

MINUTES of the proceedings at a Meeting of the

FULL COUNCIL

WHO MET VITUALLY VIA ZOOM

Tuesday 16th June 2020 AT 6PM

PRESENT:

Councillor G Foortse (Chairman, Presiding)

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

Town Clerk: L Jennings

Deputy Town Clerk: A Kerrison

District Councillors: C Cushing, J Rest

County Councillor: T Fitzpatrick

Police: None

Press: A McMillan - EDP

Public: None

		Action (initials)
24	TO ALLOW FAKENHAM POLICE TO GIVE A REPORT Crime figures and police Newsletters have been sent to all Councillors.	
25	TO ADJOURN THE MEETING FOR ELECTORS QUESTIONS The problem of people parking in the Upper Market was raised and also Norwich Street where cars are regularly parking on the pavement opposite the scaffolding around the Newman building, causing real problems for pedestrians. This has become worse during the "lockdown". Cllr Glynn asked for a copy of the original traffic order for the Upper Market. The Clerk will look in to this. A discussion took place between Cllrs regards the pros and cons of having restricted vehicle access and parking in the Town. Cllr Campbell said that police could help with this as the parked cars are causing an obstruction. The Clerk will contact the police. The matter of parking on Tunn Street triangle is to be an agenda item at the next D&M meeting. All Councillors are welcome to attend. The committee will then report back to the next Full Council Meeting. Cllr Foortse left the meeting and Cllr Holdom took over the chair. Cllr Foortse re-joined the meeting. The closure of Norwich Street as part of the re-opening of the Town following the easing of COVID-19 restrictions was raised. This matter is for discussion later in the meeting.	Clerk Clerk

26	<p>TO ALLOW 10 MINUTES FOR DISTRICT/COUNTY COUNCILLORS TO ADDRESS THE MEETING</p> <p>Cllr Rest –</p> <ul style="list-style-type: none"> • The Argos car park is to be operated by NNDC and will be enforced by Kings Lynn Borough Council parking wardens. There will be 2 hours free parking and any time after that will be charged. NNDC permits will not be valid on this car park as it remains with the current owners, managed by CBGA Robson. • The refurbishment of Queen’s Road car park toilets has been delayed by the COVID-19 pandemic, but work will commence as soon as possible. • A noise abatement order has been handed to a resident of Wensum Way who has been playing loud music and disturbing the neighbours. Matters have improved since the order was issued. <p>Cllr Fitzpatrick – Cllr Fitzpatrick outlined several items</p> <ul style="list-style-type: none"> • Road Closures in Fakenham Town Centre to facilitate shops re-opening following the easing of lockdown measures. • Coronavirus Latest Information, Advice and Useful Links • Parking in the Town centre. <p>Cllr Acheson asked about the Setts that need to be replaced on Upper Market. Cllr Fitzpatrick said that all non-essential work had been stopped during the current crisis as all staff were employed on essential tasks. He will find out when this work is likely to take place. Cllr Fitzpatrick was asked if there would be any objection from Highways to closing off vehicular access to Upper Market to prevent parking. Cllr Foortse will liaise with Town Councillors and report back to Cllr Fitzpatrick on this matter.</p> <p>Cllr Cushing –</p> <ul style="list-style-type: none"> • Cllr Cushing updated the meeting on the Community Action Norfolk scheme “No cold shoulder”. This had been put on hold during the pandemic but is about to be relaunched. He will forward details to the Clerk <p>Cllr Punchard –</p> <ul style="list-style-type: none"> • A report from Cllr Punchard was read by the Clerk. NNDC are working on opening the Town whilst observing social distancing. • Looking at a request by a local business to have a stall in Fakenham on a Saturday. <p>Cllrs Fitzpatrick, Rest and Cushing left the meeting.</p>	<p>TF</p> <p>GF</p> <p>CC</p>
AGENDA		
27	<p>TO CONSIDER FOR ACCEPTANCE APOLOGIES FOR ABSENCE. Apologies for absence were received from Cllrs Griffiths and Punchard.</p>	
28	<p>DECLARATIONS OF INTEREST There were none.</p>	
29	<p>TO CONFIRM THE MINUTES OF THE MEETING HELD ON 19th MAY 2020.</p> <p>29.1 The minutes of the meeting held on 19th May 2020 were on the proposition of Cllr Campbell and seconded by Cllr Acheson, AGREED and will be signed by the Chairman when the Council is next able to meet.</p> <p>Cllr Bucknell thought there should be a minute regards a discussion about the public toilets re-opening in Fakenham. The Clerk was going to check with NNDC if there were plans to open all the public toilets in the Town and not just Bridge Street.</p>	

	Cllr Holdom stated that one Cllr had been noted to be on both D&M and L&E committees, but according to standing orders they could only sit on one. The Councillor concerned will only serve on the D&M committee.	
30	<p>TO RECEIVE UPDATE ON ACTIONS TAKEN AFTER THE LAST COUNCIL MEETING IF THESE MATTERS ARE NOT ON THE AGENDA</p> <p>Minute 9 – (290,264, 146) – Councillor training. – This is postponed for future action.</p> <p>Minute 9 (290, 264, 237) – Library Triangle seats – Cllr Duffy should have more information on Friday.</p> <p>Minute 15 – Update on closure of Norwich Street – Information has been received from NNDC regarding the closure order. FTC needs to decide where the decals are to be placed. A discussion was had about whether to go ahead with the closure or wait to see what happens when the shops have re-opened. It was noted that the queues forming at all the Towns banks were causing problems with social distancing. The Clerk noted that the traffic order is a legal document which needs to be implemented. It was agreed that this matter should be an agenda item for the next D&M meeting.</p>	Clerk
31	<p>TO FILL ONE TOWN COUNCILLOR VACANCY BY CO-OPTION</p> <p>There were no applicants.</p>	
32	<p>TO RECEIVE THE MAYORS ANNOUNCEMENTS</p> <p>There were none.</p>	
33	<p>TO RECEIVE ANY REPORTS FROM COUNCILLORS WHO HAVE ATTENDED MEETINGS OUTSIDE THE COUNCIL</p> <p>There were none.</p>	
34	<p>DECISION LOG AND CLERKS REPORT</p> <p>Cllr Foortse supported by Cllr Holdom asked that meeting papers be posted to them. It was agreed that this would be done for Full Council only to reduce the need for the Clerk/Deputy Clerk to go to the office during the current crisis.</p> <p>L&E 82 – New windows and doors for Creake Rd cemetery - quote has been received.</p> <p>L&E 88 – Clearing of roundabouts -The Clerk will contact NCC</p> <p>Full Council 34 – Cockerels – The RSPCA are currently dealing with emergencies only.</p> <p>Finance 9 – Road closure for VE day celebrations. A refund will not be forthcoming for the cancelled event but could be moved to the Remembrance Day in November. The Clerk will investigate this.</p>	Clerk Clerk
35	<p>TO RECEIVE AND COMMENT UPON ANY ITEMS FOR INFORMATION AND ACTION</p> <p>There were none.</p>	
36	<p>TO RECEIVE AND ADOPT THE MINUTES OF THE DEVELOPMENT & MARKET COMMITTEE ON 1st June 2020</p> <p>36.1 The minutes of the meeting held on 1st June 2020 were moved for reception and adoption by Cllr Duffy Seconded by Cllr Acheson and agreed unanimously.</p>	
37	<p>TO RECEIVE AND ADOPT THE MINUTES OF THE LEISURE & ENVIRONMENT COMMITTEE HELD ON 26th May 2020</p> <p>37.1 The minutes of the meeting held on 26th May 2020 were moved for reception and adoption by Cllr Dutton Seconded by Cllr Andrews and agreed unanimously.</p>	
38	<p>FINANCIAL MATTERS</p> <p>38.1 To receive and approve Fakenham Town Council Receipts & Payments and Consolidated Bank reports for April and May 2020</p> <p>On the proposition of Cllr Holdom, seconded by Cllr Foortse RESOLVED to</p>	

	<p>receive and approve the payment of the accounts for April & May 2020 and the bank reconciliation statements as reviewed by the finance committee for April & May 2020.</p> <p>38.2 To receive and approve the Charter Market Receipts & Payments and Consolidated Bank reports for April & May 2020 On the proposition of Cllr Holdom, seconded by Cllr Foortse RESOLVED to receive and approve the payment of the accounts for April & May 2020 and the bank reconciliation statements as reviewed by the finance committee for April & May.</p> <p>38.3 To Receive Minutes of Finance Committee Meetings held 28th May and 15th June 2020 With reference to 15th June minutes: Hansell's Solicitors to be instructed to advise setting up charity trust for market management with councillors as sole trustees. The minutes of the meeting held on 28th May and 15th June 2020 were moved for reception and adoption by Cllr Holdom, seconded by Cllr Foortse and agreed unanimously.</p> <p>38.4 To Receive Finance Team Report The independent examination of the Charter Market Accounts in completed but the auditors signed report has not yet been received. The FRGC accounts and annual report have been completed and papers circulated, but the trustees meeting has been postponed.</p> <p>38.5 To Receive the Annual Final Audit Report The Annual Audit report has been received along with the signed certificate. This will be reviewed in full at the next P&R meeting.</p> <p>38.6 To receive and Agree the Final Year-End Reserves Position The business reserve account funds include Ear Marked Reserves, General reserves, and Contingency Funds. Official guidelines recommend contingency funds should represent 25% of Precept. The unbudgeted Exceptional Expenditure during 2019-20 impacted General Reserves. An explanation on the Councils position regarding diminished contingency provision was sought by the Internal Auditor. The Finance Committee chairman explained that in previous years council had maintained generous EMR project funds on the understanding that in any emergency priorities would be reassessed and funds reassigned when and where required. The Finance Chairman suggested that 3 reserves would meet such a need. If required Queens Rd Chapel, Creake Rd Cemetery Extn and Trap Lane Pavilion could be transferred from EMRs and as asset development projects, be absorbed within the Capital Reserves fund of £116,517. This would restore the General Reserves balance to 29% of Precept, (£60,239) The auditor was satisfied with the revised position and the Fin Cttee agreed to recommend the proposal to Full Council. The Finance team would then conclude year-end adjustments, produce a final set of accounts, and complete the Annual return, for signing off at the July meeting. This was agreed with 12 votes for and 1 abstention.</p>	
39	<p>TO APPROVE THAT THE COMMUNITY VOLUNTEER SHIELD CONTINUES TO BE HELD FOR THE CURRENT YEAR BY LAST YEAR'S RECIPIENT On the proposition of Cllr Coates, seconded by Cllr Acheson and agreed by all that last year's recipient should retain the shield.</p>	
40	<p>TO DISCUSS THE THURSDAY MARKET Bridge Street toilets have been re-opened for the market. It is not known whether this has been extended to all week. The other toilets in the Town remain closed. The traders were glad to be back trading. It was noted that Social Distancing is not always being adhered to. It was agreed to buy more signs to remind people. It was agreed to loan the signs to the Famers Market when it re-starts.</p>	

