

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

**PRESENT:**

Councillor G Acheson, (Town Mayor, Presiding)

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

Town Clerk: Linda Jennings

Administration Assistant: Ann Kerrison

District Councillors: J Rest

County Councillor: None

Police: Inspector Ed Brown and PC Rich Dawson

Press: J Harding

Public: One

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

PC Dawson gave an overview of the crime figures for the area for the month of October. He also informed the council that there are a number of counterfeit bank notes in circulation. He also said that the CCTV camera will be going up in St Peters garden on 27 November in an attempt to reduce the antisocial behaviour taking place in there. The bench that was vandalised in there recently has been reported and a crime number issued to the Clerk.

Inspector Ed Brown introduced himself as the new inspector for the area. He informed the meeting that the force has had to look at different ways of working as resources are reduced and as the nature of the crimes committed changes. There is an increase in reported cases of sex crimes and child abuse. 130 PCSO's are to be replaced with 80-90 PC's. Fakenham police station is to stay open but will lose its public enquiry desk. Insp. Brown is committed to community policing and wants to increase the visibility of his officers.

A question was asked as to whether the increase in sex crimes/child abuse is because people are now more aware of these crimes and therefore more likely to report them. Insp. Brown thought that this was the case. More money is being invested in equipment to help with the job such as body worn cameras

Another question was whether the urban drug runners using children to access rural communities was a problem in this area. Insp Brown said that although there are problems with drugs in the area, this particular problem was not evident at the moment.

Insp brown stated that he currently has 25 PC's and 5 Sergeants to cover the Fakenham, Wells and Holt area. He said that resources could be moved around to wherever they are needed.

Inspector Brown and PC Dawson left the meeting.

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

The clerk read out 3 letters

- An elector had sent a letter of thanks to the council regarding the Highfield Road car park campaign and the fact that it has been saved as a car park. She has raised

several issues with the council recently, some have been resolved and some are ongoing, but she felt that the Town has a bright future under the current council.

- The Melton Constable Trust involved in getting a railway connection for the town are applying for an AVIVA community fund grant. They are asking for councillors to vote for them.
- A gentleman wanted to raise the issue of a swimming pool being built in Fakenham. He has been in correspondence with NNDC, who have suggested that this may be looked at in the future once the new development is built to the North of the town.

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

Cllr Rest updated the meeting on a few issues.

- The planning permission application for a new unit beside Argos has been withdrawn.
- The builders compound on Queens Road car park has now been moved to the Limes car park.
- The Travellers site needs cleaning around the site to remove shopping trolleys etc. and this is in hand.
- Cllr Rest will try to source the signs needed for Millennium Park regarding dog fouling
- Highfield Road car park is to be discussed at NNDC full council meeting tomorrow. The original proposal of £65 – 75K to improve the surface of the park does not include the extra work needed to strengthen the surface to allow coaches/lorries to park on it. It has been suggested that these vehicles may still have to park elsewhere. Cllrs stated that NNDC know that the car park is needed for these vehicles and this was one of the main reasons for wanting to keep the car park open. Cllr Rest said he would stress this at tomorrow's meeting.

Cllrs Reynolds and Claussen-Reynolds sent their apologies for the meeting and a report was read out by the Clerk.

- NNDC and the British Heart Foundation are teaming up to organise a charity electrical recycling event Saturday 18<sup>th</sup> November at NNDC head office car park. This is to try and prevent unwanted electrical items going in to landfill. Items in working order will be sold in the BHF shops. Any items not in working order will be recycled.
- The leader of the council has written to the Secretary of state for Communities and Local Government asking for extra powers to deal with unauthorised encampments. He has received a positive response agreeing to discuss the issues.
- NNDC has received an additional grant from government in relation to homelessness support. The grant of £82,813 will be used to promote homelessness prevention activities and support the Housing Option team.

## **AGENDA**

**151 TO CONSIDER FOR ACCEPTANCE APOLOGIES FOR ABSENCE.**  
Apologies were received and accepted from Cllrs Brown and Smith

**152 DECLARATIONS OF INTEREST**  
Cllrs Holdom and Vertigan declared a non-pecuniary interest in item 11b

Cllr Rest left the meeting.

- 153** **TO CONFIRM THE MINUTES OF THE MEETING HELD ON 10 OCTOBER 2017**  
**153.1** The minutes of the meeting held on 10 OCTOBER 2017 were on the proposition of Cllr Sandford-Cooke seconded by Cllr Foortse, AGREED and signed by the Chairman.
- 154** **TO RECEIVE AN UPDATE ON ACTIONS TAKEN AFTER THE LAST COUNCIL MEETING IF THESE MATTERS ARE NOT INCLUDED ON THE AGENDA**  
**154.1 CCTV** The CCTV camera will be installed in ST Peters Garden on 27 November 2017.  
**154.2 Trap Lane Pavilion** The removal of the radiators from the toilets is ongoing. Heating in this area will not be replaced as it is not needed. Future plans include installing blinds at the windows. **The Clerk and Cllrs Foortse and Holdom will be meeting to sort out the regular cleaning of the building.**  
The question was asked as to whether the rental income reflected the cost of running the building. This is to be looked at once the decorations and renovations are complete. The rent is to be debated at an L&E meeting and reported back to Full Council. Cllr Holdom said that all will be resolved when the budget is set for next year.  
**154.3 Progress on Website** A proposal has been received today. Cllr Edwards gave an overview of what has been proposed. A discussion was held around what was needed and how this will be maintained. Ongoing costs will need to be discussed at the next P&R meeting. It was agreed that it would be better to separate the designing of the site and technical assistance, and that a budget needs to be set to take this forward.
- 155** **TO FILL A TOWN COUNCIL VACANCY BY CO-OPTION**  
Cllr Acheson stated that one letter of interest had been received from Mr Richard Lynam. Mr Lynam introduced himself and gave an overview of his background. The Councillors present undertook a private vote, the papers for which were sealed in an envelope and given to the Clerk, to be opened and counted the next morning.
- 156** **TO RECEIVE AN UPDATE ON HIGHFIELD ROAD CAR PARK**  
Cllr Foortse stated that the barriers at the entrance to the car park have been removed. Coaches could start using the park from now. It was pointed out that although the barriers have been removed, the weight limit remains and that would preclude coaches from parking there. Cllr Foortse said that NNDC took the barriers down so that coaches could park there for the Christmas season. It was again pointed out that NNDC would need to make a new order to remove the weight limit to allow coaches to park.
- 157** **MAYOR'S ANNOUNCEMENTS**  
Cllr Acheson had attended the following:
- 13 October - Along with Cllr Holdom met with Larking & Gowan regarding outsourcing the financial work
  - 17 October met with Alex Triplow from HR at NNDC
  - 18 October – Along with Cllr Foortse met with Dean Hunter from Kinnertons
  - 21 October – Re-opened the Henry IV pub
  - 28 October – Opened the Royal British Legion shop
  - 30 October – Along with Cllr Foortse attended NNDC cabinet meeting regarding Highfield Road car park
  - 1 November – Attended a dementia friendly community public meeting
  - 6 November – Along with Cllr Foortse visited North Walsham with Fiona Turner and Cllr Judy Oliver

- 8 November – Along with Cllrs Duffy and Edwards met with Renata Garfoot from NNDC
- 9 November – attended NALC training in Swaffham
- 11 November – Attended the Armistice day ceremony
- 12 November – Attended the Remembrance Sunday parade
- The vandalised bench in St Peters Garden has been removed and the Clerks husband will see if it can be repaired.
- Tomorrow morning will attend the Fakenham working party with NNDC and in the afternoon undertake the Clerks appraisal
- On Thursday will have a further meeting with Kinnertons

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

- Cllr Sandford-Cooke attended Data Protection training with Cllr Brown and the Clerk. There is a lot of work to be done on this and they will prepare a report to be discussed at P&R next week. This will also be discussed at the next full council meeting.
- Cllr Westmancott attended the AGM of the Fakenham Charities.
- Cllr Edwards met with the potential website designer, and attended the Armistice day ceremony
- Cllr Rockett attended the Maltings day care centre with Cllr Smith to look at the sensory garden, following their request for a Market Tolls Grant

Cllr Rockett left the meeting

- Cllr Holdom attended a NALC meeting where it was noted that they are lobbying for business rates relief on public conveniences.
- Cllr Vertigan attended the Armistice day and Remembrance Sunday parades
- Cllr Duffy attended the meeting with Renata Garfoot from NNDC
- Cllr Foortse attended the Fakenham working party with NNDC, went to North Walsham to meet with Fiona Turner and Cllr Judy Oliver, met with the Methodist minister at Trap Lane with the possibility of the Methodists using the building for Sunday services, met with Kinnertons, Visited the Air Cadets, met with Jo Stone at the High school, attended the West Norfolk CCG community forum regarding Cranmer House.
- Clerk Linda Jennings attended the data protection training with Cllrs Sandford-Cooke and Brown, attended the SLCC executive meeting, and attended the Armistice Day Commemoration with the Admin Assistant and Groundsman.

**159 DECISION LOG & CLERKS REPORT**

- L&E 167 – Tree works - Permission has been obtained to cut down the cherry trees. Simon Case will be talking to Ravenscroft regarding the Lime tree before a decision is reached.
- Full Council 252 – Public Space Protection Orders - Fakenham Town Council has not yet be told officially that the orders are in place. **This needs to be chased.**
- Full Council 47 – Thursday Market road closure - We are still awaiting details of this from Highways. **The Clerk is to chase.**
- Full Council 63 – Parcel of land off Whitehorse Street – Cllr Acheson will point this out to Cllr Judy Oliver from NNDC. The land belongs to Millers walk and has planning permission on it.

- Full council 63 – Bridges walk – Cllrs Acheson and Duffy have contact with someone who will do this. **They are to go ahead and organise.**
- L&E 59 – CCTV in St Peters garden – This is to go ahead on 27 November.
- Full Council 93 – New access from Cattle Market St to Whitehorse St. – No longer an issue as planning application has been withdrawn
- L&E 87 – Letter to Freemasons re memorial plaque – no reply received

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

**Christmas Free Parking in Fakenham** – It was agreed that this should be the weekend of the Christmas tree festival (2 & 3 December). If it is possible to have another weekend then this should be the last weekend before Christmas (23 & 24 December) **The Clerk will arrange this.**

**NCC Total Transport Project** - NCC would like to speak to individuals who have had transport problems. **The Clerk is to email details to all councillors.**

**Olivet exchange visit** – The visit is to be 15-19 June 18. The Clerk asked if any councillors would be available to represent the council. Cllrs Foortse and Acheson could attend. It was agreed that more clarity was needed as to what support is being asked for.

**Preview of Christmas Tree Festival** – All Council members and staff have been invited to the preview evening of the Christmas Tree Festival on Wednesday 29 November from 6:45pm.

**161 TO RECEIVE AND ADOPT THE MINUTES OF THE DEVELOPMENT & MARKET COMMITTEE HELD ON 16 OCTOBER, 30 OCTOBER & 13 NOVEMBER 2017**

**161.1** The minutes of the Meeting held on 16 October 2017 were moved for reception and adoption by Cllr Acheson, seconded by Cllr Sandford-Cooke, AGREED unanimously and signed by the Chairman.

**161.2** The minutes of the Meeting held on 30 October 2017 were moved for reception and adoption by Cllr Sandford-Cooke, seconded by Cllr Acheson, AGREED unanimously and signed by the Chairman.

**161.3** The minutes of the Meeting held on 13 November 2017 were moved for reception and adoption by Cllr Duffy, seconded by Cllr Acheson, AGREED unanimously and signed by the Chairman.

**162 TO RECEIVE AND ADOPT THE MINUTES OF THE LEISURE AND ENVIRONMENT COMMITTEE HELD ON 24 OCTOBER 2017**

**162.1** The minutes of the meeting held on 24 October 2017 were moved for reception and adoption on the proposition of Cllr Foortse, seconded by Cllr Coates, AGREED unanimously and signed by the Chairman.

**163 FINANCIAL MATTERS**

**163.1 To authorise payment of the Accounts and Accounts paid out of Meeting for October 2017 and receive Bank Reconciliation Statements for October 2017.**

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

**163.2** Budget versus actuals was accepted.

**163.3** The RFO reported that the Auditors visit has been put back to 18 January 2018.

**163.4** The precept will not be known until the budget has been set. The NNDC grant has been reduced by 7% to £11,011

**163.5** The rate of inflation has been set at 2.9% for preliminary discussions. If there are any projects that need money put aside to complete, details of these should be forwarded for discussion at P&R.

Mr Harding left the meeting

**164 TO DISCUSS LORRIES ENTERING AND LEAVING BERENDSEN'S AFTER HOURS**

The Clerk has obtained a copy of the operator's licence for Berendsen. This states that there shall be no operation, movement, loading or unloading before 5:30am and after 11pm Monday to Friday, before 5:30am and after 5pm on Saturday and before 10am and after 6pm on Sundays. It would appear that the company are operating within their operating licence. There is still a problem with the articulated lorry blocking Norwich Road when entering Berendsens site. **This is to be discussed with NNDC and the licencing authority.**

**165 TO RECEIVE THE REVISED PROPOSALS FOR NEW CONSTITUENCY BOUNDARIES IN THE EASTERN REGION.**

It was noted that Fakenham still lies in the Broadland area.

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

Cllr Sandford-Cooke asked for the new data protection laws to be added

**167 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 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

**168 TO CONFIRM THE CONFIDENTIAL MINUTES OF THE FOLLOWING MEETINGS**

**168.1** The minutes of the Full Council meeting held on 10 October 2017 were on the proposition of Cllr Acheson and seconded by Cllr Thorpe, AGREED and signed by the Chairman.

**168.2** The minutes of the Leisure & Environment meeting held on 24 October 2017 were on the proposition of Cllr Acheson and seconded by Cllr Footse, AGREED and signed by the Chairman.

**169 TO DISCUSS TOWN COUNCIL ACCOMMODATION**

See Confidential Minute

**170 TO RECEIVE AND CONSIDER TENDERS FOR OUTSOURCED ACCOUNTING SERVICES**

See Confidential Minute

**171 TO MOVE INTO OPEN SESSION**

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

There being no further business the meeting closed at 21:10

Confirmed this

day of

2017

**CHAIRMAN**