

MINUTES of a MEETING of FAKENHAM TOWN COUNCIL
held at Fakenham Connect, Oak Street, Fakenham
on TUESDAY 11 July 2017 at 7.00pm

PRESENT:

Councillor (G Acheson, Town Mayor, Presiding)

Town Cllrs: M Coates, G Footse, S Mears, A Vertigan, C Brown, J Holdom, R Crook, T Edwards, G Thorpe, N Westmancott, J Sandford-Cooke and C Rockett

Admin Assistant: A Kerrison

District Councillors: J Punchard

Police: None

Press: None

Public: 1 member of the public

62 TO ALLOW FAKENHAM POLICE TO GIVE A REPORT

There were no Police in attendance. A report was read out.

- Police are continuing to monitor anti-social behaviour at Millennium Park.
- There has been a distraction burglary on North Park.
- There appears to be a rough sleeper using the clothing bins at the fire station.
- An update on travelers having no where to stay in August is that a field has been made available to them, but they have to vacate this by 20 August. They may look for open land after that.
- Parking in the town is still an issue. Police are trying to tackle this amid the confusion of who is responsible for what.
- A letter has been send to Fakenham taxi drivers about parking in the square behind the war memorial.
- A new temporary Inspector for the area has been appointed. Her name is Sarah Jope and it is hoped to bring her to the next full council meeting.

63 TO ADJOURN THE MEETING FOR ELECTORS QUESTIONS

An elector had pointed out that the land at the corner of Norwich Street and White Horse street is very untidy and the overgrown vegetation is encroaching on to the pavement. **It was agreed that the Clerk is to write to the management company responsible for the land, and to Norfolk County Council (NCC) regarding the encroachment on to the pavement.**

An elector was concerned that part of the scaffolding erected by the Aldiss building was being supported by the church wall. Councillors had looked at this and it did not appear to be the case. The scaffolding was not being used for supporting any weight but to protect pedestrians walking through.

An elector raised the question of parking in and around the town. People are parking on pavements, pedestrianised areas and green areas.

Two enquiries have been sent to the office regarding grass cutting in the town. One has asked when the verges of Norwich Road/Smith Lane will be cut. The other was the area between Bridges Walk and the river. This

area is very overgrown, and the benches there can't be used because they are overgrown with brambles and nettles. It was noted that as this area is not registered with the land registry then the Town Council is responsible for its upkeep. **It was agreed to get the Groundsman to cut this area.**

Cllr Acheson stated that the repaired railway bridge has already been vandalised.

Cllr Acheson asked if the office had received an email from NNDC regarding the Local Green Spaces Designation. **This needs a response by 11 August 17 and is to be an agenda item for the next D&M meeting.**

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

Cllr Punchard stated that;

- the Green Space designation document needs to be returned by 11 August, but it is possible to write and ask for an extension on this.
- Grass cutting has been reduced to 4 cuts from 5 this year. There should be another taking place soon. The new Highways Engineer, Steve White, is coming to meet Cllr Punchard in Fakenham soon. **Cllr Punchard will let Cllr Acheson know when this meeting is due to take place so that he may attend.**
- Cllr Punchard has reported the amount of tarmac that has been put down in place of the original sets in the town centre. This is a conservation area and Norfolk County Council need to maintain this.
- There are a large number of brown bins in Fakenham. There is also a waiting list for those who wish to purchase one as Kier need to purchase an extra lorry to be able to cope with the emptying.

Cllr Reynolds sent a report to the meeting;

- An email has been sent to the council from Steve Blatch answering some of the questions asked at the last full council meeting regarding Highfield Road car park and the Gleeds report. The email stated he could not provide the Town Council with a copy of the Gleeds report as this was commercially sensitive information.
- Regarding the swimming pool at Fakenham, Cllr Reynolds clarified what he said at the last meeting; he supports having a swimming pool in Fakenham but there is a question of sustainability. Cllr Holdom stated that this did not answer the question raised by an elector's letter at the last meeting. **Cllr Holdom, Crook and Sandford-Cook will formulate a letter to Cllr Reynolds asking for a copy of the Leisure report that informed the decision regarding the building of a swimming pool in Sheringham. This is to be taken to the next L&E meeting.**
- The appeal for the proposed housing build at Sculthorpe has been dismissed following an enquiry held at NNDC.

Cllr Claussen-Reynolds sent a report to the meeting answering some of the questions at the last meeting;

- NNDC waste contract expires in 2019. They are looking at all aspects of a future contract. There are no plans to reduce the frequency of domestic rubbish bin collections in this contract. Beyond that nothing has been determined.
- Garden waste service forms part of the Kier contract. This began in 2015 with approx. 15,000 bins with the contract for a maximum 19,500 bins. When the number of bins exceeds the maximum, NNDC would be liable for a step-up payment of £86K per annum, even if only one customer exceeds the limit.

Recognising the growth in this and trade waste, NNDC have entered into negotiations with Kier to secure best value in both areas. This is ongoing.

- Cllr Claussen-Reynolds had been approached regarding the footpath between Rudham Stile Lane and the Medical Practice being very over grown. The grass and overhanging brambles have now been cut back.

Cllr Punchard was made aware of concerns about the planning permission that has been granted for application PF/15/0452 on Millers walk, and why the Councils concerns regards vehicular access has not been taken into consideration. Cllr Punchard said that Highways had said no to the suggestions from the Town Council to open Whitehorse Street one-way on to Cattle Market Street. **He will speak to Highways.**

Cllr Punchard was also asked when the bench in the town centre that was damaged by a lorry was going to be replaced. He said that this may not be replaced but he will see what he can find out.

AGENDA

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

Apologies were accepted from Cllrs T Duffy, R Smith, T Fitzpatrick, A Claussen-Reynolds, R Reynolds, R Rest and Town Clerk L Jennings.

Cllr J Punchard left the meeting.

66 **DECLARATIONS OF INTEREST**

Cllr R Crook declared a pecuniary interest in item 17

Cllr C Brown declared an interest in item 13

67 **TO CONFIRM THE MINUTES OF THE MEETING HELD ON 13 JUNE 2017**

67.1The minutes of the meeting held on 13 JUNE 2017 were on the proposition of Cllr Acheson seconded by Cllr Coates, AGREED and signed by the Chairman.

Cllrs asked if the Clerk had reported the overgrown signs around the town to highways, as mention in item 34, as this is not on the decision log. **The Clerk will be asked when she is back in the office.**

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

Item 33: The Clerk has written to Tesco but has not received a response

Item 45: The Clerk has written to the Hawk and Owl Trust

Item 46: The fence has been erected around Millennium Park

Item 50.7 & 50.8: These have both been dealt with

Item 52.1: The family mediation service have reported that they have seen 58 Fakenham residents over the last 5 years.

69 **TO FILL A TOWN COUNCIL VACANCY BY CO-OPTION**

The one candidate for this vacancy had withdrawn earlier today due to work commitments. Councillors felt that this was a disappointment especially as he was a young candidate. **It was agreed that Cllr Acheson would speak to him to see if he might re-consider.**

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

Cllr Foortse informed the meeting that surveying of users is on-going. There are usually approximately 60 cars parked in the park. She suggested that the working party should meet before the end of July to look at the responses received. The

working party also need to take into consideration that coach parties being dropped off at the current bus stops on Oak Street is not safe. It was agreed that the working party should meet on Tuesday 25 July at 4:30pm, immediately before the L&E meeting.

In his email to the Council, Steve Blatch had offered to come and meet with councillors in either September or October. It was agreed to invite Mr Blatch to come to the Full council meeting in October for a 6:30pm start.

Cllr Crook informed a meeting that a survey has also been carried out by some of the residents under the banner of the Highfield Road Action Group. He will present the facts gathered by the group at the next working party meeting.

71 MAYOR'S ANNOUNCEMENTS

Cllr Acheson had attended Mr David Carr's funeral. Mr Carr was an ex-Mayor of the town.

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

Cllr Mears attended the SNAPS meeting.

Cllr Coates attended David Carr's funeral

Cllr Foortse attended the armed forces parade

73 DECISION LOG & CLERKS REPORT

- Full Council 81.1 – Update of website – The Clerk is investigating various providers
- Full Council 236 – Tablets - awaiting reply from sure computers regarding buying them back – **The Clerk is to chase this again**
- Full Council 240 – Internal Auditors recommendation – this is on P&R agenda for 18 July 17
- L&E 8 – Progress of fencing around Millennium Park – completed on 7 July 17
- L&E meeting 12 – Defibrillator outside police station – Cllr Sandford-Cooke will do an article for the Fakenham Sun next edition.
- Full Council 46 – Railway Cutting – this is to go on the next L&E agenda
- Full Council 52.1 – Norfolk Family Mediation to be asked how many Fakenham Clients they see – Information has been received.
- Full Council 54 – Request a copy of the Gleeds report from Steve Blatch – Reply received.

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

No comments

75 TO RECEIVE AND ADOPT THE MINUTES OF THE DEVELOPMENT & MARKET COMMITTEE HELD ON 19 JUNE & 3 JULY 2017

75.1 The minutes of the Meeting held on 19 June 2017 were moved for reception and adoption by Cllr Sandford-Cooke, seconded by Cllr Edwards and agreed unanimously.

75.2 The minutes of the Meeting held on 3 July 2017 were moved for reception and adoption by Cllr Sandford-Cooke, seconded by Cllr Acheson and agreed unanimously.

Item 31 stated that Cllr Smith would get quotes regarding the planning consultant. This should read that the Office will get quotes.

76 TO RECEIVE AND ADOPT THE MINUTES OF THE LEISURE AND ENVIRONMENT COMMITTEE HELD ON 27 JUNE 2017

76.1 The minutes of the meeting held on 27 June 2017 were on the proposition of Cllr Coates and seconded by Cllr Holdom, AGREED and signed by the Chairman. Regarding item 31 – Little Angels request to have Trap Lane Pavilion cleaned and redecorated. **On the proposition of Cllr Vertigan, seconded by Cllr Acheson it was agreed by all that the chair and vice chair of the L&E committee should have delegated authority to spend what is needed to get the pavilion up to standard.**

77 TREES IN ST PETERS GARDEN

Cllr Acheson informed the meeting that the vicar of the church has requested that the Council prune the cherry trees that are overhanging the North Aisle roof of the church. The church urgently needs to install roof alarms to the leaded section of the roof and the branches will cause spurious alarms. It was noted that the trees are very old. The cost of pruning should be borne by the church, as they were not part of the recent tree survey. Cllr Acheson wondered if the council might make a contribution towards the cost. Ben Carter has quoted a maximum of £510 to reduce the trees and a maximum of £900 to fell the trees. On the proposition of Cllr Holdom and seconded by Cllr Vertigan it was suggested that the Council pay £300 towards the felling of the trees. A counter proposal was offered by Cllr Rockett, seconded by Cllr Thorpe that the trees are trimmed rather than felled and that the church look in to different alarm systems that do not require the felling of the trees. The counter proposal had 4 votes for and 7 against. Therefore the first proposal of supporting the felling of the trees with £300 was agreed.

Cllr Acheson is to go back to the vicar and ask for more information about the alarm system and other options that may be available. If there is no better alarm system then Cllr Acheson was given delegated authority to give £300 towards the work.

78 FINANCIAL MATTERS

78.1 To authorise payment of the Accounts and Accounts paid out of Meeting for June 2017 and receive Bank Reconciliation Statements for June 2017

Cllr Acheson proposed, seconded by Cllr Vertigan RESOLVED the payment of the Accounts and Accounts paid out of Meeting for June 2017 and the Reconciliation Statements for June 2017 were approved.

78.2 The quarterly financial management reports were received by Councillors

78.3 The paperwork for the external audit has been posted to Mazars on 26 June 17.

78.4 NALC Legal team have been contacted about the Charitable status of the Charter Market. Their advice is that funds from the market should be administered separately. **Once we have received written advice on this matter, Cllr Acheson will write to the auditor stating that this is the advice that has been received and that the Council will be following that advice.**

78.5 The National pay award as per NJC agreement is 1%. On the proposition of Cllr Acheson, seconded by Cllr Vertigan it was agreed by all that **the Council should pay this award to staff, and that it is backdated to 1st April 2017.**

79 TO DISCUSS AUDITING SERVICES

On the proposition of Cllr Vertigan, seconded by Cllr Coates and agreed by all, the council will continue to use Auditing Solutions to carry out their audit.

80 LOCAL GOVERNMENT ACT 1972, s144 (TOURISM) DONATION

It had been suggested at the last full council meeting that the Council should award a grant to Active Fakenham towards the work that they do in promoting the town. **On the proposition of Cllr Acheson, seconded by Cllr Vertigan and agreed by 12**

votes with one abstention, the council will award a grant of £1000 to Active Fakenham.

81 TO RE-INSTITUTE THE WAR MEMORIAL COMMITTEE

It was noted that in the L&E meeting on 23 May 17, it was agreed that the war memorial committee would be re-instituted to organise Cllrs marching from the memorial service to the beacon lighting ceremony on Millennium park November 11 2018 to light the beacon to commemorate the 100 year anniversary of the ending of the first world war. It was agreed that the committee would be Cllrs Vertigan, Westmancott and Rockett.

Cllr Rockett left the meeting.

82 TO ARRANGE A ROTA OF COUNCILLORS FOR THE COUNCILLORS SURGERY STALL IN FAKENHAM MARKET PLACE

It was agreed that a stall should be on the Thursday market on 24th August and on the Famers market on 26th August. The stall on the Thursday Market would be manned 9am to 10:30am by Cllrs Edwards and Thorpe, 10:30am to 12:00 by Cllrs Acheson and Foortse. The stall on the Famers Market would be manned 9:30-10:30 by Cllrs Vertigan, Holdom and Acheson. Active Fakenham will provide a gazebo.

83 TO RECEIVE NOTIFICATION OF THE PARISH PARTNERSHIP SCHEME FOR 2017/18

Information regarding the scheme is in the office for Councillors to read. **The administration assistant will also send copies to each councillor. This is to be an agenda item for the September full council meeting.**

84 TO RECEIVE ANY FURTHER ITEMS FOR THE NEXT AGENDA

Trap Lane improvements. This is also to be on the next L&E agenda

85 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 Acheson seconded by Cllr Westmancott 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

Cllr Sandford-Cooke left the meeting

86 TO CONFIRM THE CONFIDENTIAL MINUTES OF THE MEETINGS HELD ON 13 JUNE 2017

86.1The minutes of the meeting held on 13 June 2017 were on the proposition of Cllr Acheson and seconded by Cllr Coates, AGREED and signed by the Chairman

87 TO DISCUSS TOWN COUNCIL ACCOMMODATION

See Confidential minute

88 TO DISCUSS A REPORT FROM THE GRASS CUTTING WORKING PARTY

See Confidential minute

89 TO DISCUSS STAFF MATTERS

See Confidential Minute

90 **TO MOVE INTO OPEN SESSION**

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

There being no further business the meeting closed at 21:15

Confirmed this

day of

2017

CHAIRMAN