

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

**FULL COUNCIL**

**WHO MET VITUALLY VIA ZOOM**

**Tuesday 20<sup>th</sup> October 2020 AT 6PM**

**PRESENT:**

Councillor G Footse (Chairman, Presiding)

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

Town Clerk: L Jennings

Deputy Town Clerk: A Kerrison

District Councillors: C Cushing

County Councillor: T Fitzpatrick

Police: None

Press: A McMillan - EDP

Public: None

		<b>Action (initials)</b>
<b>95</b>	<b>TO ALLOW FAKENHAM POLICE TO GIVE A REPORT</b> Crime figures and police Newsletters have been sent to all Councillors. It was noted that in a recent newsletter that there would continue to be a visible police presence in the area. This does not appear to be the case in Fakenham. The Clerk will contact Fakenham Police and ask for an update on this.	<b>Clerk</b>
<b>96</b>	<b>TO ADJOURN THE MEETING FOR ELECTORS QUESTIONS</b> A letter had been received from a resident regarding the noise from the new surface on Norwich Road, and speeding along the stretch from Pensthorpe Road to Smiths Lane. Norfolk County Council Highways had been contacted about this matter, but they do not have the funds to replace the road surface. They have also noted that there have not been any accidents on that stretch of road in the last 5 years so do not feel that there is a need to lower the speed limit.	
<b>97</b>	<b>TO ALLOW 10 MINUTES FOR DISTRICT/COUNTY COUNCILLORS TO ADDRESS THE MEETING</b> <b>Cllr Fitzpatrick</b> had sent a report before the meeting that will be forwarded to Councillors. He also answered questions that had been forwarded to him by the Clerk. He had been asked about speeding on Holt Road. He suggested "slow" signs painted on the road. The Clerk advised that Highways were not prepared to do this, she will send the letter received to Cllr Fitzpatrick. Cllr Fitzpatrick also suggested a Community Speed watch group being set-up to gather evidence of the speeding that is taking place. Cllr Fitzpatrick had been asked about signs for Lichfield Street. He suggested that NNDC planning department should be consulted on this. He reported that the registration Service office was due to re-open in Fakenham before the COVID-19 pandemic hit, but this has been put on hold. It is not clear if and when this will re-open in the future. The building of the SEN school should start next spring with completion at the end of the year.	<b>Clerk/TF</b>

	<p>Cllr Fitzpatrick was asked about firework safety and the reduction of related hospital admissions. Cllr Fitzpatrick felt that all that could be done had been done, but people had to act responsibly and sensibly.</p> <p><b>Cllr Rest</b> was not able to attend the meeting but sent a report regarding the electrical charging points in Queens Road car park.</p> <p><b>Cllr Cushing</b> reported that the Henry 4<sup>th</sup> pub will not be re-opening. NNDC has secured £928K towards the construction of a roundabout at the junction of Watermore Lane and A148 which will be needed when the Northern development is built.</p> <p>Cllr Holdom passed on her thanks to NNDC and our local Councillors for the discretionary grant that had been awarded to FTC.</p> <p>Cllrs Fitzpatrick and Cushing left the meeting.</p>	
<b>AGENDA</b>		
<b>98</b>	<p><b>TO CONSIDER FOR ACCEPTANCE APOLOGIES FOR ABSENCE.</b> Apologies for absence were received and accepted from Cllrs Dutton and Rest.</p>	
<b>99</b>	<p><b>DECLARATIONS OF INTEREST</b> There were none</p>	
<b>100</b>	<p><b>TO CONFIRM THE MINUTES OF THE MEETING HELD ON 21<sup>st</sup> July 2020.</b> <b>100.1</b> The minutes of the meeting held on 15<sup>th</sup> September 2020 were on the proposition of Cllr Foortse and seconded by Cllr Coates, AGREED and will be signed by the Chairman when the Council is next able to meet.</p>	
<b>101</b>	<p><b>TO RECEIVE UPDATE ON ACTIONS TAKEN AFTER THE LAST COUNCIL MEETING IF THESE MATTERS ARE NOT ON THE AGENDA</b> <b>Minute 71 – Various questions for County Councillor Tom Fitzpatrick.</b> This had already been covered by Cllr Fitzpatrick <b>Minute 76 (30,9,290, 264,146) – Carry forward postponed Councillor Training for future action – update from Cllr Holdom.</b> It was noted that there was no training available before Christmas. It was agreed to try and virtual, 4:30pm meeting for 27<sup>th</sup> January 2021 for the whole cancel. It is to be recorded for any member who cannot attend. Individual training is also available via the NALC website. <b>Minute 30 (9,290, 264,237) – Library Triangle seats – update from Cllr Duffy.</b> The levelling of the ground to make ready for the installation of the seat should take place this weekend, weather permitting. The seat will be installed the following week.</p>	
<b>102</b>	<p><b>TO FILL ONE TOWN COUNCILLOR VACANCY BY CO-OPTION</b> One application has been received. Each councillor has been sent a voting paper which should be returned to the office as soon as possible.</p>	
<b>103</b>	<p><b>TO RECEIVE THE MAYORS ANNOUNCEMENTS</b></p> <ul style="list-style-type: none"> <li>• There is to be a reduced Remembrance Sunday commemoration. There is to be no parade this year and Councillors should assemble at the war memorial for 2:30pm. FTC are providing the insurance for the event which is being organised in conjunction with RBL, as they need a civic body to provide this for them. The EDP is to be asked to run an article to explain the arrangements for a slimmed down/socially distanced event to residents.</li> <li>• Posters for the Christmas Window Dressing competition will be distributed to local shops and businesses soon. It was agreed that the competition should be judged by Cllrs Joslin, Campbell and Glynn.</li> </ul>	

104	<p><b>TO RECEIVE ANY REPORTS FROM COUNCILLORS WHO HAVE ATTENDED MEETINGS OUTSIDE THE COUNCIL</b></p> <ul style="list-style-type: none"> <li>• Cllr Holdom stated that the Christmas lights will be switched on 26<sup>th</sup> November 2020 to coincide with the Christmas tree festival. This year's festival and town events will be virtual due to the ongoing pandemic.</li> <li>• Cllrs Andrews and Foortse attended the Fakenham Charities AGM</li> </ul>	
105	<p><b>DECISION LOG AND CLERKS REPORT</b></p> <p><b>Full Council – Market Pace Setts</b> – Nothing is happening with this at the moment. The item is to be removed.</p> <p><b>L&amp;E 122, 123, 10</b> – Are all on the L&amp;E agenda for next week.</p> <p><b>Finance 9 – Electricity Contracts</b> – There is not much difference in price for all the providers. The Clerk stated that there isn't enough room in the feeder pillar to fit a smart meter. It was noted there used to be an E-on smart meter.</p> <p><b>D&amp;M 16 – Tunn Street triangle</b> - this is on the agenda for the D&amp;M meeting next week.</p> <p><b>D&amp;M 16 – Parking in the Town centre</b> – this is on the agenda for the D&amp;M meeting next week.</p> <p><b>D&amp;M 40 – 106 monies</b> – This is on the D&amp;M agenda for next week.</p> <p><b>L&amp;E 29 – Trap Lane Container</b> – The contractor appointed is not responding to emails etc.</p> <p><b>L&amp;E 48 – Aldiss park</b> – FACT are going to look at this in the near future.</p> <p><b>L&amp;E 49 – Millennium park</b> – the concrete litter bins have been installed.</p>	
106	<p><b>TO RECEIVE AND COMMENT UPON ANY ITEMS FOR INFORMATION AND ACTION</b></p> <p>These were noted.</p>	
107	<p><b>TO RECEIVE AND ADOPT THE MINUTES OF THE DEVELOPMENT &amp; MARKET COMMITTEE ON 28<sup>th</sup> September and 12<sup>th</sup> October 2020</b></p> <p>107.1 The minutes of the meeting held on 28<sup>th</sup> September 2020 were moved for reception and adoption by Cllr Duffy Seconded by Cllr Campbell and agreed unanimously.</p> <p>107.2 The minutes of the meeting held on 12<sup>th</sup> October 2020 were moved for reception and adoption by Cllr Duffy Seconded by Cllr Acheson and agreed unanimously.</p>	
108	<p><b>TO RECEIVE AND ADOPT THE MINUTES OF THE LEISURE &amp; ENVIRONMENT COMMITTEE HELD ON 22<sup>nd</sup> September 2020</b></p> <p>83.1 The minutes of the meeting held on 22<sup>nd</sup> September 2020 were moved for reception and adoption by Cllr Holdom Seconded by Cllr Coates and agreed unanimously.</p>	
109	<p><b>TO RECEIVE AND ADOPT THE MINUTES OF THE POLICY &amp; RESOURCES COMMITTEE HELD ON 13<sup>th</sup> October 2020</b></p> <p>109.1 The minutes of the meeting held on 13<sup>th</sup> October 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&amp;R agenda for September 2020.</p>	
110	<p><b>FINANCIAL MATTERS</b></p> <p><b>110.1 To receive and approve Fakenham Town Council &amp; Charter Market Receipts &amp; Payments September 2020</b></p> <p>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 September 2020. The finance reports' balances had been matched with the bank statements closing balances, for half year check.</p>	

	<p><b>110.2 To receive and approve Fakenham Town Council and the Charter Market Consolidated Bank reports for September 2020</b> 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 September 2020.</p> <p><b>110.3 To Receive and approve 2<sup>nd</sup> Quarter Income &amp; Expenditure Report</b> On the proposition of Cllr Holdom, seconded by Cllr Acheson RESOLVED to receive and approve the 2<sup>nd</sup> Quarter Income and Expenditure Report as reviewed by the finance committee.</p> <p><b>110.4 To Receive and approve the 2<sup>nd</sup> Quarter Budget versus Actuals Variance Report 2020</b> On the proposition of Cllr Holdom, seconded by Cllr Acheson RESOLVED to receive and approve the 2<sup>nd</sup> Quarter Budget versus Actuals Report as reviewed by the finance committee, noting a couple of variances which were being looked into.</p> <p><b>110.5 To Receive Minutes of Finance Committee Meetings held 12<sup>th</sup> October 2020</b> The minutes of the meeting held on 12<sup>th</sup> October 2020 were moved for reception and adoption by Cllr Holdom, seconded by Cllr Acheson and agreed unanimously.</p> <p><b>110.6 To Receive Finance Team Report</b> The provision of auditing services was reviewed at the Finance committee meeting. It was recommended that we should stay with the existing internal auditing company who knows our set-up during the current pandemic. A site visit is not possible at the moment and a new company is not familiar with our processes. On the proposition of Cllr Holdom, seconded by Cllr Acheson and agreed by all that we should stay with the existing company. A £25K discretionary grant has been awarded by NNDC. The sums applied for were £13,300 for the Charter Market and £4,500 for the Trap Lane Pavilion. This leaves a bonus amount awarded of £7,200. On the proposition of Cllr Holdom, seconded by Cllr Acheson and agreed by all that the £7,200 should go towards paying the Market Tolls business rates of £5,200 and the remaining £2,000 should go towards Trap Lane improvements, as suggested at the finance committee meeting. A reply has been received from Hansells solicitors regarding plans for a Charter Market charity. Details of this will be discussed at the next Finance committee meeting.</p>	JH
111	<p><b>TO RECEIVE AND ADOPT THE ZOOM MEETINGS POLICY</b> It was agreed that this would be reviewed at the next P&amp;R meeting. This can then be on the agenda for the November Full Council meeting when everyone has had a chance to look at it. The procurement policy that was looked at in the Finance and Policy and Resources meetings will also go on the agenda for the November Policy and Resources and Full Council meeting.</p>	Clerk
112	<p><b>TO DISCUSS SPORTING FACILITIES IN FAKENHAM</b> The provision for a hockey facility was discussed with regards to Trap Lane. Cllr Campbell would like to set up a working party to look at what facilities could be made available at Trap Lane. This needs to go through D&amp;M to ensure that this is Council policy. This is to be an agenda item for the next D&amp;M meeting.</p>	Clerk
113	<p><b>TO AWARD A GRANT UNDER THE LOCAL GOVERNMENT ACT 1972, S 137</b> Under the provisions of Section 137 of the Local Government Act 1972 the following expenditure should be incurred which, in the opinion of the Council is in the interests of the area of its inhabitants and will benefit them in a manner commensurate with the expenditure:</p>	

	<p>a) SSAFA The Armed Forces Charity On the proposal of Cllr Holdom, seconded by Cllr Coates and agreed by all that £100 should be awarded.</p>	
<b>114</b>	<p><b>TO RECEIVE ANY FURTHER ITEMS FOR THE NEXT AGENDA</b></p> <ul style="list-style-type: none"> <li>• Zoom Meeting and Procurement policies</li> <li>• Sporting Facilities in Fakenham</li> <li>• Norfolk Gardening Group – it was agreed to invite Leslie Palmer to join the next meeting and talk about this initiative</li> </ul>	
<b>115</b>	<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 Coates seconded by Cllr Foortse <b>RESOLVED</b> 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>	
<b>116</b>	<p><b>TO CONFIRM THE CONFIDENTIAL MINUTES OF THE FOLLOWING MEETINGS</b></p> <p><b>116.1</b> The minutes of the Full Council meeting held on 19<sup>th</sup> September 2020 were moved for reception and adoption by Cllr Foortse Seconded by Cllr Coates and agreed by all.</p> <p><b>116.2</b> The minutes of Policy &amp; Resources meeting held on 13<sup>th</sup> October 2020 were moved for reception and adoption by Cllr Foortse Seconded by Cllr Coates and agreed by all.</p>	
<b>117</b>	<p><b>TO DISCUSS TOWN COUNCIL ACCOMMODATION</b> See Confidential Minute</p>	
<b>118</b>	<p><b>TO MOVE INTO OPEN SESSION</b> On the proposition of Cllr Griffiths seconded by Cllr Coates <b>RESOLVED</b> the Council moves into Open Session.</p>	
	<p>There being no further business the meeting closed at 19:15</p> <p>Confirmed this                                  day of    2020</p> <p style="text-align: center;"><b><u>CHAIRMAN</u></b></p>	