

MINUTES of the FULL COUNCIL MEETING of FAKENHAM TOWN COUNCIL

held at Fakenham Connect, Oak Street, Fakenham

on TUESDAY 17 July 2018 at 7:00pm

PRESENT:

Councillor G Acheson (Town Mayor, Presiding)

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

Town Clerk: Linda Jennings

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

County Councillor: None

Police: None

Press: J. Harding

Public: There were two members of the public

		Action (initials)
65	TO ALLOW FAKENHAM POLICE TO GIVE A REPORT No police were present. The Clerk read out a report. The report gave an explanation regarding the recent crimes of stolen motor bikes, a van and a safe.	
66	TO ADJOURN THE MEETING FOR ELECTORS QUESTIONS 1. An elector commented that the grass cutting contractors appear not to have strimmed against the footpaths. The Clerk will speak to the contractors. 2. An elector reported excessive speeding through Smiths Lane and requested that the Town Council asks the Police to include this location as a priority area for speed checking. He also requested additional traffic calming measures such as speed humps. The Clerk will initially contact the Police 3. An elector has asked the Town Council to help with an issue with the hedge between the rear of Highfield car park and the unadopted road. There is a hole in the hedge that people use to cut through and this needs blocking up. District Councillor Roy Reynolds will investigate.	LJ LJ RR
67	TO ALLOW 10 MINUTES FOR DISTRICT/COUNTY COUNCILLORS TO ADDRESS THE MEETING District Cllr Claussen-Reynolds stated that the toilets on Highfield car will remain open during the remedial works to the car park surface. The re-surfacing works will take six weeks and commence 17 th September 2018. Councillors asked if there will be limited parking whilst the works are taking place? The toilets themselves will receive some updating. It was noted that the toilets at Queens Road and Bridge Street car parks also need updating. Cllr Claussen-Reynolds will keep pressuring for this work. North Norfolk District Council is phasing out the use of plastics with over 30,000 cups being used in one year. Councillors, Officers and those attending meetings etc. are asked to bring their own cups. Deadline for entries for the Graham Allen award is 31 st July 2018. Cllr Vertigan joined the meeting.	A C-R

	<p>District Cllr Roy Reynolds Brick Kiln Farm - The amended reserved matters layout has now been received and appears to have addressed highways concerns. All other elements are already agreed under previous delegated process. A draft decision has been prepared and the applicant is considering it to confirm the conditions are workable, no issues are anticipated. Once the decision notice is addressed the Developer, Lovells, can complete the site purchase and will probably commence demolition very soon afterwards. There is still a problematic situation with offsite works before construction can begin. The former railway bridge is owned by Highways England and they have yet to agree to Lovells detailed scheme. Lovells advise they have written to Fakenham Town Council regarding the arrangements for removing and replacing the allotments hedge. North Norfolk District Council Planning Officer Rob Parkinson has said he is happy to speak with the Town Council if further clarification is required. Full planning listed building consent for Wensum Lodge hotel Fakenham regarding the removal of section of wall and erection of gate (part retrospective) has been granted. Planning reference numbers: PF/18/1170 & LA/18/1171. Cllr Reynolds will discussions with the Conservation and Design Team at North Norfolk District Council saying that a fascia has been erected without the required advertising consent. It appears this has been in place for more than 2 years. The front of the property has also been painted white from a dark grey and this required listed building consent. Cllr Reynolds will have further discussions with the Conservation and Design officer and it has been agreed that an application can be invited to try and resolve the breach of planning contracts. Cllr Reynolds has written to the owner and invited an application for advertising consent and a Listed Building Consent application to be submitted within 28 days. The Scrutiny Committee has considered the Traveller site within Fakenham.</p> <p>District Cllr John Rest stated that Full Council meetings held at the District Council are going to be recorded.</p> <p>District Cllr Jeremy Punchard reported that he had attended a talk regarding the new Health & Welfare Service 'Help Hub' that is being launched. More information will be forwarded in due course. Funding from the CCG has been diverted for 2 years to fund these hubs.</p> <p>County Cllr Tom Fitzpatrick apologised for not being able to make the meeting. The Clerk read his report. The new Leader and Deputy Leader of the County Council have been announced as Cllr Andrew Proctor and Cllr Graham Plant respectively. Norfolk County Council (NCC) has launched a new mobile phone detection system for use on the county's roads. Norfolk's latest new on-call firefighters begin their initial two-week training programme. 14 new firefighters will join colleagues. There are still vacancies for more new recruits in rural communities. The Norfolk Police and Crime Commissioner (PCC), Lorne Green has launched a consultation to seek views from the public on whether he should take control of the Norfolk Fire and Rescue Service, following the production of a business case. The County Council is now reviewing the PCC business case and will issue a detailed formal response in due course. The launch of the Summer Reading Challenge 2018 for young readers took place at Fakenham Library on Saturday 14 July. This year's challenge has been called 'Mischievous Makers' and is inspired by The Beano, which is celebrating its 80th birthday. Fakenham library will be hosting a range of activities.</p>	
	<p>District Cllrs Rest, Punchard, Reynolds and Claussen-Reynolds left the meeting</p>	
MINUTES		
68	<p>TO CONSIDER FOR ACCEPTANCE APOLOGIES FOR ABSENCE. Apologies for absence were received and accepted from Cllrs Wakefield, Lynam, Crook, Thorpe and Mears and County Councillor Fitzpatrick.</p>	

69	DECLARATIONS OF INTEREST There were no declarations of interest.	
70	TO CONFIRM THE MINUTES OF THE MEETING HELD ON 21 MAY 2018 70.1 The minutes of the meeting held on 19 June 2018 were on the proposition of Cllr Acheson and seconded by Cllr Coates, AGREED and signed by the Chairman. 70.2 The minutes of the Annual Town Meeting held on 21 st May 2018 were on the proposition of Cllr Acheson, seconded by Cllr Coates APPROVED.	
71	TO RECEIVE AN UPDATE ON ACTIONS TAKEN AFTER THE LAST COUNCIL MEETING IF THESE MATTERS ARE NOT INCLUDED ON THE AGENDA	
	71.1(43.1) Thursday Market Road Closure The road closure is at the consultation stage and moving ahead to a permanent closure for the times the Town Council have requested.	
	71.2(43.2) Adoption of Telephone Boxes Nothing to report, still awaiting the ok from BT. 71.3(37.2) Invitation to the head of Waste & Recycling at NCC to speak to Councillors. The Clerk has arranged for Joel Hull to attend the Full Council meeting on Tuesday September 18 th 2018.	
72	TO RECEIVE THE MAYOR'S ANNOUNCEMENTS 5 July – Attended the AGM of Wensum Scouts 8 th July – Witness letter regarding the arsonist Stuart Steele who has been imprisoned for 16 months. 9 th July – Met with Stephen Hurley and David Hunter at the Racecourse regarding a possible site for the 'Men's Shed'. This could possibly go ahead using the rifle range building at the Gallows. 10 th July – Walked the estate with Cllr Dutton. 16 th July – With Cllrs Foortse and Duffy met with Sandra Portas of NNDC.	
73	TO RECEIVE ANY REPORTS FROM COUNCILLORS WHO HAVE ATTENDED MEETINGS OUTSIDE THE COUNCIL Cllr Sandford-Cooke helped to organise the GoGo Hare Window Display competition for the shops and businesses of the town. There will be a trophy kindly donated by the Heel Bar and chocolates from Kinnerton's as prizes. Around 100 letters will be delivered. The competition will run from 30 th July to 18 th August 2018. Cllr Edwards attended the Market Towns initiative on 2 nd July. Cllr Brown attended the GoGo Hare meeting. Cllr Holdom attended the Market Towns initiative on 2 nd July. She also met with Mrs J Vertigan regarding the defibrillator. This can be purchased and installed as soon as BT hands over the phone boxes. Cllr Duffy attended a meeting with Sandra Portas. Cllr Vertigan attended a meeting of Fakenham Charities. Cllr Foortse attended a meeting of Fakenham Charities, delivered the letters regarding the window dressing completion for the GoGo Hare and also had a meeting with the Marketing team at Pensthorpe to discuss mutual benefits for the town.	
74	DECISION LOG & CLERKS REPORT Full Council 63 The Clerk has received a reply from the Managing Agents to say that any works are dependent on them getting planning permission for their building. D&M 61.2 Cllr Acheson will speak to Steve Blatch or Emma Duncan regarding this item. Full Council 135 Little Angels Garden area. Works are underway.	LJ GA

	<p>L & E 110 The allotments will be ploughed when there is a break in the weather and there has been substantial rain. This item is now complete.</p> <p>P & R 84 The JCB phone has been purchased for the Groundsman and it was agreed to stay with O2. This item is now complete.</p> <p>P & R 114 The Deputy Clerk is updating the cemetery rules.</p> <p>P & R 114 The Clerk met with representatives from the local churches and the Royal British Legion to discuss arrangements for the World War 1 commemorations. Arrangements are the same as last year. This item is now closed.</p> <p>D & M 168/169 This item has now been dealt with at the P & R meeting 29th May 2018, see minute 7. This item is now closed.</p> <p>P & R 126 This item will now be discussed at the next HR meeting.</p> <p>P & R 127 This item is complete.</p> <p>P & R 128 This item is now complete.</p> <p>L & E 193 Guy Stratton from Canler Funeral Directors has kindly offered to check the safety of the memorials in the cemeteries. The Deputy Clerk will arrange this and ensure that relatives and the public are informed prior to this taking place.</p> <p>L & E 205 The location of the bin has been updated and it is between the Academy and the Sports Centre.</p> <p>L & E 212 Cllr Thorpe will be asked for an update.</p> <p>P & R 158 Cllr Holdom is making progress with this item.</p> <p>P & R158 Councillors decided against using the District Valuer.</p> <p>P & R 159 Cllr Vertigan is giving this item active consideration.</p> <p>Full Council 16 A list of outstanding Councillors who have not sent their pictures for the web site will be made.</p> <p>L & E 7 Cllrs Acheson and Holdom met with CHT and are awaiting the formal handover of the boxes from BT.</p> <p>Full Council 47 This is now completed.</p>	<p>LJ</p> <p>AK</p> <p>HR Com</p> <p>AK</p> <p>LJ LJ JH</p> <p>AV All Cllrs</p> <p>GA/JH</p>
75	<p>TO RECEIVE AND COMMENT UPON ANY ITEMS FOR INFORMATION AND ACTION</p> <p>These items were received and noted.</p>	
76	<p>TO RECEIVE AND ADOPT THE MINUTES OF THE DEVELOPMENT & MARKET COMMITTEE ON 2, 9 & 16 JULY 2018</p> <p>76.1 The minutes of the Meeting held on 2 July 2018 were moved for reception and adoption by Cllr Edwards, seconded by Duffy and agreed unanimously.</p> <p>76.2 The minutes of the Meeting held on 9 July 2018 were moved for reception and adoption by Cllr Duffy, seconded by Cllr Edwards and agreed unanimously.</p> <p>76.3 The minutes of the Meeting held on 16 July 2018 were moved for reception and adoption by Cllr Duffy, seconded by Cllr Edwards and agreed unanimously. See confidential Minutes.</p>	
77	<p>TO RECEIVE AND ADOPT THE MINUTES OF THE LEISURE & ENVIRONMENT COMMITTEE HELD ON 26 JUNE 2018</p> <p>77.1 The minutes of the meeting held on 26 June 2018 were moved for reception and adoption by Cllr Coates seconded by Cllr Sandford-Cooke and agreed unanimously. Temporary repairs to entrance of Rudham Stile Lane Allotments up to the value of £200.</p>	
78	<p>TO RECEIVE AND ADOPT THE MINUTES OF THE POLICY AND RESOURCES COMMITTEE HELD ON 10 JULY 2018</p> <p>78.1 The minutes of the meeting held on 10 July 2018 were on the proposition of Cllr Acheson and seconded by Cllr Coates, and agreed unanimously. The next Annual Meeting will be held 14 May 2019. The Clerk will book the Community Centre.</p>	

79	<p>FINANCIAL MATTERS</p> <p>79.1 To receive and approve payment of the Accounts paid out of Meeting for Fakenham Town Council and Charter Market for June 2018 and receive Bank Reconciliation Statements for Fakenham Town Council and Charter Market for June 2018. Cllr Acheson proposed, seconded by Cllr Coates RESOLVED to receive the payment of the Accounts and Accounts paid out of Meeting for June 2018 and the Reconciliation Statements for June 2018.</p> <p>79.2 To receive first quarter Income and Expenditure Report at 30 June 2018. On the proposition of Cllr Acheson, seconded by Cllr Coates this report was APPROVED.</p> <p>79.3 Financial Committee report. The minutes of these Committee meetings, past and future, will be brought to Full Council every month. The Financial Committee met on Monday 16 July 2018. The accounts were studied and discussed in detail.</p> <p>79.4 To approve the street lighting contract for the next 3 years commencing 1st August 2018. On the proposition of Cllr Acheson, seconded by Cllr Coates RESOLVED that K & M Lighting is awarded the contract. 10 votes for with 1 abstention. The Clerk will contact K & M to enquire how many lights have still to be upgraded.</p> <p>79.5 Increase Petty Cash float. On the proposition of Cllr Coates, seconded by Cllr Vertigan RESOLVED that the Petty Cash float is increased to £100. 10 votes for with 1 abstention.</p>	LJ
80	<p>To organise a stand for Councillors at the Thursday Market in August, The stall will be situated in one of the telephone boxes (if we have approval) on Thursday 23rd August 2018. If this is not possible a gazebo will be used. Cllrs who have volunteered are: Holdom, Edwards, Foortse and Acheson. The Clerk will email all Councillors to ask for more help.</p>	LJ
81	<p>To discuss the expenditure by NNDC on the new 'Splash' complex. Following a discussion it was agreed that Cllr Dutton will investigate this and report to the next meeting.</p>	
82	<p>To appoint a Councillor to attend the Royal British Legion President's Reception on Tuesday 18th September 2018 at 6pm. Cllr Vertigan volunteered to attend and as this is the same night as the next Full Council meeting his apologies will be accepted and approved..</p>	
83	<p>To Receive any further items for the next agenda Any items for the next agenda should be forwarded to the office</p>	
84	<p>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.</p>	
	Cllr Sandford-Cooke left the meeting.	
85	<p>TO CONFIRM THE CONFIDENTIAL MINUTES OF THE FOLLOWING MEETINGS</p> <p>85.1The minutes of the Full Council meeting held on 19 June 2018 were on the proposition of Cllr Acheson and seconded by Cllr Coates, AGREED and signed by the Chairman.</p> <p>85.2 The minutes of the Policy & Resources meeting held on 10 July</p>	

	<p>2018 were on the proposition of Cllr Acheson and seconded by Cllr Coates, AGREED and signed by the Chairman.</p> <p>85.3 The minutes of the Leisure & Environment meeting held on 26 June 2018 were on the proposition of Cllr Coates and seconded by Cllr Vertigan, AGREED and signed by the Chairman.</p>	
86	<p>TO DISCUSS TOWN COUNCIL ACCOMMODATION See confidential minute.</p>	
87	<p>TO DISCUSS STAFF MATTERS See confidential minute</p>	
88	<p>TO DISCUSS THE LEADER FUND See confidential minute</p>	
89	<p>TO DISCUSS THE OWNERSHIP AND UPDATE OF A FOOTPATH AT RUDHAM STILE LANE See confidential minute</p>	
90	<p>TO MOVE INTO OPEN SESSION On the proposition of Cllr Acheson seconded by Cllr Coates RESOLVED the Council moves into Open Session.</p>	
	<p>There being no further business the meeting closed at 21:10</p> <p>Confirmed this day of 2018</p> <p style="text-align: center;"><u>CHAIRMAN</u></p>	