

**MINUTES of the FULL COUNCIL MEETING of FAKENHAM TOWN COUNCIL
held at Fakenham Connect, Oak Street, Fakenham
on TUESDAY 12 September 2017 at 7.00pm**

PRESENT:

Councillor G Acheson, (Town Mayor, Presiding)

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

Town Clerk: Linda Jennings

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

Police: None

Press: J Harding

Public: None

91 TO ALLOW FAKENHAM POLICE TO GIVE A REPORT

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

The newsletters for June and July have been circulated to Councillors. PC Rich Dawson had sent a report that the Clerk read to Councillors as follows. A male has been arrested in Millennium Park for dealing cannabis and has been charged to Court. Issues regarding the Travelling Community over the summer were reported. When they came to Fakenham over the Bank Holiday weekend additional resources were already in place and from the 6 related jobs called in from members of the public 3 crimes were recorded (Theft, criminal damage and a minor common assault). A further crime was recorded from the 186 Facebook comments which had been posted during and after the weekend. For the whole period of August 37 CAD's (jobs) which were Traveller related were opened resulting in 11 incidents being recorded consisting mainly of theft and criminal damage. There will be an open public meeting at the scout hut/First Focus building tomorrow night between 7pm and 8pm for local residents to come and discuss their concerns. The new local Inspector, Ed Brown, will also be in attendance. Councillors have raised concerns regarding the Anti-Social Behaviour happening in St Peters Gardens. The Police are aware and patrolling the area. The Town Council may move the CCTV camera from The Limes car park to St Peters Gardens. The current SNT priorities are:

- Development of the Community Speedwatch programme to Fakenham and the surrounding Parishes
- Reduce anti-social behaviour at Millennium Park to include Hallowe'en and Bonfire night. (This has now also been extended to Church Gardens.)
- Parking issues in Fakenham and surrounding Parishes.

Cllr Holdom added that there have been problems with youths riding their scooters along the footpath between the Community Centre and the Church wall. Councillors asked that these issues are brought to the attention of the SNT team through the next SNAPS meeting.

92 TO ADJOURN THE MEETING FOR ELECTORS QUESTIONS

Cllr Foortse has been approached by the Parish Church requesting a donation towards the repair of the clock. Repairs to the mechanism will cost over £2500. A section 137 donation could be appropriate. Cllr Foortse will discuss this with Parish Church.

The Clerk has been asked if the area on the Industrial Estate that has been fenced off could be reopened. This is private land.
Cllr Thorpe has been asked if the Town Council could help with some tall trees at Heath Rise. This would be a Highway matter.

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

Cllr Claussen-Reynolds & Cllr Reynolds reported that the site behind the medical centre, the current position is:

- 22 homes which are a mixture of houses, flats and one x 2 bed wheelchair standard bungalow are on site and due to be completed in January 2018
- 13 homes (flats) are on site although completion is unknown at this time. Cllr Claussen-Reynolds has requested a time frame.
- Regarding the brown bin collection service, the waiting list has now been released and both Kier and North Norfolk District Council (NNDC) will be contacting those customers who are on the list to speed up the taking of payments. Bins will then be delivered shortly after payment is received. From this week, Kier are dedicating 2 vehicles to delivering the bins, one of which will be 'double shifted' (i.e. working from early morning into late evening) and on Saturdays. A delivery of 260 brown bins was delivered a couple of weeks ago and another 480 are expected next week. NNDC are aiming to have the list cleared within about 6-8 weeks. Anyone who is not currently on the waiting list, but who wants a bin will be put on the end of the list. NNDC recycles unwanted bins so not everyone will receive a new bin.

Cllr Punchard reported that he had a successful meeting with Cllr Acheson and Steve White the Highways Engineer for Fakenham. Many items were discussed including potholes, grass cutting and the patchwork of repairs to the Market Place. Mr White confirmed that once the building works on the Aldiss store has been completed the Market Place will be repaired and any missing setts will be replaced. Cllr Punchard as a member of the Heritage Policy Working Party is working on Tourism for the Local Plan. Tourism is worth £500 million per annum and provides employment for 10,000 people. The District Council is also working to get 5G mobile broadband to all areas. NNDC has already matched funded £1 million towards this. Pressure is being put on Norfolk County Council (NCC) to improve surface water drainage to help alleviate flooding. More gully emptying is needed. Capacity for Doctors surgeries across the County is being investigated. Fakenham has enough capacity in its building for more GP's but getting them is very difficult. More funding is not available until new residents move in. Further to the meeting with Mr White from Highways the new shop extension next to Argos was discussed. This building will take the place of 30 parking spaces with all traffic to Millers Walk Car Park entering and exiting via Cattle Market Street. Cllrs Acheson and Punchard suggested that a filter entrance could be installed by removing the bollards. The cost would be in the region of £10,000. A grant of 50% of the costs could be available from the Parish Partnership Scheme (NCC). **There is also some section 106 money available and the Clerk will investigate this with NCC.**

Cllrs Reynolds and Claussen-Reynolds left the meeting.

AGENDA

94 TO CONSIDER FOR ACCEPTANCE APOLOGIES FOR ABSENCE.

There were no apologies.

95 DECLARATIONS OF INTEREST

Cllr C Brown declared an interest in item 17.

96 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 11 JULY 2017 AND THE EXTRAORDINARY MEETING HELD ON 4 SEPTEMBER 2017

96.1 The minutes of the meeting held on 11 July 2017 were on the proposition of Cllr Coates seconded by Cllr Coates, Sandford-Cooke, AGREED and signed by the Chairman.

96.2 The Minutes of the Extraordinary meeting held on 4 September 2017 were on the proposition of Cllr Coates seconded by Cllr, Sandford-Cooke, AGREED and signed by the Chairman.

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

Item 95 of the Extraordinary Meeting: A response to the FOI request from NNDC has been received. 120 car parking permits have been issued to Kinnertons. This is 100 for the Limes car park and 20 for Bridge Street car park. Michael McNamara Builders are using 26 spaces on Queens Road car park but these will be free by the end of October. Cllr Edwards has also investigated that coaches are legally not allowed to stop in a designated bus stops marked in the town.

98 TO FILL A TOWN COUNCIL VACANCY BY CO-OPTION

There were no candidates. When the co-option takes place this will be by secret ballot with the results given to the candidates the next day. The 'Declaration' formed will be signed at the following Full Council meeting.

99 TO RECEIVE AN UPDATE ON HIGHFIELD ROAD CAR PARK

Cllr Foortse informed the meeting that surveying of users is now complete. The PIE charts have been created by Cllr Vertigan. Thursford Parish Council has written to support the car park being retained.

Cllrs Punchard, Rest and Vertigan left the meeting.

100 MAYOR'S ANNOUNCEMENTS

Cllr Acheson had attended the following:

- Met with the Vicar, Churchwarden's and Ben Carter regarding the trees that overhang the Parish Church.
- 4 August – visited RAF (USAF) Lakenheath.
- 8 August – with Cllr Duffy met with Mark Ashwell of NNDC regarding the Northern Development. Present salver in lieu of shield to Mayors Cadet.
- Met with the Environment Agency and walked the River Wensum.
- 24 & 26 August – Helped with the Town Council stall which was very successful.
- 29 August – Presented the correct Mayors Cadet shield.
- 30 August – Met with District Councillor Punchard and NCC Highways Engineer, Steve White, to discuss various items including the access from Cattle Market Street and parking in the Town Square.
- 12 September – Visit to Kinnerton's with Dean Hunter of Kinnerton's and Cllr Foortse.

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

Cllr Westmancott attended the quarterly meeting of the Fakenham Charities and reported that there are several new Trustees.

Cllr Crook asked if he could have a tour of Kinnerton's, **the Clerk will try to arrange.**

Cllr Acheson reported that Kinnerton's are having a recruitment drive and has agreed that a banner can be placed at Trap Lane. He reported that 60% of the work force is from the EU and the other 40% from the UK.

Also reported was that Matthew Parr-Burman is leaving the Fakenham Academy.

Cllr Crook reported that the 'Active Fakenham Week' had been very successful and was congratulated by Councillors.

Cllr Thorpe helped with the Town Council stall.

Cllr Edwards helped with the Town Council stall.

Cllr Foortse helped with the Town Council stall and had a guided tour of Kinnertons.

It was suggested and agreed that a proforma for taking contact details of resident would be designed for the next Market stall. **The Clerk will complete this.**

102 DECISION LOG & CLERKS REPORT

- Full Council 81.1 – Update of website – Cllr Edwards and the Clerk designing a brief to be put to potential web site designers. This will have no more than 3 layers of information.
- D & M 165 – This item is complete.
- L & E – Cllr Foortse and the Clerk will give a report at the next L & E meeting.
- Full Council 240 – Following the Town Council meeting on 12 September 2017 Councillors have agreed on balance to remain the status quo. **Cllr Acheson will write to the Internal Auditor.**
- L & E 167 – The Clerk will contact Simon Case following his email saying the tree was growing well.
- Full Council 40 & 41 – Record that Standing Orders have been updated.
- Full Council 44 - should be yellow as still ongoing.
- Full Council 50.5 & 52.2 – Update received and analysed at P & R meeting on 5 September.
- Full Council 54 – Turn to yellow as new FOI request to be raised.

Mr J Harding left the meeting.

- Full Council 47 – Market Place road closure is discussed on this Full Council agenda.
- Full Council 78 – Cllr Acheson has drafted a letter.

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

No comments

104 TO RECEIVE AND ADOPT THE MINUTES OF THE DEVELOPMENT & MARKET COMMITTEE HELD ON 17 JULY, 31 JULY, 14 AUGUST & 4 SEPTEMBER 2017

104.1 The minutes of the Meeting held on 17 July 2017 were moved for reception and adoption by Cllr Sandford-Cooke, seconded by Cllr Acheson, AGREED unanimously and signed by the Chairman.

104.2 The minutes of the Meeting held on 31 July 2017 were moved for reception and adoption by Cllr Duffy, seconded by Cllr Acheson, AGREED unanimously and signed by the Chairman.

Cllr Mears left the meeting.

104.3 The minutes of the Meeting held on 14 August 2017 were moved for reception

and adoption by Cllr Duffy, seconded by Cllr Acheson, AGREED unanimously and signed by the Chairman.

104.4 The minutes of the Meeting held on 4 September 2017 were moved for reception and adoption by Cllr Duffy, seconded by Cllr Thorpe AGREED unanimously and signed by the Chairman..

105 **TO RECEIVE AND ADOPT THE MINUTES OF THE LEISURE AND ENVIRONMENT COMMITTEE HELD ON 25 JULY & 22 AUGUST 2017**

105.1 The minutes of the meeting held on 25 July 2017 were moved for reception and adoption on the proposition of Cllr Foortse, seconded by Cllr Coates, AGREED unanimously and signed by the Chairman.

105.2 The minutes of the meeting held on 22 August 2017 were moved for reception and adoption on the proposition of Cllr Foortse, seconded by Cllr Coates, AGREED unanimously and signed by the Chairman.

106 **TO RECEIVE AND ADOPT THE MINUTES OF THE POLICY & RESOURCES COMMITTEE HELD ON 1 AUGUST & 5 SEPTEMBER 2017**

106.1 The minutes of the meeting held on 1 August 2017 were moved for reception and adoption on the proposition of Cllr Acheson, seconded by Cllr Coates, AGREED unanimously and signed by the Chairman.

106.2 The minutes of the meeting held on 5 September 2017 were moved for reception and adoption on the proposition of Cllr Acheson, seconded by Cllr Foortse, AGREED unanimously and signed by the Chairman.

107 **FINANCIAL MATTERS**

107.1 To authorise payment of the Accounts and Accounts paid out of Meeting for July & August 2017 and receive Bank Reconciliation Statements for July & August 2017.

Cllr Acheson proposed, seconded by Cllr Coates RESOLVED the payment of the Accounts and Accounts paid out of Meeting for July & August 2017 and the Reconciliation Statements for July & August 2017 were approved.

The RFO reported that a payment for Gray's Funfair had been allocated to Fakenham Town Council when it should have been Fakenham Recreation Ground Charity. This will be rectified. The total balance as at 31 August 2017 is £272,694.67.

107.2 The External Auditor has verified, accepted and certified the Town Council accounts to March 31 2017.

107.3 The RFO has investigated a pamphlet from Marston Associates who were offering to carry out and audit of the Town Council's business rates. This is not relevant to Public Sector Business rates.

108 **TO DISCUSS THE RELOCATION OF A CCTV CAMERA**

On the proposition of Cllr Coates, seconded by Cllr Duffy AGREED to move the CCTV camera from The Limes car Park and relocate on the church tower in St Peters Gardens. All in favour. A further discussion took place which approved enquiring the cost of purchasing a completely new camera for the church tower. On the proposition of Cllr Coates, seconded by Cllr Duffy, RESOLVED to get a cost. The Clerk and The Chairman have delegated authority up £1500. The camera should be infra-red. **The RFO asked that a new heading is added to the budget for 2018-2019 of 'Securities'.**

109 **TO DISCUSS THE REVISED OPENING TIMES OF THE THURSDAY MARKET**

The cost of making the temporary road closure permanent could be in the region of £20,000. Councillors could approach Aldiss and ask them to help with funding. The balance of funds in Market Tolls to date is £31,000. **The Clerk will get more**

information and a breakdown of costs and Cllrs Acheson and Duffy will approach Tim Summers of Aldiss. On the proposition of Cllr Acheson, seconded by Cllr Foortse, RESOLVED to apply for a permanent road closure. 10 in favour with 1 abstention.

110 TO DISCUSS THE PARISH PARTNERSHIP SCHEME

This item will be discussed at the next meeting to include discussions on Cattle Market Street and bus shelters.

111 TRAP LANE IMPROVEMENTS

No further information.

Cllr Brown left the meeting.

112 BOUNDARY COMMISSION

Notification has been received from the Boundary Commission that they will be holding their third and final eight-week public consultation.

Cllr Coates left the meeting.

113 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 the Milestone Society Norfolk funding for work to restore a milestone situated on the B1105. On the proposition of Cllr Foortse, seconded by Cllr Duffy that the council will award a grant of £50. A counter proposal was made of £100 and proposed by Cllr Acheson, seconded by Cllr Edwards. Following a vote on the counter proposal with 8 in favour and 1 abstention the counter proposal was carried. **The Clerk will check the Parish boundary.**

114 TO RECEIVE ANY FURTHER ITEMS FOR THE NEXT AGENDA

Nothing given.

115 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 Sandford-Cooke 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

116 TO CONFIRM THE CONFIDENTIAL MINUTES OF THE FOLLOWING MEETINGS

116.1 The minutes of the Full Council meeting held on 11 July 2017 were on the proposition of Cllr Acheson and seconded by Cllr Thorpe, AGREED and signed by the Chairman.

116.2 The minutes of the Leisure & Environment meeting held on 25 July 2017 have already been approved and signed.

116.3 The minutes of the Policy & Resources meeting held on 1 August 2017 were on the proposition of Cllr Foortse and seconded by Cllr Holdom, AGREED and signed by the Chairman.

116.4 The minutes of the Extraordinary Full Council meeting held on 22 August 2017 were on the proposition of Cllr Foortse and seconded by Cllr Acheson, AGREED and signed by the Chairman.

116.5 The minutes of the Policy & Resources meeting held on 5 September 2017 were on the proposition of Cllr Acheson and seconded by Cllr Edwards, AGREED and signed by the Chairman

117 **TO DISCUSS TOWN COUNCIL ACCOMMODATION**

See Confidential Minute

118 **TO DISCUSS STAFF MATTERS**

See Confidential Minute

119 **TO MOVE INTO OPEN SESSION**

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

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

Confirmed this

day of

2017

CHAIRMAN