON 20 FEBRUARY 2017 AND MARCH 2017**

**238.1** The minutes of the meeting held on 20 February 2017 were moved for reception and adoption by Cllr Duffy, seconded by Cllr Sandford-Cooke and agreed unanimously.

**238.2** The minutes of the meeting held on 6 March 2017 were moved for reception and adoption by Cllr Duffy, seconded by Cllr Acheson and agreed unanimously.

**239 TO RECEIVE AND ADOPT THE MINUTES OF THE LEISURE & ENVIRONMENT COMMITTEE HELD ON 28 FEBRUARY 2017**

**239.1** The minutes of the meeting held on 28 February 2017 were moved for reception and adoption by Cllr Acheson, seconded by Cllr Coates and were agreed unanimously.

**240 FINANCIAL MATTERS**

**240.1** On the proposition of Cllr Coates and seconded by Cllr Vertigan to authorise payment of Accounts paid out of meeting for February 2017 and receive Bank Reconciliation statements for February 2017 were agreed.

**240.2** The Responsible Financial Officer (RFO) reported that she had received the final report regarding the Christmas lights. The Fakenham Area Partnership had refunded a surplus of £3181.00 to the Town Council in February. The RFO stated that there is to be

an increase of 2% in the amount that can be paid as part of s137. This is an increase from £7.42 to £7.57 per capita and allows Fakenham Town Council to spend up to £30K.

**240.3 To Receive the Internal auditors report.** The Auditor had made several recommendations which can be found on the back page of the report. R1 & R2- the Decision Log has been updated and is reviewed at each Full Council Meeting. R3 – Appropriate detailed financial procedures should be prepared to underpin financial regulation. These are currently being written. R4 – It was agreed that the Council chose to use s137 to make donations as these are kept separate from other accounts and can be viewed separately. R5 – The matter of whether the Market Tolls should be registered as a charity and accounted for separately was discussed. On the proposition of Cllr Acheson, seconded by Cllr Vertigan and agreed by 12 votes with one abstention, that the Market Tolls account should stay as it is.

**240.4 To receive the Norfolk Pension Fund notification of 2017-2020 rates.** The RFO informed the meeting of the Employers Contributions that need to be paid over up until 2020. The letter needs to be returned signed as letter received and seen. On the proposition of Cllr Coates, seconded by Cllr Holdom and agreed by all, that the Clerk should sign and return the letter.

**241 TO DISCUSS THE FORTHCOMING ANNUAL ASSEMBLY**

Several people have been invited to address the assembly on Tuesday 25 April 17. Police Inspector Chris Stevens has accepted the invitation and proposes to do a PowerPoint presentation. Our local MP, District Councillors, County Councillor and North Norfolk CCG have either not responded or declined. Cllr Foortse said she would be attending a NNCCG meeting on Wednesday and could ask for a response. The Clerk will forward a copy of the invitation sent. It was suggested that Matthew Parr-Burman, principal of Fakenham Academy, should also be invited to speak about the forthcoming move of the College to the Academy site. This was agreed.

**242 TO DISCUSS THE COMMUNITY VOLUNTEER AWARD**

It was noted that there was a poor response regarding nominations for this award last year. Nominees must do their voluntary work in Fakenham, but do not have to live here. Nominations need to be sent to the Council office before 7 April, and need to contain some background detail about the person being nominated. The award is to be advertised on the Council website and Social Media, an article has also been put in the Fakenham Sun. **It was agreed that this matter needs to be an agenda item at the next P&R meeting to define parameters for next year's award.**

**243 TO DISCUSS THE MAYORS CADET FOR 2017-18**

As the last Mayors Cadet was from the Air Cadets, it was agreed that Dieter Harper, Platoon Commander for the Army Cadets, should be contacted to ask for a nomination for this role. **The Clerk will contact the Platoon Commander.**

**244 TO RECEIVE ANY FURTHER ITEMS FOR THE NEXT AGENDA**

Cllr Crook asked if NCC could be invited to speak at the Full Council meeting in June regarding plans for the College site once the College has moved.

**245 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 Acheson 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.

**246 TO DISCUSS TOWN COUNCIL ACCOMMODATION**

See confidential minute

Cllr Mears left the meeting.

**247 TO DISCUSS A REPORT FROM THE GRASS CUTTING WORKING PARTY**

See confidential minute

**248 TO DISCUSS THE SALE OF LAND AT HALL STAITHE**

See confidential minute

**249 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 20:50

Confirmed this

day of

2017

**CHAIRMAN**