

**MINUTES of the FULL COUNCIL MEETING of FAKENHAM TOWN COUNCIL**

**held at Fakenham Connect, Oak Street, Fakenham**

**on TUESDAY 17<sup>th</sup> DECEMBER 2019 at 7:00pm**

PRESENT:

Councillor J Holdom (Vice Chairman, presiding)

Town Cllrs: M Campbell, J Griffiths, A Glynn, P Bucknell, J Rockett, M Dutton, P Hannon, M Coates, D Andrews, G Acheson, T Duffy, S Mears

Town Clerk: L Jennings

Deputy Town Clerk: A Kerrison

District Councillors: None

County Councillor: None

Police: None

Press: A McMillan (EDP)

Public: None

		<b>Action (initials)</b>
<b>178</b>	<b>TO ALLOW FAKENHAM POLICE TO GIVE A REPORT</b> No report had been sent but all newsletter and updates received from the police have been sent to Cllrs.	
<b>179</b>	<b>TO ADJOURN THE MEETING FOR ELECTORS QUESTIONS</b> A complaint was raised regarding the public noticeboard on the side of Boots the Chemist building. It is difficult to add anything to it because of the lack of space and the number of staples in the board. It was agreed that Cllr Andrews would look to see if the board insert could be replaced. The Groundsman will be asked to remove old notices and clear unneeded staples on a regular basis. A consultation by NCC is underway regarding the playing field on the Old College Site. On the proposition of Cllr Acheson, Seconded by Cllr Duffy and agreed with 8 votes for and 5 against, FTC are in principle in favour of a school for children with Special Needs being built on the site with the proviso that a footpath is put between St Peters Road and Highfield Road along the edge of the field to enable pedestrian access from the Northern Development to the Town Centre. Cllr Dutton proposed that this be carried forward for discussion to the next Full Council meeting 21 <sup>st</sup> January after the opportunity to see the presentation by NCC in the community centre on 6 <sup>th</sup> January. This proposal was not seconded. However this is to be an agenda item on 21 <sup>st</sup> January 2020. It was noted that District Cllr Cushing had intervened at the Trap Lane sports centre to stop able bodied people using the disabled parking spots. This is now becoming a problem again. The Clerk will email Cllr Cushing to let him know. It was noted that CBGA Robson, the managing company of Millers Walk, has not renewed the contract with National Parking Enforcement (NPE) for	<b>DA /Clerk</b>  <b>Clerk</b>  <b>Clerk</b>

	the car park, and a new arrangements will be in place in the New Year. It was agreed that this is a good thing for the town. The managing partner of CBGA Robson has revoked a number of fines.	
<b>180</b>	<p><b>TO ALLOW 10 MINUTES FOR DISTRICT/COUNTY COUNCILLORS TO ADDRESS THE MEETING</b></p> <p>None of the district or County Cllrs were able to attend as the meeting clashed with the District Full Council meeting.</p> <p>Congratulations were offered to <b>Cllr Cushing</b> for getting the paths cleared of leaves.</p> <p><b>Cllr Rest</b> informed the meeting that a number of measures were being put in place regarding firework displays in the district to ensure animal welfare. Quotes for the new toilet block on Queens Road must be with NNDC by early January 2020 and work is expected to start in the spring.</p> <p><b>Cllr Fitzpatrick</b> sent his apologies and best wishes for a Merry Christmas and a Happy New Year.</p>	
<b>AGENDA</b>		
<b>181</b>	<p><b>TO CONSIDER FOR ACCEPTANCE APOLOGIES FOR ABSENCE.</b></p> <p>Apologies for absence were received and accepted from Cllrs Foortse, Thorpe, Rest, PUNCHARD, Cushing and Fitzpatrick.</p>	
<b>182</b>	<p><b>DECLARATIONS OF INTEREST</b></p> <p>There were none.</p>	
<b>183</b>	<p><b>TO CONFIRM THE MINUTES OF THE MEETING HELD ON 19 NOVEMBER 2019</b></p> <p><b>183.1</b> The minutes of the meeting held on 19<sup>th</sup> November 2019 were on the proposition of Cllr Coates and seconded by Cllr Hannon, AGREED and signed by the chairman.</p>	
<b>184</b>	<p><b>TO RECEIVE UPDATE ON ACTIONS TAKEN AFTER THE LAST COUNCIL MEETING IF THESE MATTERS ARE NOT ON THE AGENDA</b></p> <p><b>Minute 161 – VE Day plans.</b> An invitation has been received from NNDC to talk about the celebration of the 75<sup>th</sup> anniversary of VE day and 80<sup>th</sup> anniversary of the Battle of Britain next year. Cllr Acheson and the Clerk would like to go, this was agreed. Any ideas of how these occasions could be marked should be sent to the Clerk. It was agreed to find out what happened in Fakenham on VE day and Battle of Britain day.</p> <p><b>Minute 164.4 – Cemetery &amp; Charter Market - small business rates inquiry.</b> Cllr Holdom has circulated the results of the enquiry to all Councillors.</p> <p><b>Minute 166 – Councillor training.</b> Training will take place on 5<sup>th</sup> February 2020. It was agreed that this should be an early start either 4:30 or 5pm. The Clerk will organise and let people know.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
<b>185</b>	<p><b>TO FILL TWO TOWN COUNCILLOR VACANCIES BY CO-OPTION</b></p> <p>There were no applicants</p>	
<b>186</b>	<p><b>TO RECEIVE THE MAYORS ANNOUNCEMENTS</b></p> <p>27/11 – Attended the opening of the Christmas Tree Festival</p> <p>30/11 – Attended the Christmas Fayre and lights switch on</p> <p>Cllr Foortse also would like to congratulate the Christmas Fayre organisers and helpers on such a resounding success and thanked them for their hard work. She also passed on thanks to Fakenham Area Partnership and Kings and Barnhams for the splendid Christmas lights.</p>	
<b>187</b>	<p><b>TO RECEIVE ANY REPORTS FROM COUNCILLORS WHO HAVE ATTENDED MEETINGS OUTSIDE THE COUNCIL</b></p> <p><b>Cllr Andrews</b> attended the opening of the Christmas tree festival and the Christmas Fayre</p>	

	<p><b>Cllr Campbell</b> attended the opening of the Christmas tree festival and was one of the organisers of the Christmas Fayre.</p> <p><b>Cllr Glynn</b> attended the Christmas Fayre</p> <p><b>Cllr Griffiths</b> attended the Christmas Fayre</p> <p><b>Cllr Rockett</b> attended the Christmas Fayre</p> <p><b>Cllr Mears</b> Chaired the SNAPS committee meeting</p> <p><b>Cllr Dutton</b> attended the Christmas Fayre</p> <p><b>Cllr Coates</b> attended the Christmas Fayre</p> <p><b>Cllr Duffy</b> attended a meeting with Cllr Acheson and Rob Parkinson from NNDC</p> <p><b>Cllr Acheson</b> attended a meeting with Cllr Duffy and Rob Parkinson from NNDC</p> <p><b>Cllr Holdom</b> attended the Christmas Fayre, met with the internal auditor during his visit to the Council, attended the NALC AGM, a quiz evening in support of Ian Grands family raising money for bowel cancer, raised money for Fakenham Area partnership towards the Christmas lights</p>	
188	<p><b>DECISION LOG AND CLERKS REPORT</b></p> <p><b>P&amp;R 106</b> – this is not necessary and can be removed</p> <p><b>Full Council</b> - Millers Walk car park &amp; traffic survey can be removed.</p> <p><b>L&amp;E 29</b> – Still awaiting quotes</p> <p><b>D&amp;M 52</b> – Write to Steve Blatch and ask him for the art work.</p> <p><b>Finance 34</b> – This can be removed</p> <p><b>L&amp;E 58</b> – Remove. Will not be putting up more signs</p> <p><b>L&amp;E 52</b> – Remove as the Academy is now organising this</p> <p><b>P&amp;R 41</b> – Remove as it is not possible to get this information</p> <p><b>Full Council 164.4</b> – This needs to be updated with the information from Cllr Holdom</p>	Clerk
189	<p><b>TO RECEIVE AND COMMENT UPON ANY ITEMS FOR INFORMATION AND ACTION</b></p> <p>These were noted. Especially noted was NALC notification of Section 137 limit for 2020-21 which is raised to £8.32 per elector.</p>	
190	<p><b>TO RECEIVE AND ADOPT THE MINUTES OF THE DEVELOPMENT &amp; MARKET COMMITTEE ON 25<sup>th</sup> NOVEMBER and 9<sup>th</sup> DECEMBER 2019</b></p> <p>190.1 The minutes of the meeting held on 25<sup>th</sup> November 2019 were moved for reception and adoption by Cllr Duffy Seconded by Cllr Rockett and agreed unanimously.</p> <p>190.2 The minutes of the meeting held on 9<sup>th</sup> December 2019 were moved for reception and adoption by Cllr Duffy, Seconded by Cllr Acheson and agreed unanimously. Minute 143 &amp; 144 need amending. A meeting is to be held on 20<sup>th</sup> January 2020 with Rob Parkinson from NNDC. The matter of FTC taking over the maintenance of street lights on the Northern development is to be discussed. It was agreed that were happy to do this, but that the lights must be of a lower level in order to reduce light pollution. The adoption of the bus shelters was also discussed. This needs more discussion and risk assessments before a decision is made.</p> <p>Cllr Acheson noted that the D&amp;M meeting had proposed the £630 shortfall on the recent MTI grant, to complete the Fakenham Facelift project, would be underwritten by the council. All agreed.</p>	Clerk
191	<p><b>TO RECEIVE AND ADOPT THE MINUTES OF THE LEISURE &amp; ENVIRONMENT COMMITTEE HELD ON 26<sup>th</sup> NOVEMBER 2019</b></p> <p>191.1 The minutes of the meeting held on 26<sup>th</sup> November 2019 were moved for reception and adoption by Cllr Coates, Seconded by Cllr Dutton and agreed unanimously.</p>	

192	<p><b>FINANCIAL MATTERS</b></p> <p><b>192.1 To receive and approve Fakenham Town Council Receipts &amp; Payments and Consolidated Bank reports for November 2019</b> On the proposition of Cllr Dutton, seconded by Cllr Acheson RESOLVED to receive and approve the payment of the accounts for November 2019 and the bank reconciliation statements as reviewed by the finance committee for October2019.</p> <p><b>192.2 To receive and approve the Charter Market Receipts &amp; Payments and Consolidated Bank reports for November 2019</b> On the proposition of Cllr Dutton, seconded by Cllr Acheson RESOLVED to receive and approve the payment of the accounts for October 2019 and the bank reconciliation statements as reviewed by the finance committee for November 2019.</p> <p><b>192.3 To Receive Minutes of Finance Committee Meeting 16<sup>th</sup> December 2019</b> These were received and approved. The Clerk clarified that the cost of Insurance from BHIB for the Council for the next 3 years would be £3901.82, including public liability insurance of £10m. On the proposition of Cllr Andrews, seconded by Cllr Mears and agreed by all that this quote should be accepted. On the proposition of Cllr Dutton, seconded by Cllr Acheson and agreed by all that this clarification and amendment should be added to the minutes.</p> <p><b>192.4 To receive the interim Internal Audit report</b> Cllr Holdom explained that an error with National Insurance payments had been identified. This relates to employers contributions and is to be repaid.</p> <p><b>192.5 Finance Team Report.</b> Cllr Holdom noted that work is continuing on the budget for next year by committees. A revised document is to go to P&amp;R and then before Full Council for an agreement on the precept request.</p>	
193	<p><b>TO DISCUSS THE 5 YEAR BUSINESS PLAN</b> There was nothing new to report.</p>	
194	<p><b>TO RECEIVE AN UPDATE ON THE MARKET TOWNS INITIATIVE (FAKENHAM TOWN CENTRE FACELIFT)</b> There was nothing new to report.</p>	
195	<p><b>TO RECEIVE A PROGRESS UPDATE ON THE LIBRARY TRIANGLE</b> This is awaiting the seating and bike rack which will be fitted in January.</p>	
196	<p><b>TO DISCUSS THE CHRISTMAS LIGHTS SWITCH-ON EVENT</b> Congratulations were given to the organising committee for a very successful event. The committee would like to organise the event for next year separately from the Council. Councillors agreed that they would provide insurance and backing if needed.</p>	
197	<p><b>TO RECEIVE ANY FURTHER ITEMS FOR THE NEXT AGENDA</b> There were none</p>	
198	<p><b>TO MOVE THAT THE PUBLIC &amp; PRESS BE EXCLUDED FROM THE MEETING UNDER THE PROVISIONS OF SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960.</b> On the proposition of Cllr Holdom seconded by Cllr Griffiths RESOLVED that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that Public &amp; 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>	
199	<p><b>TO CONFIRM THE CONFIDENTIAL MINUTES OF THE FOLLOWING MEETINGS</b></p>	

	<b>199.1</b> The minutes of the Full Council meeting held on 19 <sup>th</sup> November 2019 were on the proposition of Cllr Coates and seconded by Cllr Hannon, AGREED and signed by the Chairman.	
<b>200</b>	<b>TO DISCUSS TOWN COUNCIL ACCOMMODATION</b> See confidential minute.	
<b>201</b>	<b>TO MOVE INTO OPEN SESSION</b> On the proposition of Cllr Coates seconded by Cllr Hannon <b>RESOLVED</b> the Council moves into Open Session.	
	<p>There being no further business the meeting closed at 20:31</p> <p>Confirmed this                      day of    2019</p> <p style="text-align: right;"><b><u>CHAIRMAN</u></b></p>	