

DOWNHAM MARKET TOWN COUNCIL MEETING
MINUTES OF MEETING HELD TUESDAY 12th JULY 2016 AT 7:00PM

Present:	The Deputy Mayor	Cllr F E Daymond
	Councillors	M Brown
		J W Doyle
		K Everitt
		J K Fox
		B Hobbs
		R L Judge
		D Lawson
		R A Pegg
		C Pyatt
		P R Sayers
		D J Sharman
		A D Stacey
		M D Starreveld
		Mrs Y A Thompson
		A White
		Mrs J M Markwell
	Norfolk County Cllr	
	Town Clerk	

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.

3169. To receive Members' Apologies for Absence

Apologies for absence had been received from The Mayor, Cllr M C Ross (BC meeting) and Cllrs' Groom (family ill-health), Mrs K A Mellish (family), Reed (business) and Mrs Turner (family). Apologies were also received from BC J Westrop.

The apologies were accepted with the exception of Cllr Reed whose apologies were not accepted due to his continuous absence from meetings of this Council. All members were reminded that they are summoned to meetings.

3170. To receive Members' Declarations of Interest

There were no such declarations of interest.

3171. To approve the minutes of the Town Council meeting held on Tuesday 14th June (pages 5385 - 5389)

The minutes of the Town Council meeting held on Tuesday 14th June (pages 5385 - 5389) were approved.

Adjourn meeting for public participation and reports

The Deputy Mayor, Cllr Daymond, adjourned the meeting.

Police Representative

There was no Police report.

County Councillor report

County Cllr White reminded members of the current consultation on devolution. It is proposed that Norfolk and Suffolk will be combined and currently all of Suffolk District Councils have accepted the current proposal but, to date, only three districts in Norfolk have agreed.

There is new information being given out daily and Cllr White asked if the Town Council had any comments or views to feed them through and he would ensure they were brought forward at the various ongoing meetings discussing devolution.

Cllr White was asked about the current grass cutting for verges/hedges adjacent to roads. Members were informed that initially NCC were not going to do any grass cutting this year, but it was voted last week that due to some incidents relating to obscured sight lines it had now been agreed to cut verges. Hedge cutting could not be done until the autumn when the birds have finished nesting.

Borough Councillor report

There was no Borough Councillor report.

Public Participation

There was no public attending this meeting.

The Deputy Mayor Cllr Daymond resumed the meeting.

3172. To receive correspondence

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

It was noted that Frances Rayner had sent a thank you letter for the donation for the Downham Games, which had proved to be a very successful event.

3173. To receive Councillors' Questions

Q: Cllr Judge asked if a site visit had been arranged yet to assess the problem with access at the site to the rear of Railway Road.

A: The Clerk would find out and let Cllr Judge know.

Q: Does any member think that the Brexit vote would affect the future development of the Centre for Advanced Knowledge and Engineering?

A: It was noted that Siemens had massively increased their investment in the UK and therefore it was just a matter of wait and see.

3174. To adopt the Standing Committee Minutes of:

Community Development

Proposed – Cllr Brown

Seconded – Cllr Everitt

‘That the minutes of the Community Development Committee meeting of Wednesday 15th June (pages 5390 – 5393) – approved are adopted’

All in favour

Finance Committee

Proposed – Cllr Mrs Thompson

Seconded – Cllr Judge

‘That the minutes of the Finance Committee meeting of Thursday 2nd June, 2016 (pages 5376 - 5379) – approved are adopted’

All in favour

Planning & Environmental Committee

Proposed – Cllr Mrs Thompson

Seconded – Cllr Lawson

‘That the minutes of the Planning & Environment Committee meetings of Tuesday 7th June (pages 5380 – 5384) and Wednesday 22nd June, 2016 (pages 5398 – 5400) – approved are adopted’

All in favour

Property Committee

Proposed – Cllr Pegg

Seconded – Cllr Doyle

‘That the minutes of the Property Committee meeting of Thursday 19th May (pages 5367 – 5370) - approved are adopted’

All in favour

Town Hall Committee

Proposed – Cllr Sharman

Seconded – Cllr Stacey

‘That the minutes of the Town Hall Committee meetings of Wednesday 25th May (pages 5371 – 5375)– approved are adopted’

All in favour

3175. To receive the Clerk’s report

There was no Clerk’s report.

3176. Payment of Bills

There were no bills for payment.

3177. To To discuss and agree underwriting the planning permission for the Jubilee Community Centre

At the JCC Trustee meeting there was a full discussion about the next step in the project to refurbish the Community Centre. In order for Tim Wall to apply for funding planning permission needs to be obtained. The fee agreed for this process is a percentage of the total cost of the project (currently in the region of £750,000).

Proposed – Cllr Sharman

Seconded – Cllr Pegg

‘That this Council agrees to underwrite the fees needed for the planning application for the Jubilee Community Centre subject to receiving, in writing, the project costs from Chaplain Farrant and asking G Baxter to evaluate the percentage figures for each stage of the project’

All in favour

3178. To discuss future membership of the Standing Committees

Concern had been raised that at some of the Standing Committee meetings, in particular Planning and Environmental and Community Development, the number of members attending was extremely low, to the point that they were only just quorate. In order to try and alleviate this from happening it has been suggested that members could be on more than two standing committees.

Cllr Fox advised that he was willing to be on the Planning and Environmental Committee as was Cllr Hobbs. Cllr Hobbs did advise that he would wish to be taken off the Finance Committee.

3179. To discuss current concerns about the lack of the grass cutting within the Town

The Council had received many complaints about the grass cutting within the Town this year. Most were relating to an inadequate cutting regime which meant that because of the weather conditions this year the grass was extremely long between cuts which was making the town look un-kept and untidy. There followed a full discussion relating to future grass cutting in the Town and whether or not the Town Council should take this service over from the BCKL&WN.

It was agreed to ask the current working party for Town Maintenance to also look into future grass cutting.

Proposed – Cllr Starreveld

Seconded – Cllr Doyle

‘That the current working party for Town Maintenance (Cllrs’ Daymond, Hobbs, Starreveld and Mrs Thompson) be asked to also investigate future grass cutting in the Town’

All in favour

3180. To receive update from the Community Infrastructure Levy (CIL) Sub Committee

There was nothing to report to this meeting.

3181. To receive update on the new Local Council Award Scheme

Cllr Fox explained that after recent investigation into the Local Award Scheme it was, at this time, not felt to be of any advantage to the Council to proceed with trying to obtain the gold award.

Proposed – Cllr Fox

Seconded – Cllr Brown

‘That the application for the Local Council Award Scheme be left on the table for the immediate future’

All in favour

3182. To receive update from Neighbourhood Plan Sub Committee

Cllr Starreveld advised that the subcommittee had met and each member had been assigned a theme and had been asked to update any information already formulated. Once all the information and proposed policies were brought back to the subcommittee they would then be forwarded to Jayne Cole from LCPAS to be put in a format which could be taken forward for public consultation and scrutiny. The process needed to be fast tracked through with basic policies as these could be added to in the future.

3183. To receive report on the Downham Market Festival

There was no report for this meeting.

3184. To receive report on the Joint Burial Board

There was no report for this meeting.

3185. To receive report on the Twinning Club

The Clerk advised members that when the Twinning Club visits Civray September/Oct 2016 the Town Council would need to send a gift to commemorate the 40th Anniversary of twinning between the two towns.

It was suggested that a mosaic by a local artist should be bought and presented to Civray.

Proposed – Cllr Lawson

Seconded – Cllr Brown

‘That a mosaic is purchased as the gift for Civray up to the value of £195.00’

All in favour

3186. To receive report on the Jubilee Community Centre

This had been discussed under item 3177.

3187. Update on future events

Cllr Everitt provided an update on future events:

Water Festival – August

Chinese Moon Festival - October

Community Fair – October

Wedding Fayre – October

Halloween – October

Christmas Light Switch on – November

There is also hoped to be various events on the Town Square.

3188. To receive verbal report from the Human Resources Committee

There was no verbal report.

3189. To discuss any urgent items as agreed by the Mayor.

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

3190. Mayor's Announcements

There were no Deputy Mayor's announcements.

3191. To receive confidential Human Resources Report

Proposed – The Deputy Mayor, Cllr Daymond

Seconded – Cllr Stacey

'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.

The meeting came out of confidentiality

Proposed – Cllr Judge

Seconded – Cllr Brown

'That the HR Committee is given the delegated responsibility to fill the vacancy for an Operations & Maintenance Supervisor'

All in favour

The Deputy Mayor thanked everyone for attending and closed the meeting at 8:40pm.

Chairman

Date