

MINUTES of the proceedings at a Meeting of the

FULL COUNCIL

WHO MET VITUALLY VIA ZOOM

Tuesday 19th January 2021 AT 6PM

PRESENT:

Councillor G Footse (Chairman, Presiding)

Cllrs: M Campbell, M Dutton, J Griffiths, V Joslin, A Glynn, J Holdom, G Acheson, D Andrews, T Duffy, J Rockett, D Hunter

Deputy Town Clerk: A Kerrison

District Councillors: J Rest, C Cushing

County Councillor: T Fitzpatrick

Police: None

Press: A McMillan (EDP)

Public: One

		Action (initials)
169	<p>TO ALLOW FAKENHAM POLICE TO GIVE A REPORT</p> <p>Crime figures and Police Newsletters have been sent to all Councillors. PC Dawson had also sent a report which had been circulated to all Councillors. A Councillor reported that there had been problems in Church Lanes with unsociable behaviour that had meant that members of the public were reluctant to use the lanes especially after dark. It was also noted that the Community centre gates had been damaged. It was agreed that a letter should be sent to the new police inspector regarding these problems and the lack of police presence to deal with it. It was noted that the Town Council needed a representative on the SNAPS committee following the departure of Cllr Mears. Anyone who would like to do this should contact the Town Clerk. Another Councillor informed the meeting that a group of youths had erected a tent behind the Canoe club building at Aldiss Park and were drinking and smoking behind there. The police had been informed but nothing had been done. The Councillor has asked them to leave and will arrange for the debris to be removed. Council also noted that there were a lot of messages coming out via Police Connect. These were duplicated in the newsletter from the Temporary Assistant Chief Constable. The Mayor will liaise with the Clerk to produce a letter to the Temporary Assistant Chief Constable asking for less duplication of information. It was also agreed that we would like to see the local police attend the Council meetings as they have done in the past so that questions can be put to them directly.</p> <p>Cllr Rockett left the meeting</p>	GF/Clerk

170	<p>TO ADJOURN THE MEETING FOR ELECTORS QUESTIONS</p> <p>A report regarding the deterioration and accessibility of the footpath along the river Wensum had been submitted by the local Ramblers Association. A member of the association explained the report and the current flooded conditions of the river walk. The current conditions pose a health and safety problem as the riverbanks are unclear, and pathways flooded. This is also affecting nearby businesses such as the racecourse and golf course. It was noted that there are 3 main reasons affecting the flow of the river; debris in the river, weirs closed further along the river and problems with the riverbed downstream. Cllr Fitzpatrick said that the County Council are also looking at flooding within the County with the environment agency, internal drainage board and rivers authority. This needs to be tackled with all working together. Cllr Glynn will ask the Professor of hydrology working with the Hawk and Owl trust for his expert opinion on the problem.</p>	
171	<p>TO ALLOW 10 MINUTES FOR DISTRICT/COUNTY COUNCILLORS TO ADDRESS THE MEETING</p> <p>Cllr Rest – Updated the meeting on the state of the road surface on Norwich Road. This is being addressed by Highways. COVID-19 support officers in the town have been advising businesses on current restrictions.</p> <p>Cllr Cushing – Reported that COVID infection numbers in Fakenham are dropping. Posters in the Town advising of the high infection area are due to be removed at the end of the week. COVID support officers have been in the Market advising on social distancing, mask wearing etc. Vaccinations are being carried out by Fakenham Medical Practice.</p> <p>Cllr Fitzpatrick – A report from Cllr Fitzpatrick had been distributed to Councillors before the meeting. It was noted that Norwich Road has been swept to remove loose surface. He has been in touch with highways to find out what is happening regards remedial action. He will contact FTC office when he has more information. Letters are being sent to businesses to ask them to ensure that all staff who can, work from home. This will allow them to look after their children and remove the need for them to attend school, thus reducing the numbers of children in schools. He also gave an update on COVID trusted sources of information, vaccine delivery, social care and health, free school meals, devices for children to facilitate online learning and businesses support grants.</p> <p>Cllrs Rest, Cushing and Fitzpatrick left the meeting.</p>	
AGENDA		
172	<p>TO CONSIDER FOR ACCEPTANCE APOLOGIES FOR ABSENCE.</p> <p>Apologies for absence were received and accepted from Cllrs P Hannon, G Thorpe and M Coates and District Councillor Punchard and the Clerk.</p>	
173	<p>DECLARATIONS OF INTEREST</p> <p>There were none.</p>	
174	<p>TO CONFIRM THE MINUTES OF THE MEETINGS HELD ON 1st & 15th DECEMBER 2020.</p> <p>174.1 The minutes of the meeting held on 1st December 2020 were on the proposition of Cllr Hunter and seconded by Cllr Glynn, AGREED and will be signed by the Chairman when the Council is next able to meet.</p> <p>174.2 The minutes of the meeting held on 15th December 2020 were on the proposition of Cllr Joslin and seconded by Cllr Glynn, AGREED and will be signed by the Chairman when the Council is next able to meet.</p>	
175	<p>TO RECEIVE UPDATE ON ACTIONS TAKEN AFTER THE LAST COUNCIL MEETING IF THESE MATTERS ARE NOT ON THE AGENDA</p> <p>There were none</p>	

176	TO RECEIVE THE MAYORS ANNOUNCEMENTS There were none	
177	TO RECEIVE ANY REPORTS FROM COUNCILLORS WHO HAVE ATTENDED MEETINGS OUTSIDE THE COUNCIL Cllr Joslin updated the meeting on Norfolk ALC. Members will continue to meet via zoom. A new board of directors has been assembled. It is made up of 12 people from around the different districts of Norfolk. It was noted that there is no option under current legislation for virtual meetings to carry on beyond 7 th May 2021. The Government is being lobbied to extend and make permanent the current provision for authorities to meet remotely. It was agreed to go through NNDC, NCC and our MP to support this move. Cllr Foortse will organise letters to these people. Cllr Joslin encouraged Councillors to take advantage of the NALC training available. Courses can be booked through the office.	GF
178	DECISION LOG AND CLERKS REPORT <ul style="list-style-type: none"> • HR 10 – Individual Staff Management Plans – to be removed. • Full Council 164.4 – NNDC business rates – This was discussed at P&R in December. The log needs updating. • Full Council 184 – Councillor training – This is taking place on 27th January. • D&M 16 – Parking in the Town Centre – A proposal was agreed at D&M on 18th January and will be sent to NNDC. • L&E 29 – Trap Lane Container – This is completed and can be removed. A new item needs to be added for the area to the side of the container. • Full Council 97 – Speeding on Holt Road – SAMS speed devices are being looked at for this area. • L&E 69 – Footpath between Junior School and Millennium par – An email has been received today on this matter and is ongoing. • L&E 83 – Trap Lane Pavilion – This will be carried out when the weather improves • P&R 66 – SharePoint - This is ongoing • P&R 68 – Website – This is ongoing. Cllr Duffy expressed his willingness to help with this project. 	
179	TO RECEIVE AND COMMENT UPON ANY ITEMS FOR INFORMATION AND ACTION A New Year greetings card was received from the Mayor of Olivet	
180	TO RECEIVE AND ADOPT THE MINUTES OF THE DEVELOPMENT & MARKET COMMITTEE ON 18th January 2021 180.1 The minutes of the meeting held on 18 th January 2021 were moved for reception and adoption by Cllr Duffy Seconded by Cllr Foortse and agreed unanimously. At this meeting it was recommended to refurbish the Millennium information table in the Market place and obtain listed building planning permission for a Heritage trail map to be installed on the wall of the Gallery Bistro. On the proposition of Cllr Duffy, seconded by Cllr Foortse and agreed by all to move ahead with both of these projects. It was agreed that this matter needs to be an item on the agenda of the Full Council meeting in February to approve the expenditure for these two projects.	CLERK
181	TO RECEIVE AND ADOPT THE MINUTES OF THE LEISURE & ENVIRONMENT COMMITTEE HELD ON 22nd December 2020 181.1 The minutes of the meeting held on 22 nd December 2020 were moved for reception and adoption by Cllr Dutton Seconded by Cllr Andrews and agreed unanimously.	

182	<p>TO RECEIVE AND ADOPT THE MINUTES OF THE POLICY & RESOURCES COMMITTEE HELD ON 12th January 2021</p> <p>182.1 The minutes of the meeting held on 12th January 2021 were moved for reception and adoption by Cllr Foortse Seconded by Cllr Dutton and agreed unanimously.</p>	
183	<p>FINANCIAL MATTERS</p> <p>183.1 To receive and approve Fakenham Town Council & Charter Market Receipts & Payments December 2020</p> <p>On the proposition of Cllr Holdom, seconded by Cllr Dutton RESOLVED to receive and approve the receipts and payments of the accounts as reviewed by the finance committee for December 2020</p> <p>Cllr Bucknell joined the meeting.</p> <p>183.2 To receive and approve Fakenham Town Council and the Charter Market Consolidated Bank reports for December 2020</p> <p>On the proposition of Cllr Holdom, seconded by Cllr Dutton RESOLVED to receive and approve the bank reconciliation statements as reviewed by the finance committee for December 2020.</p> <p>183.3 To Receive the December 3rd Quarter Budget v Actuals report for Fakenham Town Council</p> <p>On the proposition of Cllr Holdom, seconded by Cllr Acheson RESOLVED to receive and noted the 3rd quarter budget v actuals report.</p> <p>183.4 To receive the 3rd Quarter budget variance report</p> <p>On the proposition of Cllr Holdom, seconded by Cllr Acheson RESOLVED to receive and note the 3rd quarter budget variance report</p> <p>183.5 To Receive Minutes of Finance Committee Meetings held 11th January 2021</p> <p>The minutes of the meeting held on 11th January 2021 were moved for reception and adoption by Cllr Holdom, seconded by Cllr Dutton and agreed unanimously. Cllr Holdom pointed out that minute 85 referred to the Interim Internal Auditors report and the finance regulations will be amended in line with his recommendations. This will be a separate agenda item at the February Full Council meeting for formal acceptance.</p> <p>183.6 To receive the budget to date</p> <p>The budget is not balanced and details are to be discussed at a later meeting in February.</p> <p>183.7 To Consider Proposals for 2021/2022 Precept</p> <p>Cllr Holdom suggested that a strategic view is needed regarding diminishing funding and increasing costs and suggested a modest increase in the precept for this year to hold the optimum position for future years. Following COVID it is likely that austerity measures will be in place with a possible block on increase in precept. The current proposed budget shows a shortfall in funding. After much discussion, on the proposition of Cllr Holdom, seconded by Cllr Hunter and agreed with 11 votes for and 1 abstention, that the precept should be increased by 1.5% which would balance the budget.</p> <p>187.8 To receive the Interim Internal Auditors report</p> <p>The finance committee have reviewed the report and have acted on recommendation 2 of the report.</p> <p>187.9 To Receive Finance Team Report</p> <p>The application for an NNDC COVID restrictions support grant for help with loss of Market rents was not pursued as we did not meet the criteria.</p>	Clerk

184	<p>TO AWARD A GRANT UNDER THE LOCAL GOVERNMENT ACT 1972, S137 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>1) Salvation Army</p> <p>On the proposition of Cllr Holdom seconded by Cllr Griffiths and agreed by all that £300 should be awarded to the Fakenham branch of the Salvation Army.</p>	
185	<p>TO RECEIVE A REPORT FROM EP YOUTH A letter has been sent asking for a financial report regarding the grant that they were awarded but nothing has been received as yet.</p>	
186	<p>TO RECEIVE A REQUEST TO PLACE A PURCHASED DEFIBRILLATOR IN ONE OF THE PHONE BOXES IN THE MARKET PLACE On the proposition of Cllr Dutton, seconded by Cllr Campbell and agreed by all that the defibrillator should be placed in the telephone box providing it is suitable and fit for purpose. FTC accept the responsibility of implementing the installation and ongoing maintenance. The Clerk will contact the donor of the defibrillator.</p>	Clerk
187	<p>TO DISCUSS SPORTING FACILITIES IN FAKENHAM Councillor Campbell updated the meeting on the progress of discussions around sporting facilities in Fakenham including the possibility of a full-sized hockey pitch at the academy which the Evergreens could use for their home games. Cllr Campbell was looking at Trap Lane to develop further facilities. Cllr Duffy wondered if there would maybe an opportunity with the new Northern Development. Others thought that this would go against the re-generation of the current Town. It was also noted that the new development is not likely to happen for some time and the need was more urgent. Cllr Hunter volunteered to help Cllr Campbell with taking things further. Cllr Campbell asked for the backing of the Council to put on events for the Town when COVID restrictions are lifted to give the residents something to look forward to. This was accepted. Further updates will be brought to the regeneration working party. Cllr Campbell will also liaise with Active Fakenham with regards to their planned events.</p>	MC/ DH
187	<p>TO RECEIVE FURTHER ITEMS FOR THE NEXT AGENDA</p> <ul style="list-style-type: none"> • Receive and ratify amended financial regulations. • Dog waste on Norwich Road to go to L&E meeting 	Clerk
188	<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 Dutton seconded by Cllr Acheson 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>	
189	<p>TO CONFIRM THE CONFIDENTIAL MINUTES OF THE FOLLOWING MEETINGS 189.1 Cllr Dutton drew attention to NALC training letter regarding Councils confidential minutes. Councils must ensure that minutes of confidential items must be open for inspection by the public. LGA regulations state that there is no scope for confidential minutes of local council meetings. Care is needed when composing the minutes of a confidential item that the agreed decision is clear and unambiguous ensuring confidentiality of the subjects of the item. Cllr Dutton asked that the concept of approving confidential minutes is removed and that these items are included in the main minutes in the way advised.</p>	

