

**MINUTES of the FULL COUNCIL MEETING of FAKENHAM TOWN COUNCIL  
held at Fakenham Connect, Oak Street, Fakenham  
on TUESDAY 15 May 2018 at 7:00pm**

**PRESENT:**

Councillor G Acheson, (Town Mayor, Retiring)

Town Cllrs: R Lynam, R Smith, A Vertigan, R Crook, G Foortse, M Coates, J Sandford-Cooke, T Edwards, J Holdom and T Duffy

Town Clerk: Linda Jennings

Deputy Town Clerk: Ann Kerrison

District Councillors: J Punchard, R. Reynolds & A. Claussen-Reynolds

County Councillor: None

Police: None

Press: J Harding – Lynn News

Public: There were 6 members of the public

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

There were no police present and no report sent. Figures in the police newsletter showed that crime figures were rising and Councillors wanted to know the reasons why. It was agreed to put questions to the police at the Town Assembly meeting next week.

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

The question was asked why there were no signs on Wells Road informing the public that the zebra crossing markings are missing following the resurfacing of that road. **It was agreed that the office would contact Highways.**

A question was asked about the new development on Trinity Road. District Cllr Reynolds said he had no new information on this. **It was agreed that the questions regarding the landscaping of the site and the fact that to-let signs are in some windows when the complex was meant to be care homes, would be emailed to Cllr Reynolds.**

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

**District Cllr Reynolds** stated that he is waiting for updated information regarding the Highfield Road car park. He and Cllr Claussen-Reynolds have also attended a meeting regarding the Fakenham Urban Estate Scheme involving the Northern Development.

**AGENDA**

**4 ELECTION OF TOWN MAYOR**

On the proposition of Cllr Duffy, seconded by Cllr Lynam, and agreed with 10 votes for and 1 against, Cllr Acheson was re-elected as Mayor. It was noted that the deputy Mayor would normally be put forward as Mayor, but Cllr Foortse did not want to be considered for this post. **It was agreed that the matter of succession of deputy Mayor to Mayor should be an agenda item for the next P&R meeting.**

- 5 TO CONSIDER FOR ACCEPTANCE APOLOGIES FOR ABSENCE.**  
Apologies for absence were received and accepted from Cllrs Thorpe and Mears, District Cllr Rest and County Cllr Fitzpatrick.
- 6 DECLARATIONS OF INTEREST**  
Cllr Holdom declared a non-pecuniary interest in item 10 point 5. And a non-pecuniary interest in item 7 point 5  
Cllr Vertigan declared a pecuniary interest in item 10 point 1  
Cllr Crook declared a non-pecuniary interest in item 10 point 9
- 7 ELECTION OF DEPUTY MAYOR**  
On the proposition Of Cllr Vertigan, seconded by Cllr Duffy and agreed by 10 votes for and 1 against, Cllr Foortse was re-elected as deputy Mayor.
- 8 TO RECEIVE THE RESIGNATION OF THREE COUNCILLORS**  
On the proposition of Cllr Holdom, seconded by Cllr Coates and agreed by all item 8 on the agenda was brought forward. Resignations were received from Cllrs Brown, Westmancott and Rockett.
- 9 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 10 APRIL 2018**  
**10.1**The minutes of the meeting held on 10 April 2018 were on the proposition of Cllr Coates and seconded by Cllr Duffy, AGREED and signed by the Chairman.
- 10 TO FILL TWO TOWN COUNCIL VACANCIES BY CO-OPTION**  
Five members of the public put themselves forward for the position of Councillor. A secret ballot was completed by all current councillors at the meeting, to be opened and counted the following morning in the office.
- 11 TO RECEIVE AN UPDATE ON ACTIONS TAKEN AFTER THE LAST COUNCIL MEETING IF THESE MATTERS ARE NOT INCLUDED ON THE AGENDA**  
**10.1 Thursday Market Road Closure.** Cllrs Acheson and Lynam have almost finished talking to all shop and business owners affected by the closure. On the proposition of Cllr Acheson, seconded by Cllr Coates and agreed by all, that **The Clerk should contact Norfolk County Council to let them know that we wish to go ahead and apply for a permanent Road Closure.**  
**10.2 CCTV in St Peters Garden.** The CCTV camera has now been attached to the church and is producing good photographs.  
**10.3 Commemoration of the end of the First World War.** The Clerk has emailed all the Churches regarding organising a meeting to talk about this, but has had no response. **It was agreed that a meeting date should be selected and then an invitation sent to all interested parties.**  
**10.4 Adoption of telephone boxes.** The meeting was informed that formal adoption would not be completed before the end of May. A local firm has been contacted regarding cleaning them up. **The Clerk is to chase the quote.**  
**10.5 GDPR (General Data Protection Regulation).** On the proposition of Cllr Acheson, seconded by Cllr Coates it was agreed by 10 votes for and one abstention that in principal the council would go through NALC for the Data Protection Officer, but this may be amended at the next P&R meeting. **This matter is to be an agenda item at the next P&R meeting.**
- 12 TO CONSTITUTE THE COMMITTEES OF THE COUNCIL FOR THE ENSUING YEAR**  
Representatives were appointed as follows:  
**Development & Market:** Cllrs Duffy, Edwards, Lynam, Smith, Thorpe and the Mayor and Deputy Mayor.

**Leisure & Environment:** Cllrs Coates, Crook, Holdom, Vertigan, Sandford-Cooke and the Mayor and Deputy Mayor.

**Allotments Sub-Committee:** Cllrs Coates and Thorpe

**Fakenham Town Band:** Cllrs Coates and Acheson

**Health & Safety Risk Assessment Working Party:** Cllrs Sandford-Cooke and Thorpe and the Clerk.

**Fire Marshalls:** Cllrs Acheson, Foortse and the Clerk.

Cllr Coates to assist the Clerk with the management of Estate land:

### **13 TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES**

a) **Fakenham Community Campus:** Cllr Holdom

b) **Fakenham Olivet Twinning Club:** Cllr Acheson

c) **Fakenham Museum of Gas & Local History:** Cllr Lynam

d) **Fakenham Police SNAPs:** Cllr Mears

e) **Fakenham Area Partnership:** Cllr Holdom

f) **Fakenham Charities:** Cllr Vertigan and Cllr Foortse

g) **FABCOM:** No longer exists

h) **Kick Start:** No longer exists

i) **Active Fakenham Steering Group:** Cllrs Sandford-Cooke and Smith

j) **War Memorial Updating Panel:** representatives would be elected when required.

### **14 TO RECEIVE THE OUTGOING MAYOR'S ANNOUNCEMENTS**

11 April – Met with Sandra Portas from NNDC

12 April - NNDC working group

Computer working party with Cllr Vertigan, the Clerk and IT company

11 May – Went with Cllr Lynam to walk around remainder of shops in Norwich Street and Bridge Street regarding the Thursday Market road closure.

14 May – Attended a “Men’s Shed” meeting

15 May – Attended the Inaugural meeting of the Finance Sub-Committee

Last month invited the Maire of Olivet to accompany the twinning visit. He has accepted and will stay with Mayor Acheson and his wife.

Made a bid to the Leader Fund for the Heritage Trail, and another to RDPE for the Wensum Walk.

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

**Cllr Lynam** visited shops in Norwich Street and Bridge Street regarding the Thursday Market Closure

**Cllr Edwards** met with the Clerk and the Manager of Millers Walk and a representative from National Parking Enforcement regarding the Millers Walk car park.

**Cllr Vertigan** Attended the inaugural finance sub-committee meeting and the Computer working party meeting

**Cllr Duffy** attended the meeting with Sandra Portas

**Cllr Foortse** attended the meeting with Sandra Portas and the regeneration working party meeting. She also reported that the recent charity fashion show raised £2K for Cranmer House.

2 Members of the public left the meeting. Cllr Punchard left the meeting.

### **16 DECISION LOG & CLERKS REPORT**

**D&M 61.2** – Cllr Acheson has spoken to Steve Blatch about this and is awaiting further information.

**Full Council 135** – The Garden plans have now been received. **This matter is to be an agenda item for the next L&E meeting.**

**Full Council 159** – **This is to be an item on the next L&E agenda.**

**P&R 114** - The emergency event protocol should include an item regarding the lines of communication to be used, and this needs to be integrated into the risk management policy.

**D&M 169** – **This is to be an agenda item on the next P&R agenda.**

**D&M 179** – The council have been advised that permanent planning permission can be sought. A lease/rental agreement would need to be in place with the Ospreys before planning permission is applied for. **This is to be an agenda item on the next P&R meeting agenda.**

**P&R 126** – Fibre Broadband is being installed later this week. Work is to be carried out on the IT network at the beginning of June; this will include setting up of a finance email address. Cllr Holdom is to be present to advise on folder access. **It was agreed that individual email addresses for Councillors should be investigated, and that Councillors should send photographs of themselves to Cllr Lynam for the website.**

**P&R 127** – **Wording needs to be altered to show “Standing orders will be updated to reflect that Full Council will have full voting rights and participate in Market Tolls decisions.**

**L&E 193** – **This needs to be instigated as soon as possible.**

**L&E 204** – The excavation of the railway cutting was deemed to be unsafe and is being dealt with by HSE.

**L&E 205** – This needs further investigation. **Cllr Holdom will contact Mr Parker.**

**L&E 212** – It is hoped that the defibrillator will be moved from the police station to the Fire station. The Fire brigade will then undertake all the necessary checks.

Confirmation is awaited from NORSE, the owners of the building.

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

These were noted. The Clerk pointed out an impending road closure in the town.

**18**     **TO RECEIVE AND ADOPT THE MINUTES OF THE DEVELOPMENT & MARKET COMMITTEE HELD ON 23 APRIL & 14 MAY 2018**

**20.1** The minutes of the Meeting held on 23 April 2018 were moved for reception and adoption by Cllr Duffy, seconded by Cllr Sandford-Cooke and agreed unanimously.

**20.2** The minutes of the Meeting held on 14 May 2018 were moved for reception and adoption by Cllr Duffy, seconded by Cllr Lynam and agreed unanimously.

**19**     **TO RECEIVE AND ADOPT THE MINUTES OF THE LEISURE & ENVIRONMENT COMMITTEE HELD ON 24 APRIL 2018**

**21.1** The minutes of the meeting held on 24 April 2018 were moved for reception and adoption by Cllr Coates seconded by Cllr Vertigan and agreed unanimously.

**20**     **TO RECEIVE AND ADOPT THE MINUTES OF THE POLICY AND RESOURCES COMMITTEE HELD ON 2 MAY 2018**

**22.1**The minutes of the meeting held on 2 May 2018 were on the proposition of Cllr Acheson and seconded by Cllr Coates, and agreed unanimously.

The wording of minute 157 was discussed. It was agreed that the opening sentence and bullet point 4 should be swapped over.

Cllr Duffy left the meeting

**21**     **FINANCIAL MATTERS**

**23.1 To approve payment of the Accounts and Accounts paid out of Meeting**

**for April 2018 and receive Bank Reconciliation Statements for April 2018**

Cllr Acheson proposed, seconded by Cllr Coates RESOLVED the payment of the Accounts and Accounts paid out of Meeting for April 2018 and the Reconciliation Statements for April 2018 were approved.

Cllr Acheson highlighted that in the Minutes of the Full Council meeting held on 13 February 2018, minute 240 stated £1,500 should be awarded under section 19 of the Local Government (Misc. Provisions) Act 1976. As no specific amount had been included with the request, and other funding sources had not been available for the project this year, it was suggested that Active Fakenham could come back with more specifics for further consideration, if there was a funding shortfall. Because of this clause the money had not yet been paid. On the proposition of Cllr Acheson, seconded by Cllr Foortse, it was agreed by all that £1500 should be paid to Active Fakenham as soon as possible.

**23.1 RFO's report**

It was noted that future meetings would include a report from the newly formed Finance sub-committee. **The first meeting was held this week and terms of reference for the committee will be discussed at the next P&R meeting.**

Cllr Holdom reported on the progress on Stephenson Smart taking on their financial duties. RBS did the end of year close down last week. The annual pension fund statement has been completed.

**23.2 To Receive National Joint Council recommendations for staff 2018-2019 pay awards.** The National Joint Council recommendations for staff 2018 – 19 pay awards were on the proposition of Cllr Coates, seconded by Cllr Acheson and agreed by all, that the recommendations should be adopted. It was agreed that this should be backdated to 1<sup>st</sup> April 2018.

**23.3 To appoint an Internal Control Officer**

On the proposition of Cllr Vertigan, seconded by Cllr Acheson and agreed by all that Cllr Holdom should be appointed as Internal Financial Controller.

**23.4 To re-appoint Internal Auditor for 2018-19**

On the proposition of Cllr Holdom, seconded by Cllr Vertigan and agreed by all that the appointment of the internal auditor should be deferred until the end of July, when the year-end has been completed.

**22 TO AWARD A GRANT UNDER THE LOCAL GOVERNMENT ACT 1972, SECTION 137**

Under the provision of Section 137 of the local government act 1972 following expenditure should be incurred which, in the opinion of the Council is in the interest of the area of its inhabitants and will benefit them in a manner commensurate with the expenditure

**24.1 Norfolk Age UK.** On the proposition of Cllr Acheson seconded by Cllr Lynam and agreed by 9 votes for with one abstention that £150 should be awarded provided that they have not received an award within the last twelve months.

**24.2 North Norfolk Age Concern.** It was noted that this organisation was based in Sheringham and did not provide a service for Fakenham residents. Therefore it was decided not to award a grant.

**23 TO DISCUSS THE FORTHCOMING ANNUAL ASSEMBLY**

The Annual Assembly is to take place at 7pm on Monday 21<sup>st</sup> May 18 in the Community Centre. David James from the Royal British Legion, District and County Councillors and the Police will all be speaking at the meeting.

**24 TO DECIDE THE RECIPIENT OF THE COMMUNITY VOLUNTEER AWARD 2018**

This item was moved to the closed part of the meeting. Please see confidential minute.

**25 TO APPROVE THE MAYORS CADET FOR 2018 – 2019**

We are still awaiting the name of the cadet, who this year will be from the Air Cadets.

**26 TO RECEIVE ANY FURTHER ITEMS FOR THE NEXT AGENDA**  
**GoGoHare**

**27 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 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.

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

**28.1** The minutes of the Full Council meeting held on 10 April 2018 were on the proposition of Cllr Acheson and seconded by Cllr Coates, AGREED and signed by the Chairman.

**28.2** The minutes of the Policy and Resources meeting held on 2 May 2018 were on the proposition of Cllr Acheson and seconded by Cllr Coates, AGREED and signed by the chairman.

**28.3** The minutes of the Leisure & Environment meeting held on 24 April 2018 were on the proposition of Cllr Coates and seconded by Cllr Vertigan, AGREED and signed by the Chairman.

**29 TO DISCUSS TOWN COUNCIL ACCOMMODATION**

See confidential minute.

**30 TO DISCUSS STAFF MATTERS**

See confidential minute

**31 TO DISCUSS THE ARCHITECTURAL HERITAGE FUND**

See confidential minute

**32 TO DISCUSS THE SALE OF THE FOOTPATH AT FORMER NORTH PARK PLAY**  
**AREA**

See Confidential Minute

**33 TO DISCUSS IT REQUIREMENTS FOR THE TOWN COUNCIL ACCOUNTANTS**

See confidential minute

**34 TO DECIDE THE RECIPIENT OF THE COMMUNITY VOLUNTEER AWARD 2018**

See confidential minute

**35 TO MOVE INTO OPEN SESSION**

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

There being no further business the meeting closed at 21:05

Confirmed this

day of

2018

**CHAIRMAN**

