

DOWNHAM MARKET TOWN COUNCIL MEETING

MINUTES OF MEETING HELD TUESDAY 14th JULY 2015 AT 7.00PM

Present:	The Mayor	Cllr J K Fox
	The Deputy Mayor	Cllr F E Daymond
	Councillors	M Brown
		J W Doyle
		K Everitt
		J Groom
		B Hobbs
		R L Judge
		D Lawson
		Mrs K A Mellish
		R A Pegg
		M Ross
		P R Sayers
		D J Sharman
		A D Stacey
		M D Starreveld
		Mrs Y A Thompson
		R Turner
	County Councillor	A White
	Members of the Public	2
	Town Clerk	Mrs J M Markwell
	Deputy Town Clerk	Mr R A Davidson

Those in attendance at the meeting were notified of the emergency evacuation procedure from the Town Council offices. Those in attendance at the meeting were notified that mobile telephones should be turned off or switched to silent mode for the duration of the meeting. Those in attendance were reminded the meeting was recorded for the benefit of the minute taking staff.

2926. To receive Members' Apologies for Absence

Apologies for absence had been received from Cllrs' Pyatt (business commitment) and Reed (holiday). The apologies were accepted.

2927. To receive Members' Declarations of Interest

There were no such declarations of interest.

Adjourn meeting for public participation and reports

The Mayor, Cllr J Fox, adjourned the meeting.

Police Representative

There was no Police representative at this meeting.

County Councillor report

County Cllr White informed members the construction of The Hollies bus stop works was complete and it was now a matter of waiting for the bus company to take the new stop into commission.

He was attempting to get NCC to install a seat.

Borough Councillor report

Borough Councillor Mrs Mellish advised she had nothing to report.

Public Participation

Mrs P B Sharp addressed the meeting in relation to Anglia In Bloom. She advised the judging had taken place the previous day and wished to record her thanks to the staff and councillors involved. The Mayor, Cllr Fox reciprocated his thanks to all involved.

The Mayor, Cllr Fox, resumed the meeting.

2928. To approve the minutes of the Town Council meeting held on Thursday 09th June, 2015 (pages 5056 - 5062)

The minutes of the Town Council meeting held on Thursday 09th June, 2015 (pages 5056 - 5062) were approved.

2929. To receive correspondence

A list of correspondence had been circulated (Appendix 1).

Cllr Mrs Mellish advised the Academy Sixth Form were taking action in respect of the Prince Henry Place footpath.

2930. To receive Councillors' Questions

Cllr Judge

Q. Since the opening of Grimshoe Road and Bennett Street it had been reported to her that alcohol bottles were being discarded suggesting it was an area for potential ASB.

A. This will be reported to the police.

County Cllr White

Q. Now that Grimshoe Road and Bennett Street had been joined the County Council are investigating installing a mini roundabout on Clackclose Road/Lynn Road junction.

A. Members noted this update.

Cllr Starreveld

Q. In view of a query raised by a resident regarding the Localism Act he suggested there was a need for Standing Orders to be revisited to ensure they reflected the requirements of the Act.

A. Standing Orders Working Party should review the situation.

Cllr Groom

Q. Would any councillors be interested in joining the Environmental Sub Committee of the Planning & Environmental Standing Committee?

A. Members to contact Cllr Groom if interested.

2931. To adopt the Standing Committee Minutes of:

Property Committee

Proposed – Cllr Pegg

Seconded – Cllr Sharman

‘That the minutes of the Property Committee meeting of Thursday 21st May, 2015 (pages 5034 - 5037) – approved are adopted’

All in favour

Finance Committee

Proposed – Cllr Lawson

Seconded – Cllr Sayers

‘That the minutes of the Finance Committee meeting of Tuesday 26th May, 2015 (pages 5038 - 5040) – approved are adopted’

All in favour

Town Hall Committee

Proposed – Cllr Sharman

Seconded – Cllr Stacey

‘That the minutes of the Town Hall Committee meeting of Wednesday 27th May, 2015 (pages 5041 - 5045) – approved are adopted’

All in favour

Planning & Environmental Committee

Proposed – The Deputy Mayor Cllr Daymond

Seconded – Cllr Thompson

‘That the minutes of the Planning & Environment Committee meetings of Tuesday 02nd June, 2015 (pages 5046 - 5050) – approved and Wednesday 23rd June, 2015 (pages 5068 - 5070) – approved are adopted’

For 17 Against 0 Abstention 1

Community Development Committee

Proposed – Cllr Turner

Seconded – Cllr Groom

‘That the minutes of the Community Development Committee meeting of Wednesday 3rd June, 2015 (pages 5051 - 5055) – approved are adopted’

All in favour

2932. To receive the Clerk’s report

There was no Clerk’s report.

2933. Payment of Bills

The Planning & Environmental Committee bills for payment were presented (Appendix 2).

Proposed – The Deputy Mayor Cllr Daymond

Seconded – Cllr Thompson

‘That the bills of the Planning & Environmental Committee be paid as per the attached schedule’

All in favour

2934. To receive and consider information from Norfolk ALC in relation to dispensations to Councillors’ to enable the setting of a Precept and consider granting a dispensation up to May 2019

A paper had been circulated (Appendix 3). The Clerk advised only those councillors’ resident in the town needed to complete a Disclosable Personal Interest Application Form for Dispensation.

Proposed – Cllr Brown

Seconded – Cllr Groom

‘That Council grant a dispensation to enable councillors’ resident in the town to agree a budget and set a Precept and to grant the said dispensation until May 2019’.

All in favour

2935. To elect a member to the Human Resources Committee

An application was discussed from Cllr Mrs Thompson.

The application was agreed by all with the exception of Cllr Mrs Thompson who abstained.

2936. To receive information on breakdown of the Special Expenses charge for Downham Market

There was no update. As agreed, this item will remain on the agenda until a response is received.

2937. To receive information on Section 106 monies spent in the town

It was explained that a letter drafted by Cllr Lawson had been sent. Cllr Mrs Mellish reminded members she hoped to be able to share a response at September’s meeting.

2938. Appointment of Representatives to Outside Bodies 2015/16

a. Downham Market Sports Federation

Position remains unfilled and will continue to be on the agenda.

b. Norfolk ALC

Cllr’s Lawson and Groom both expressed an interest.

Proposed – The Mayor Cllr Fox

Seconded – Cllr Starreveld

‘That Councillors’ Groom and Lawson be appointed as the Council’s Norfolk ALC representatives’

All in favour

2939. To review Town Council Policy Documents

It was explained that following good practice there was a need to keep the Town Council's Policy Documents under review and have a selection reviewed at each future meeting.

Councillors Groom, Hobbs and Judge volunteered.

2940. To receive update on the Neighbourhood Plan

Cllr Pegg advised members that the Sub Committee had met the previous week and in establishing the boundary of the Neighbourhood Plan had taken the decision to include the entire town. Comment was passed as to the future boundaries of the town being extended.

Proposed – Cllr Pegg

Seconded – Cllr Starreveld

'That for the purpose of the Neighbourhood Plan this Council includes the whole area of the town of Downham Market'.

All in favour.

2941. To receive report on the Downham Market Festival

There was no report.

2942. To receive report on the Joint Burial Board

There was no report.

2943. To receive report on the Twinning Club

Cllr Ross advised members that the visit was due to commence on Sunday 26th July with 42 French visitors. A comprehensive itinerary was planned. Councillors were particularly encouraged to attend the morning reception on Friday 31st July in the Town Hall.

2944. To receive report on the Jubilee Community Centre

Cllr Sharman reported that a most successful meeting had been held between the architects and regular users of the JCC and that he felt considerable progress had been made.

2945. To receive report on Town events

The Deputy Mayor Cllr Daymond advised members of:

i) Past Events

July Craft Fair – a successful event with fourteen stalls. The raffle had generated £67.00 profit to aid two local charities – Silverdale Day Centre and Brambles Animal Sanctuary.

Downham In Bloom Judging Day had taken place the previous day.

ii) Future Events

Forthcoming events included the Water Festival on 9th August, the VJ Commemoration Disco on 15th August, VJ Parade and Service on 16th August and the Autumn Craft Fair on 12th September, in addition to the monthly cinema offerings.

2946. To receive verbal report from the Human Resources Committee

Cllr Judge advised members that she hoped an Office Apprentice would be in place late summer. She thanked the staff for their efforts during a colleague's period of ill health and wished her a full and complete recovery. She asked councillors not to pass on any management decisions they may be privy to but to allow the appropriate line manager to manage the situation. She reminded councillors to refrain from congregating in the front office where staff are working.

2947. To discuss any urgent items as agreed by the Mayor.

There were no such urgent items as agreed by the Mayor.

2948. Mayor's Announcements

The Mayor Cllr Fox gave a comprehensive report of his past month's mayoral engagements (Appendix 4).

2949. To receive confidential Human Resources Report

Proposed – The Mayor, Cllr Fox

Seconded – Cllr Mellish

'To invoke Standing Order 6a, that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest, that the public and/or the press be temporarily excluded and they are instructed to withdraw'.

All in favour

See confidential report.

The Mayor resumed the meeting.

Proposed – Cllr Judge

Seconded – The Mayor Cllr Fox

'That the Town Council recruits a member of staff on a temporary basis from a recruitment agency'

All in favour

The Mayor thanked everyone for attending and closed the meeting at 8.02pm.

Chairman

Date