

MINUTES of the proceedings at a Meeting of the

FULL COUNCIL

WHO MET VITUALLY VIA ZOOM

Tuesday 19TH May 2020 AT 6PM

PRESENT:

Councillor G Footse (Town Mayor, Retiring)

Cllrs: J Holdom, P Hannon, M Campbell, M Coates, M Dutton, D Andrews, J Griffiths, G Acheson, T Duffy, J Rockett, P Bucknell

Town Clerk: L Jennings

Deputy Clerk: A Kerrison

District Councillors: C Cushing

County Councillor: T Fitzpatrick

Police: None

Press: A McMillan - EDP

Public: None

		Action (initials)
1	TO ALLOW FAKENHAM POLICE TO GIVE A REPORT PC Dawson sent a report on the Coronavirus restrictions and crime figures. There has been a dramatic increase in telephone and courier scams. PC Dawson urged anyone who has been a victim of this to contact the police. Any breaches of Coronavirus regulations should be reported via 101 where extra resource has been put in place, or online on the Constabulary website. There is a dedicated Covid-19 reporting button there.	
2	TO ADJOURN THE MEETING FOR ELECTORS QUESTIONS The issue of the Thursday Market being re-opened was raised and how this will work. The market will be partially opened from Thursday 21 st May 2020. The Clerk explained that NNDC have agreed to open the toilets on Bridge Street whilst the market is open, the traders are set-up as regards social distancing. Banners and A boards will be put up reminding people to keep 2 metres apart, risk assessments have been done, and the insurance company have confirmed that FTC are insured for this to go ahead. The situation will be monitored.	
3	TO ALLOW 10 MINUTES FOR DISTRICT/COUNTY COUNCILLORS TO ADDRESS THE MEETING Cllr Rest sent a report – He has been attending twice weekly meetings via zoom with the leader of NNDC to get current updates on District issues. The coastal car parks are still closed at the request of the police and some parish councils but regular reviews are taking place. The number of hubs helping with the co-ordination of the Covid-19 response has been reduced to four; Fakenham, Stalham, Sheringham and Cromer will remain. This will allow some NNDC staff to return to the office also under the government guidance people can drive to the hubs. All of the three different kinds of refuse bins have been collected on their	

	<p>allotted days .The Hempton recycle site is now operating. Cllr Rest has reported two incidents to the police, one was a threat to him for helping a resident with a food delivery and the second incident is on-going and is around very loud music being constantly played at a property with the windows open. Police and NNDC environment officer are monitoring the situation.</p> <p>Cllr Cushing –As part of the response phase to Covid-19 NNDC have been distributing business support grants. It now has further discretionary grant funding to help further small traders such as arts and crafts. The planning committee is still functioning but applications are down by about 1/3. Coronavirus testing is being undertaken by the army on Highfield Road car park on a Wednesday and Thursday 10am to 4pm. The Council are now looking at the recovery phase. This involves looking at how we can get local businesses back up and working and tourism back. It is not known how long this phase will take. Mr Steve Blatch has taken up the role of Chief Executive of NNDC and is working closely with his counterpart at WNDC.</p> <p>Cllr Foortse asked how people can access the testing on Highfield Road car park. Cllr Cushing will send details to the FTC office.</p> <p>Cllr Cushing was thanked for his report.</p> <p>Cllr Fitzpatrick – an overview of the COVID-19 response was given; the temporary mortuary facilities have not been needed, co-operation across all layers of government, voluntary sectors and good neighbours has helped ensure the most vulnerable among our neighbours have been able to access help when needed, The Norfolk assistance Scheme (NAS) has been helping people in desperate financial need. County Council staff has been working from home in most instances. Essential roadworks are continuing and extra funding has been obtained from central government to continue this work.</p>	CC
AGENDA		
4	<p>TO ELECT THE TOWN MAYOR AND RECEIVE (VIRTUALLY) THE TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE AS REQUIRED BY LAW</p> <p>On the proposition of Cllr Holdom, seconded by Cllr Griffiths and agreed by 9 votes for and 1 abstention, Cllr Foortse was elected as Mayor. Cllr Foortse will sign the acceptance of office declaration as required by law when the Council is next able to meet.</p> <p>Cllrs Fitzpatrick and Cushing offered their congratulations to Cllr Foortse.</p> <p>Cllrs Fitzpatrick and Cushing left the meeting.</p>	
5	<p>TO CONSIDER FOR ACCEPTANCE APOLOGIES FOR ABSENCE.</p> <p>Apologies for absence were received from Cllrs Glynn, Thorpe and Mears and Cllrs Rest and Punchard.</p>	
6	<p>DECLARATIONS OF INTEREST</p> <p>There were none.</p>	
7	<p>TO ELECT THE DEPUTY MAYOR AND RECEIVE THE DEPUTY MAYOR'S ACCEPTANCE OF OFFICE AS REQUIRED BY LAW</p> <p>On the proposition of Cllr Foortse, seconded by Cllr Dutton and agreed by 9 votes for and 1 abstention, Cllr Holdom was elected as Deputy Mayor. Cllr Holdom will sign the acceptance of office declaration as required by law when the Council is next able to meet.</p> <p>Cllr Coates left the meeting</p>	
8	<p>TO CONFIRM THE MINUTES OF THE MEETING HELD ON 21st APRIL 2020.</p> <p>8.1 The minutes of the meeting held on 21st April 2020 were on the proposition of Cllr Acheson and seconded by Cllr Dutton, AGREED and will be signed by the Chairman when the Council is next able to meet.</p>	

9	<p>TO RECEIVE UPDATE ON ACTIONS TAKEN AFTER THE LAST COUNCIL MEETING IF THESE MATTERS ARE NOT ON THE AGENDA</p> <p>Minute 290 (264,146) - Carry forward postponed Councillor training for future action</p> <p>Minute 290 (264,237) – Library Triangle seats – Cllr Duffy reported that we are still awaiting news from the manufacturer as to when we can take delivery. Delivery has been delayed by Covid-19</p> <p>Minute 285 – Dog bins. A new dog bin will be installed at Fayre Green but this has been delayed by Covid-19</p>	
10	<p>TO FILL ONE TOWN COUNCILLOR VACANCY BY CO-OPTION</p> <p>There were no applicants</p>	
11	<p>TO CONSTITUTE THE COMMITTEES OF THE COUNCIL FOR THE ENSUING YEAR</p> <p>Representatives were appointed as follows:</p> <p>Development & Market: Cllrs Duffy, Acheson, Rockett, Thorpe, Campbell</p> <p>Leisure & Environment: Cllrs Coates, Dutton, Andrews, Hannon, Bucknell, Griffiths, Glynn and Rockett</p> <p>Policy & Resources Committee: Cllrs Foortse, Holdom and Acheson plus chairs of development and leisure committees and one elected member from these committees</p> <p>Human Resources Sub-Committee: Cllrs Foortse, Holdom and Acheson plus 1 member from each committee with HR experience</p> <p>Finance Sub-Committee: Cllrs Foortse, Holdom, Acheson, Dutton and Andrews.</p> <p>Allotment Sub-Committee: Cllrs Coates, Thorpe and Dutton</p> <p>To assist the Clerk with the management of Estate land: Cllr Acheson proposed that Cllr Dutton take on this role. Cllr Dutton was not happy to take this on as Cllr Coates, who currently performs this role, had left the meeting and could not be involved in the discussion. On the proposition of Cllr Foortse, seconded by Cllr Thorpe and agreed by all that Cllrs Coates and Dutton should share the role.</p> <p>Representatives to outside bodies:</p> <p>Fakenham Olivet twinning club: Cllr Foortse</p> <p>Fakenham Museum of Gas: Cllr Acheson</p> <p>Fakenham Police SNAPS: Cllr Mears</p> <p>Fakenham Town Band: Cllr Coates</p> <p>Fakenham Charities: Cllrs Foortse and Andrews</p>	
12	<p>TO RECEIVE THE MAYORS ANNOUNCEMENTS</p> <p>There were none</p>	
13	<p>TO RECEIVE ANY REPORTS FROM COUNCILLORS WHO HAVE ATTENDED MEETINGS OUTSIDE THE COUNCIL</p> <p>Cllr Holdom has been involved with the Fakenham Area Partnership placing flowers on the war memorial as part of Fakenham in Bloom.</p>	
14	<p>DECISION LOG AND CLERKS REPORT</p> <p>Finance 97: Grass cutting contract. It was noted that the roundabouts near Morrisons are in a dreadful condition and very overgrown. It was suggested that NCC Highways could address these whilst the roads are quiet during the pandemic. This is to be an agenda item for the next L&E meeting.</p> <p>Full Council: Market place setts. This matter is to be an agenda item for the next Full Council meeting as the setts are still to be replaced at the North side of the Market place.</p> <p>Full Council 99: Trap Lane Pavilion. The working group needs to meet via Zoom to get this moving</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<p>L&E 82: New Windows and Doors at Creake Road cemetery. This is to be an agenda item for the next L&E meeting as it needs to be moved forward.</p> <p>D&M 148 – Beech tree. This has now been replanted.</p> <p>D&M 157 – Boardwalk at Aldiss Park. This is currently not dangerous following a spell of dry weather. It was agreed that the Groundsmen, with the help of volunteer Councillors, should make the repairs whilst the weather is dry. The Clerk will organise. The Clerk informed the meeting that the signs and barriers that had been used to cordon off this area have been stolen.</p> <p>L&E 122: Goggs mill road. This is ongoing. The Clerk is working with the Clerk of Hempton Council to get more signs and “slow” markings put on the road.</p> <p>L&E 123: Millennium Park fence. The Groundsmen are not able to do the repair as the metal is too strong. A local engineering company will be asked to do the work.</p> <p>It was noted that the number of chickens at Goggs Mill is increasing and they are attacking passers-by. It was agreed to contact environmental health and the RSPCA.</p> <p>Cllr Thorpe joined the meeting</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
15	<p>TO RECEIVE AND COMMENT UPON ANY ITEMS FOR INFORMATION AND ACTION</p> <p>A letter has been received from NNDC regarding re-opening the Town following the Coronavirus lockdown whilst trying to maintain Social distancing for visitors. Suggestions are sought from the Town Council. After a long discussion about the need to get the economy going balanced against the safety of people in the Town, on the proposition of Cllr Dutton, seconded by Cllr Campbell and agreed by 9 votes for, 2 against and 1 abstention that Norwich Street should be closed and that there should be one way traffic through the market place and down Bridge Street until the current crisis is over. A reply will be sent to NNDC.</p>	Clerk
16	<p>TO RECEIVE AND ADOPT THE MINUTES OF THE DEVELOPMENT & MARKET COMMITTEE ON 20th April & 11th May 2020</p> <p>16.1 The minutes of the meeting held on 20th April 2020 were moved for reception and adoption by Cllr Duffy Seconded by Cllr Acheson and agreed unanimously.</p> <p>16.2 The minutes of the meeting held on 11th May 2020 were moved for reception and adoption by Cllr Duffy Seconded by Cllr Griffiths and agreed unanimously.</p>	
17	<p>TO RECEIVE AND ADOPT THE MINUTES OF THE LEISURE & ENVIRONMENT COMMITTEE HELD ON 28th April 2020</p> <p>17.1 The minutes of the meeting held on 28th April 2020 were moved for reception and adoption by Cllr Dutton Seconded by Cllr Andrews and agreed unanimously.</p>	
18	<p>TO RECEIVE AND ADOPT THE MINUTES OF THE POLICY AND RESOURCES ELECTRONIC MEETING OF 13TH May 2020</p> <p>18.1 The minutes of the meeting held on 13th May 2020 were moved for reception and adoption by Cllr Foortse Seconded by Cllr Dutton. and agreed unanimously.</p>	
19	<p>FINANCIAL MATTERS</p> <p>19.1 To receive and approve Fakenham Town Council Receipts & Payments and Consolidated Bank reports for April 2020</p> <p>The finance meeting for May has not yet been held; therefore the reports for April will be deferred until the June Full Council Meeting.</p>	

	<p>19.2 To receive and approve the Charter Market Receipts & Payments and Consolidated Bank reports for April 2020 The finance meeting for May has not yet been held; therefore the reports for April will be deferred until the June Full Council Meeting.</p> <p>19.3 To Receive Minutes of Finance Committee Meeting May 2020 This meeting has not yet taken place and therefore the minutes will be deferred until the June Full Council meeting.</p> <p>19.4 To appoint an internal Control Officer On the proposition of Cllr Holdom, seconded by Cllr Acheson and agreed by all that Cllr Dutton should continue as internal controller.</p> <p>19.5 To re-appoint the Internal auditor 2020/21 This is to be reviewed after the completion and submission of the Year End Accounts.</p>	
20	<p>TO RECEIVE ANY FURTHER ITEMS FOR THE NEXT AGENDA None received. Any items should be given to the office in good time for the agenda to be prepared.</p>	
21	<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 Thorpe 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>	
22	<p>TO CONFIRM THE CONFIDENTIAL MINUTES OF THE FOLLOWING MEETINGS 22.1 The minutes of the Policy & Resources Committee meeting held on 13th May 2020 were moved for reception and adoption by Cllr Foortse Seconded by Cllr Acheson and agreed. Cllr Acheson had concerns regarding the wording of Minute 107. See confidential minutes. This will be addressed at the next Policy and Resources meeting.</p>	Clerk
23	<p>TO MOVE INTO OPEN SESSION On the proposition of Cllr Holdom seconded by Cllr Acheson RESOLVED the Council moves into Open Session.</p>	
	<p>There being no further business the meeting closed at 20:17</p> <p>Confirmed this day of 2020</p> <p style="text-align: center;"><u>CHAIRMAN</u></p>	