

**MINUTES of the proceedings at a Meeting of the**

**FULL COUNCIL**

**WHO MET VITUALLY VIA ZOOM**

**Tuesday 21<sup>st</sup> July 2020 AT 6PM**

**PRESENT:**

Councillor G Foortse (Chairman, Presiding)

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

Town Clerk: L Jennings

Deputy Town Clerk: A Kerrison

District Councillors: J Rest, C Cushing

County Councillor: T Fitzpatrick

Police: None

Press: A McMillan - EDP

Public: None

		<b>Action (initials)</b>
46	<b>TO ALLOW FAKENHAM POLICE TO GIVE A REPORT</b> Crime figures and police Newsletters have been sent to all Councillors.	
47	<b>TO ADJOURN THE MEETING FOR ELECTORS QUESTIONS</b> There were none.	
48	<b>TO ALLOW 10 MINUTES FOR DISTRICT/COUNTY COUNCILLORS TO ADDRESS THE MEETING</b> <b>Cllr Fitzpatrick</b> gave an overview of the work going on at NCC; scams and the work going on to prevent it, tackling discrimination and prejudice, the library has re-opened, the work going on to support and re-open local businesses and tourism industry. He also spoke about mandatory face coverings. The boundary commission has delayed the review on County Councils. A full report has been sent to all councillors. Cllr Fitzpatrick was asked if the boundary changes would affect Fakenham. He thought not but there may be one more parish added. Cllr Fitzpatrick was asked how the mandatory wearing of face coverings would be enforced. He said that this would be very difficult especially for smaller shops. <b>Cllr Rest</b> informed the meeting that there would be a planning policy meeting at NNDC in August where the local plan for Fakenham would be discussed. This will be via Zoom. The Clerk will contact NNDC and ask for an invitation to the meeting to be sent to all members of the D&M committee. Cllr Rest also commented on the Norwich Street road closure. He asked if banners could be put up explaining the closure and emphasising that the road was still open to pedestrians. This is to be discussed later in the agenda. Cllr Rest was asked what could be done to expedite the work on the Newman building. This has been going on for more than 2 years and is making Norwich Street dangerous for pedestrians in particular. The Clerk will contact NCC to find out if the developers have applied for a footpath closure where the scaffolding is erected, and whether	<b>Clerk</b>  <b>Clerk</b>

	<p>the necessary orders were in place. Cllr Foortse noted that Highways would be looking in to the parking enforcement in the Town, especially Norwich Street and will be renewing the faded white lines.</p> <p><b>Cllr Cushing</b> informed Cllrs of vandalism that had taken place on the building site located at the old Sanders Coach depot. Police will monitor the site</p> <p><b>Cllr Punchard</b> sent a report which was forwarded to all Cllrs.</p> <p>Cllrs Rest, Cushing and Fitzpatrick left the meeting.</p>	
<b>AGENDA</b>		
<b>49</b>	<p><b>TO CONSIDER FOR ACCEPTANCE APOLOGIES FOR ABSENCE.</b></p> <p>Apologies for absence were received and accepted from Cllrs Mears and Andrews and Cllr Punchard.</p>	
<b>50</b>	<p><b>DECLARATIONS OF INTEREST</b></p> <p>There were none</p>	
<b>51</b>	<p><b>TO CONFIRM THE MINUTES OF THE MEETING HELD ON 16<sup>th</sup> JUNE 2020.</b></p> <p><b>51.1</b> The minutes of the meeting held on 16<sup>th</sup> June 2020 were on the proposition of Cllr Coates and seconded by Cllr Thorpe, AGREED and will be signed by the Chairman when the Council is next able to meet.</p>	
<b>52</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 30</b> – (9,290,264, 146) – Councillor training. The question of whether virtual training should be investigated was raised. Cllrs felt that it would be better to wait until it was possible to meet in person as this was more interactive. If anyone would like virtual training they may contact the Clerk who will investigate what is available.</p> <p><b>Minute 30</b> (9,290, 264, 237) – Library Triangle seats. This is ongoing. Cllr Duffy will update Councillors when more is known.</p> <p><b>Minute 30</b> (15) – Update on closure of Norwich Street. There have been a lot of comments on social media about the road closure. It was felt that something should be put out explaining why the closure was implemented i.e. for the safety of pedestrians. Cllr Glynn will draft a press release tomorrow. After a long discussion it was agreed that this matter could not wait another 2 months until the next Full Council meeting. It was noted that the parking problems are due to be discussed at the D&amp;M meeting on Monday.</p> <p>On the proposition of Cllr Foortse, seconded by Councillor Glynn that the road should be re-opened, but with the option to close it again in the future.</p> <p>A counter proposal was put forward by Cllr Griffiths, seconded by Cllr Dutton that the road should remain closed until further discussion had taken place. This was defeated by 4 votes for, 8 against and 1 abstention. The first proposal was then voted on and was carried by 8 votes for, 4 against and 1 abstention. The road will be re-opened from Friday 24<sup>th</sup> July 2020. It was stressed again that the Newman building needs to be sorted as it is making the street dangerous.</p> <p><b>Minute 40</b> – To receive an update on Thursday Market . It was noted that there is too small a gap between 2 of the stalls that does not allow for social distancing. This is to be looked at.</p>	<p><b>Clerk</b></p> <p><b>TD</b></p> <p><b>AG</b></p> <p><b>Clerk</b></p>
<b>53</b>	<p><b>TO FILL ONE TOWN COUNCILLOR VACANCY BY CO-OPTION</b></p> <p>No applications were received.</p>	
<b>54</b>	<p><b>TO RECEIVE THE MAYORS ANNOUNCEMENTS</b></p> <p>The Mayor continues to pursue the Library wall project and the tidying up of the piece of land at the junction of White Horse street and Norwich street.</p>	
<b>55</b>	<p><b>TO RECEIVE ANY REPORTS FROM COUNCILLORS WHO HAVE ATTENDED MEETINGS OUTSIDE THE COUNCIL</b></p> <p>Cllr Coates – First Focus has re-opened</p>	

	<p>Cllr Holdom – Attended the NALC executive meeting. This discussed accounts reporting, updates by J Pennell on Wellbeing initiatives and becoming an incorporated body.</p> <p>Cllr Acheson – The Gas Museum is to become a Charitable Incorporated Organisation (CIO). Cllr Glynn offered her congratulations and said this would make fundraising for the organisation easier.</p>	
56	<p><b>DECISION LOG AND CLERKS REPORT</b></p> <p>L&amp;E 33 – Ongoing</p> <p>HR 10 – Ongoing</p> <p>Full Council 99 – Ongoing</p> <p>L&amp;E 82 – On L&amp;E agenda for July</p> <p>L&amp;E 88 – On L&amp;E agenda for July</p> <p>Full Council 164.4 – Information is awaited from Hansell solicitors</p> <p>Full Council 184 – On hold due to COVID-19</p> <p>D&amp;M 157 – This is complete. Thanks were offered to the Grounds staff and Cllr Rockett for all their hard work.</p> <p>L&amp;E 122 – Ongoing</p> <p>L&amp;E 129 – Ongoing</p> <p>L&amp;E 10 – On L&amp;E agenda for July</p> <p>Finance 9 – On L&amp;E agenda for July</p> <p>Finance 9 – Ongoing</p> <p>Full Council 25 – Completed L&amp;E 15 – On L&amp;E agenda July</p> <p>L&amp;E 18 – On L&amp;E agenda for July</p> <p>L&amp;E 19 – On L&amp;E agenda for July</p> <p>D&amp;M 16 – On D&amp;M agenda for 29<sup>th</sup> July</p> <p>FRGC 6 – On going</p> <p>It was noted that the Children’s play area at Trap Lane had not been re-opened and was covered in rubbish. The Clerk will inform NNDC</p>	Clerk
57	<p><b>TO RECEIVE AND COMMENT UPON ANY ITEMS FOR INFORMATION AND ACTION</b></p> <p>None had been received.</p>	
58	<p><b>TO RECEIVE AND ADOPT THE MINUTES OF THE DEVELOPMENT &amp; MARKET COMMITTEE ON 29<sup>th</sup> June &amp; 13<sup>th</sup> July 2020</b></p> <p>58.1 The minutes of the meeting held on 29<sup>th</sup> June 2020 were moved for reception and adoption by Cllr Duffy Seconded by Cllr Acheson and agreed unanimously.</p> <p>58.2 The minutes of the meeting held on 13<sup>th</sup> July 2020 were moved for reception and adoption by Cllr Duffy Seconded by Cllr Acheson and agreed unanimously.</p>	
59	<p><b>TO RECEIVE AND ADOPT THE MINUTES OF THE LEISURE &amp; ENVIRONMENT COMMITTEE HELD ON 23<sup>rd</sup> June 2020</b></p> <p>59.1 The minutes of the meeting held on 23<sup>rd</sup> June 2020 were moved for reception and adoption by Cllr Coates Seconded by Cllr Holdom and agreed unanimously.</p>	
60	<p><b>TO RECEIVE AND ADOPT THE MINUTES OF THE POLICY &amp; RESOURCES COMMITTEE HELD ON 7<sup>th</sup> JULY 2020</b></p> <p>60.1 The minutes of the meeting held on 7<sup>th</sup> July 2020 were moved for reception and adoption by Cllr Foortse Seconded by Cllr Acheson and agreed unanimously. It was noted that minute 9 needs to be on the P&amp;R agenda for September 2020.</p>	
61	<p><b>FINANCIAL MATTERS</b></p> <p><b>61.1 To receive and approve Fakenham Town Council Receipts &amp; Payments and Consolidated Bank reports for June 2020</b></p> <p>On the proposition of Cllr Holdom, seconded by Cllr Dutton RESOLVED to</p>	

receive and approve the payment of the accounts for June 2020 and the bank reconciliation statements as reviewed by the finance committee for June 2020.

**61.2 To receive and approve the Charter Market Receipts & Payments and Consolidated Bank reports for June 2020**

On the proposition of Cllr Holdom, seconded by Cllr Dutton RESOLVED to receive and approve the payment of the accounts for June 2020 and the bank reconciliation statements as reviewed by the finance committee for June 2020.

**61.3 To receive and approve 1<sup>st</sup> Quarter 2020-21 Budget v Actuals Report**

On the proposition of Cllr Holdom, seconded by Cllr Dutton RESOLVED to receive and approve the 1<sup>st</sup> Quarter 2020-21 budget v actuals report as reviewed by the finance committee.

**61.4 To receive and approve 1<sup>st</sup> Quarter 2020-21 Variance report**

On the proposition of Cllr Holdom, seconded by Cllr Dutton RESOLVED to receive and approve the 1<sup>st</sup> Quarter 2020-21 variance report as reviewed by the finance committee.

**61.5 To Receive Minutes of Finance Committee Meetings held 14<sup>th</sup> July 2020**

The minutes of the meeting held on 14<sup>th</sup> July 2020 were moved for reception and adoption by Cllr Holdom, seconded by Cllr Griffiths and agreed unanimously. Cllr Holdom drew attention to minute 29 which had not been decided. This is to be an agenda item for an extraordinary P&R meeting in August.

**61.6 To receive and approve Fakenham Town Council 2019 – 20 Statutory Balance Sheet and Income and Expenditure Account**

On the proposition of Cllr Holdom, seconded by Cllr Dutton RESOLVED to receive and approve the Fakenham Town Council 2019-20 Statutory Balance Sheet and Expenditure Account as reviewed by the finance committee.

**61.7 To Receive and Approve 2019-20 Annual Governance & Accountability Return:**

- **Internal Audit Report** - The Governance Recommendations will be discussed at the next P&R meeting
- **Section 1 Governance Statement** – This has been signed by the RFO and following approval from Full Council will be signed by the Chairman
- **Section 2 Accounting Statement** - This has been signed by the RFO and following approval from Full Council will be signed by the Chairman
- **Variance report** - explains any year-on-year variances in expenditure of more than 15%. There are 2 items: staff costs and other payments that fall in to this.

On the proposition of Cllr Holdom, seconded by Cllr Dutton and agreed by all RESOLVED to receive and approve the Fakenham Town Council 2019-20 Annual Governance and Accountability Return (AGAR).

**61.8 To agree dates for Exercise of Public Rights**

It was agreed the dates for the exercise of public rights should be from 27<sup>th</sup> July to 7<sup>th</sup> September 2020.

**61.9 To receive and approve 2019-20 Charter Market Accounts and report**

On the proposition of Cllr Holdom, seconded by Cllr Dutton RESOLVED to receive and approve the 2019-20 Charter Market Accounts and report as reviewed by the finance committee. These have been independently reviewed and are ready to submit to the Charities Commission.

**61.10 To Receive Finance Team Report**

CCLA matters are ongoing. Auditing Services for the next year are being investigated and will be discussed by the Finance Sub-Committee who will make recommendations to Full Council.



