

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

PRESENT:

Councillor G Acheson, (Town Mayor, Presiding)

Town Cllrs: G Footse, M Coates, R Crook, J Holdom, J Sandford-Cooke, S Mears, R Smith, A Vertigan and N Westmancott

Town Clerk: Linda Jennings

Administration Assistant: Ann Kerrison

District Councillors: None

County Councillor: None

Police: None

Press: J Harding

Public: One

172 TO ALLOW FAKENHAM POLICE TO GIVE A REPORT

There were no police present and no report was received.

173 TO ADJOURN THE MEETING FOR ELECTORS QUESTION

An elector asked what could be done about the inconsiderate and dangerous parking and driving in the town. He has brought this matter up with North Norfolk District Council (NNDC), Norfolk County Council (NCC) and the Town Council but all say it is not their responsibility. He feared someone would get hurt. On the proposition of Cllr Crook, Seconded by Cllr Mears and agreed by all, **the Clerk will write to the police to ask them to consider this matter as one of the SNAPS recommendations, and help Fakenham Town Council (FTC) to get this matter under control.**

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

There were no District or County Councillors present. A report from Cllr Claussen-Reynolds was read out. Cllr Claussen-Reynolds reported that she had received several complaints regarding the overgrown path and one street light not working between Thorpland Road and the surgery. This has been reported to Medicare and asked them to arrange a maintenance programme. They have also asked who is responsible for the light. The FTC office staff stated that this had been reported to the surgery a few weeks ago. The path and light are the responsibility of the company who now own the site that the surgery is on. The Chief executive of the surgery is going to pass on the complaints to the company responsible.

AGENDA

175 TO CONSIDER FOR ACCEPTANCE APOLOGIES FOR ABSENCE.

Apologies were received and accepted from District Councillors Rest, Punchard, Reynolds and Claussen-Reynolds and Cllrs T Duffy, T Edwards, C Rockett, R Lynam, G Thorpe and C Brown.

176 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

177 **TO CONFIRM THE MINUTES OF THE MEETING HELD ON 14 NOVEMBER 2017**

177.1 The minutes of the meeting held on 14 NOVEMBER 2017 were on the proposition of Cllr Sandford-Cooke seconded by Cllr Foortse, AGREED and signed by the Chairman.

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

178.1 The Clerk has been in touch with James Wilson from Environmental Health Department at NNDC. The implementation of the Public Space Protection Orders has been delayed due to staffing problems but should be completed by the New Year. **It was agreed that this should be an agenda item for Full Council in February 2018 to make sure that this has been done.**

178.2 The cost of making the Thursday Market road closure permanent has been estimated at £20,000. This is a graded process. The Town Council could commit just £3,000 initially to see if the process is worth pursuing. The whole process would take approximately 18 months to complete. After discussion, on the proposition of Cllr Acheson, Seconded by Cllr Vertigan **it was agreed by 9 votes for and one abstention to pay £3,000 from the Market Tolls account to start the process off. How the rest of the cost is to be funded is to be discussed at a Policy and Resources meeting.**

179 **MAYOR'S ANNOUNCEMENTS**

Cllr Acheson informed the meeting that Richard Lynam was elected as Councillor at the meeting in November.

- 15 November Cllr Acheson attended the working party meeting with NNDC.
- 16 November met with Dominic Lowe from Kinnertons
- 17 November met with Tim Summers from Aldiss and David Alcock from McCarthy and Stone
- 20 November with Cllr Foortse showed members of North Walsham council around the town
- 21 November attended Army Cadets
- 29 November Opened the Christmas Tree festival in the Church
- 2 December Attended the towns Christmas lights switch on
- 4 December Attended a training session on data protection law
- 8 December with the RFO met with Martin Benstead of Stephenson Smarts
- 12 December Attended the Olivet conversation group lunch

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

- Cllr Sandford-Cooke attended the Christmas Tree festival
- Cllr Crook met with Archant regarding the town guide and attended an Active Fakenham Meeting
- Cllr Holdom attended Norfolk Association of Local Councils (NALC) AGM
- Cllr Vertigan met with the Clerk and Cllr Edwards and a web designer regarding the new Town Council website.
- Cllr Foortse attended the working party meeting with NNDC, with Cllr Acheson met with Dominic Lowe from Kinnertons and showed members of North Walsham Council around the town. Also, with Cllr Brown, she met with Kinnertons and BREAK regarding the possibility of having a GoGo Hare placed in the town. This is still awaiting confirmation.

181 DECISION LOG & CLERKS REPORT

- Full Council meeting 81.1 This is ongoing. The new website will be Town council based, updated and easier to track and support.
- D&M 52.1 **The Clerk is to write to the Traveller Liaison officer to ask if there is anything useful they can help us with**
- D&M 61.2 we are investigating if the council can tag on to the NNDC mapping system
- Full Council 135 Nothing more has been received from Little Angels. **This is to be chased in January.**
- Full Council 140 **This item is to be removed as it is now incorporated in the working party with NNDC**
- L&E 89 This is ongoing
- L&E 90 This matter is waiting until the new budget has been set
- Full council 159 is ongoing
- L&E 106 (89) is now complete
- L&E 106 (88) is now complete
- L&E 106 (95) The owner of the Gallery Bistro is happy for the defibrillator to be located on their building. The member of the public will purchase the machine but has asked the council to take over the maintenance costs. On the proposition of Cllr Acheson, seconded by Cllr Foortse and agreed by all the Council will take over these costs.
- L&E 108 This is ongoing
- L&E 110 This is ongoing
- P&R 84 (74.3) This is now complete

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

The Police & Crime Commissioner (PCC) is launching a Council Tax Consultation. NCC Managing Director, Dr Wendy Thompson, is undertaking a budget consultation regarding budget setting. The consultation can be found on line and comments need to be received before 2 January 2018. **The Clerk will forward the information to all councillors and also put on the social media sites for the public to respond to.**

183 TO RECEIVE AND ADOPT THE MINUTES OF THE DEVELOPMENT & MARKET COMMITTEE HELD ON 27 NOVEMBER & 11 DECEMBER 2017

183.1 The minutes of the Meeting held on 27 November 2017 were moved for reception and adoption by Cllr Sandford-Cooke, seconded by Cllr Acheson, AGREED unanimously and signed by the Chairman.

183.2 The minutes of the Meeting held on 11 December 2017 were moved for reception and adoption by Cllr Sandford-Cooke, seconded by Cllr Smith, AGREED unanimously and signed by the Chairman.

184 TO RECEIVE AND ADOPT THE MINUTES OF THE LEISURE AND ENVIRONMENT COMMITTEE HELD ON 28 NOVEMBER 2017

184.1 The minutes of the meeting held on 28 November 2017 were moved for reception and adoption on the proposition of Cllr Foortse, seconded by Cllr Coates, AGREED unanimously and signed by the Chairman.

185 TO RECEIVE AND ADOPT THE MINUTES OF THE POLICY & RESOURCES COMMITTEE HELD ON 21 NOVEMBER 17

185.1 The minutes of the meeting held on 21 November 2017 were moved for reception and adoption on the proposition of Cllr Acheson, seconded by Cllr Coates, AGREED unanimously and signed by the Chairman.
Item 87 should read – These will not be reviewed until the future service provision is known.

186 TO RECEIVE AN UPDATE ON WEBSITE IMPROVEMENTS

This matter was skipped as it had already been addressed under item 181.

187 FINANCIAL MATTERS

187.1 To authorise payment of the Accounts and Accounts paid out of Meeting for November 2017 and receive Bank Reconciliation Statements for November 2017.

Cllr Mears proposed, seconded by Cllr Coates RESOLVED the payment of the Accounts and Accounts paid out of Meeting for November 2017 and the Reconciliation Statements for November 2017 were approved

187.2 RFO's report The RFO reported that the external auditor has been appointed for next year and this is to be PKF Littlejohn. There will be a fixed fee of £600.

The Local Government Association has recommended a 2% pay award for staff earning more than £19K per year. Staff earning less than this could be paid more than 2%. This has yet to be agreed by the unions. There is also a need to review staff pension payments.

187.3 Budget setting The next Policy and Resources meeting has been brought forward to 3rd January 2018 in order that any proposals may be ratified at the January Full Council meeting. The RFO stated that there is a shortfall in next year's budget which equates to a 3% increase. This could be dealt with by reducing expenditure or increasing the precept. **It was agreed that the RFO should prepare a budget with a 2.9% increase on last year's precept.**

188 TO DISCUSS PLANS FOR THE COMMEMORATION OF THE END OF WORLD WAR 1

It was noted that the sub-committee formed to discuss this has not yet met. It was suggested that Beacon Hill should be incorporated in the commemorations. However, there is national cycle event in that area at that time of year. **Cllr Vertigan will talk to the organisers of the cycle event, and this is to be an agenda item for the January Full Council meeting. Cllr Acheson will speak to the Parish Councils who cover the Beacon Hill area.**

189 TO RECEIVE ANY FURTHER ITEMS FOR THE NEXT AGENDA

- To receive the 2018/19 budget
- Propose the 2018/19 Precept Request

190 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 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

191 TO CONFIRM THE CONFIDENTIAL MINUTES OF THE FOLLOWING MEETINGS

191.1 The minutes of the Full Council meeting held on 14 November 2017 were on the proposition of Cllr Foortse and seconded by Cllr Holdom, AGREED and signed by the Chairman.

191.2 The minutes of the Policy & resources meeting held on 21 November 2017 were on the proposition of Cllr Acheson and seconded by Cllr Vertigan, AGREED and signed by the Chairman.

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

192 TO DISCUSS TOWN COUNCIL ACCOMMODATION

See Confidential Minute

193 TO RECEIVE AND CONSIDER TENDERS FOR OUTSOURCED ACCOUNTING SERVICES

See Confidential Minute

194 TO MOVE INTO OPEN SESSION

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

There being no further business the meeting closed at 20:30

Confirmed this

day of

2017