

MINUTES of the proceedings at a Meeting of the

FULL COUNCIL

WHO MET VITUALLY VIA ZOOM

Tuesday 15th September 2020 AT 6PM

PRESENT:

Councillor G Foortse (Chairman, Presiding)

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

Town Clerk: L Jennings

Deputy Town Clerk: A Kerrison

District Councillors: J Rest, C Cushing

County Councillor: None

Police: None

Press: A McMillan - EDP

Public: None

		Action (initials)
70	TO ALLOW FAKENHAM POLICE TO GIVE A REPORT Crime figures and police Newsletters have been sent to all Councillors.	
71	TO ADJOURN THE MEETING FOR ELECTORS QUESTIONS The question was asked as to when the charging points in NNDC's car parks are going to be activated. Cllr Rest informed the meeting that there had been a problem with the electricity supplier. He will investigate and forward a response to the FTC office. Several questions had been submitted for Cllr Fitzpatrick regarding speeding on Holt Road, Private Roadway signs for Litchfield Street, the noisy road surface on Norwich Road and the Future of the Fakenham Registration office. The Clerk will forward these questions to Cllr Fitzpatrick for his response.	Clerk
72	TO ALLOW 10 MINUTES FOR DISTRICT/COUNTY COUNCILLORS TO ADDRESS THE MEETING Cllr Fitzpatrick was unable to attend the meeting but had sent a report. This will be forwarded to all Councillors. Cllr Rest spoke about the closure of the day care centre at Cranmer House. Members of the public have written to NNDC asking for their support to keep this facility open, copies of which will be sent to NCC. Cllr Foortse explained the background to this. Enquiries will be directed to Cllr Fitzpatrick. Cllr Punchard sent a report which was forwarded to all Cllrs. Cllr Cushing reported on a meeting with Steve Blatch about consulting parishes regarding the continuation of social distancing measures. He also gave an update on COVID-19 testing capacity, and the replacement for the Big Society fund details of which have been sent to all Councillors. He also asked about a dog waste bin requested by an elector for the Field Lane/Digby Drive. This is on the agenda for the next L&E meeting.	Clerk

	Cllrs Rest and Cushing left the meeting.	
AGENDA		
73	TO CONSIDER FOR ACCEPTANCE APOLOGIES FOR ABSENCE. Apologies for absence were received and accepted from Cllrs Thorpe, Hannon, Griffiths and Glynn and District Cllr Punchard and County Councillor Fitzpatrick.	
74	DECLARATIONS OF INTEREST There were none	
75	TO CONFIRM THE MINUTES OF THE MEETING HELD ON 21st July 2020. 75.1 The minutes of the meeting held on 21 st July 2020 were on the proposition of Cllr Acheson and seconded by Cllr Campbell, AGREED and will be signed by the Chairman when the Council is next able to meet.	
76	TO RECEIVE UPDATE ON ACTIONS TAKEN AFTER THE LAST COUNCIL MEETING IF THESE MATTERS ARE NOT ON THE AGENDA Minute 30 – (9,290,264, 146) – Councillor training. Remote training courses provided by NALC have been forwarded to all Councillors. Anyone interested in these should contact the office. Cllr Holdom has investigated bespoke whole council training. She will contact everyone regards their availability and whether they are interested in remote training or would rather wait until we can meet in person. Cllr Bucknell joined the meeting. The office will contact new Councillors with training options. Minute 30 (9,290, 264, 237) – Library Triangle seats. This is ongoing. Cllr Duffy it is hoped further work will be done shortly. Minute 30 (15) – Update on closure of Norwich Street. Nothing further to report. Minute 40 – To receive an update on Thursday Market. The re-opening of the Market continues to go well.	Clerk/ Deputy Clerk
77	TO FILL ONE TOWN COUNCILLOR VACANCY BY CO-OPTION One application has been received. Each councillor has been sent a voting paper which should be returned to the office in the envelope provided.	
78	TO RECEIVE THE MAYORS ANNOUNCEMENTS Was involved with the VJ commemorations, details have been sent to all Councillors. The litter pick planned for this weekend has been cancelled due to COVID-19 restrictions. The Council Corner column in the Fakenham Sun will have an article on how the Council has coped during the coronavirus pandemic in the next issue.	
79	TO RECEIVE ANY REPORTS FROM COUNCILLORS WHO HAVE ATTENDED MEETINGS OUTSIDE THE COUNCIL Cllr Acheson has attended a meeting of the Gas Museum via Zoom.	
80	DECISION LOG AND CLERKS REPORT <ul style="list-style-type: none"> • Confidential 28 - Market place setts. This is to remain on the agenda. • Full Council 99 – Trap Lane Pavilion. Cllr Coates reported that lights have been left on all night and toilet windows left open by people using the Pavilion. The Clerk will write to the occupants asking them to check the premises before they leave. The care and upkeep of the building needs looking at, especially the rotting windows. This is to be an agenda item for an L&E meeting following a meeting of the working party to be organised by Cllr Dutton. Cllr Duffy will contact the planning department re the possible development of the pavilion with possible use by the Cricket club in mind. 	Clerk MD TD

	<ul style="list-style-type: none"> • Full Council 164.4 – NNDC Business rates. This is ongoing. Cllr Holdom is dealing with Hansell’s solicitors. A Market charity is being set up with FTC as the sole trustee. • L&E 122 – Goggs Mill Road. This is ongoing. • L&E 123 – Millennium Park. The fence has yet to be repaired. The Clerk will chase this. • L&E 10 – Railway cutting fly tipping. This is ongoing with NNDC • D&M 38 – Newman’s Yard. Cllr Foortse reported that the management company responsible for this area has been found. The scaffolding is due to be removed soon. 	Clerk
81	<p>TO RECEIVE AND COMMENT UPON ANY ITEMS FOR INFORMATION AND ACTION</p> <p>These were noted.</p>	
82	<p>TO RECEIVE AND ADOPT THE MINUTES OF THE DEVELOPMENT & MARKET COMMITTEE ON 27th July 24th August and 14th September 2020</p> <p>82.1 The minutes of the meeting held on 27th July 2020 were moved for reception and adoption by Cllr Duffy Seconded by Cllr Acheson and agreed unanimously.</p> <p>82.2 The minutes of the meeting held on 24th August 2020 were moved for reception and adoption by Cllr Duffy Seconded by Cllr Acheson and agreed unanimously.</p> <p>82.3 The minutes of the meeting held on 14th September 2020 were moved for reception and adoption by Cllr Duffy Seconded by Cllr Acheson and agreed unanimously. Cllr Acheson asked whether the Clerk had investigated whether S106 money and Parish Partnership funding could be used for the same project. The Clerk will speak to Highways and liaise with Cllr Duffy.</p>	Clerk / TD
83	<p>TO RECEIVE AND ADOPT THE MINUTES OF THE LEISURE & ENVIRONMENT COMMITTEE HELD ON 28th July and 26th August 2020</p> <p>83.1 The minutes of the meeting held on 28th July 2020 were moved for reception and adoption by Cllr Dutton Seconded by Cllr Coates and agreed unanimously.</p> <p>83.2 The minutes of the meeting held on 26th August 2020 were moved for reception and adoption by Cllr Dutton Seconded by Cllr Coates and agreed unanimously.</p>	
84	<p>TO RECEIVE AND ADOPT THE MINUTES OF THE POLICY & RESOURCES COMMITTEE HELD ON 30th July and 8th September 2020</p> <p>84.1 The minutes of the meeting held on 30th July 2020 were moved for reception and adoption by Cllr Foortse Seconded by Cllr Coates and agreed unanimously. It was noted that minute 9 needs to be on the P&R agenda for September 2020. The Clerk voiced her concern regarding minute 17(i) relating to remote access to the Town Council computer and IT systems. The remote access policy will be discussed by the Clerk and Cllr Dutton and will be on the agenda for the next P&R meeting. Cllr Campbell felt that the policy should have expert opinion before being presented to Full Council for ratification, as this is an important legal requirement. Cllr Dutton expressed his concern at the length of time this process was taking and felt that lack of access to documents for the Chair of Finance and the Internal Controller was hampering Council business. It was agreed that the Clerk should contact iCOS to start the process of remote access in motion, but this is to be kept under review.</p> <p>84.2 The minutes of the meeting held on 8th September 2020 were moved for reception and adoption by Cllr Foortse Seconded by Cllr Coates and agreed unanimously. It was noted that minute 9 needs to be on the P&R agenda for September 2020.</p>	<p>Clerk/MD</p> <p>Clerk</p>

85	<p>FINANCIAL MATTERS</p> <p>85.1 To receive and approve Fakenham Town Council & Charter Market Receipts & Payments July and August 2020 On the proposition of Cllr Holdom, seconded by Cllr Acheson RESOLVED to receive and approve the receipts and payments of the accounts as reviewed by the finance committee for July & August 2020</p> <p>85.2 To receive and approve Fakenham Town Council and the Charter Market Consolidated Bank reports for July 2020 On the proposition of Cllr Holdom, seconded by Cllr Acheson RESOLVED to receive and approve the bank reconciliation statements as reviewed by the finance committee for July & August 2020.</p> <p>85.3 To Receive Minutes of Finance Committee Meetings held 11th September 2020 The minutes of the meeting held on 11th September 2020 were moved for reception and adoption by Cllr Holdom, seconded by Cllr Acheson and agreed unanimously.</p> <p>85.4 To Receive Finance Team Report Cllr Holdom drew people's attention to the finance meeting minutes 41 regarding the appointment of Internal Auditing services. The Finance committee recommended party 2 of the 3 options. On the proposition of Cllr Acheson, seconded by Cllr Dutton and agreed by all that the Council should go ahead with the recommendation of the Finance Committee.</p>	
86	<p>TO RECEIVE A PROGRESS REPORT REGARDING THE UPDATING OF THE COUNCIL'S IT EQUIPMENT AND SYSTEM The work on the system is ongoing. We have the new email address of info@fakenhamtowncouncil.gov.uk, the firebox is done and the next task is to set-up the files. There is no timescale for completion yet. The new company are providing very good support.</p>	
87	<p>TO FORM A SUB-COMMITTEE TO REVIEW THE GDPR POLICY FOR THE COUNCIL On the proposition of Cllr Dutton, seconded by Cllr Acheson and agreed by all that a sub-committee should be formed. The committee will consist of Cllr Campbell, Dutton, Holdom and Acheson.</p>	
88	<p>TO DISCUSS PARKING ON TUNN STREET TRIANGLE This matter was discussed at the D&M meeting last evening and is still up for debate. It is to be an agenda item at the next D&M meeting and again at Full Council in October. Derelict/abandoned cars on the land should be reported to the office who can arrange with NNDC to have them removed.</p>	
89	<p>TO DISCUSS THE REPLACING OF THE SETTS ON THE NORTH SIDE OF THE MARKET PLACE There was nothing new to report, but this is to remain as an agenda item.</p>	
90	<p>TO RECEIVE ANY FURTHER ITEMS FOR THE NEXT AGENDA To accept the resignation of a Councillor. To nominate an FTC Cllr to sit on the SNAPS committee.</p>	
91	<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 Coates seconded by Cllr Foortse 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>	

92	<p>TO CONFIRM THE CONFIDENTIAL MINUTES OF THE FOLLOWING MEETINGS</p> <p>92.1 The minutes of the Full Council meeting held on 21st July 2020 were moved for reception and adoption by Cllr Coates Seconded by Cllr Dutton and agreed by all.</p> <p>92.2 The minutes of Policy & Resources meeting held on 8th September 2020 were moved for reception and adoption by Cllr Coates Seconded by Cllr Dutton and agreed by all.</p>	
93	<p>TO DISCUSS TOWN COUNCIL ACCOMMODATION</p> <p>See Confidential Minute</p>	
94	<p>TO MOVE INTO OPEN SESSION</p> <p>On the proposition of Cllr Coates seconded by Cllr Dutton RESOLVED the Council moves into Open Session.</p>	
	<p>There being no further business the meeting closed at 19:30</p> <p>Confirmed this day of 2020</p> <p style="text-align: center;"><u>CHAIRMAN</u></p>	