

DOWNHAM MARKET TOWN COUNCIL MEETING
MINUTES OF MEETING HELD TUESDAY 14th JUNE 2016 AT 7:00PM

Present:	The Mayor	Cllr M C Ross
	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
		Mrs K A Mellish
		R A Pegg
		D J Sharman
		A D Stacey
		M D Starreveld
		P R Sayers
		Mrs Y A Thompson
		R Turner
	Borough Cllr	J Westrop
	Town Clerk	Mrs J M Markwell
	Deputy Town Clerk	Mr R A Davidson
	Members of the Public	1
	Press representative	1

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.

3146. To receive Members' Apologies for Absence

Apologies for absence had been received from Cllrs' Groom (family ill-health), Pyatt (illness) and Reed (business). The apologies were accepted.

3147. To receive Members' Declarations of Interest

There were no such declarations of interest.

3148. To approve the minutes of the Town Council meetings held on Tuesday 12th April (pages 5326 - 5331), Tuesday 10th May (pages 5352 – 5358) and Tuesday 17th May, 2016 (pages 5359 – 5364)

The minutes of the Town Council meetings held on Tuesday 12th April (pages 5326 -5331), Tuesday 10th May (pages 5352 – 5358) and Tuesday 17th May, 2016 (pages 5359 – 5364) were approved.

Adjourn meeting for public participation and reports

The Mayor, Cllr Ross, adjourned the meeting.

Police Representative

There was no Police report.

County Councillor report

There was no County Councillor report.

Borough Councillor report

There was no Borough Councillor report.

Public Participation

Cllr Stacey extended his thanks for the Diamond Wedding Anniversary card and kind wishes that he and his wife had recently received.

The Mayor Cllr Ross resumed the meeting.

3149. To receive correspondence

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

3150. To receive Councillors' Questions

Cllr Pegg questioned that, in view of yet another bank closure in the town being announced, should the Town Council write to the constituency MP seeking her support. It was agreed this course of action should be taken.

Cllr Doyle explained that the Town Council had previously explored the possibility of taking over grass cutting within the town and due to the current situation should this idea be revisited. It was answered that following an inspection visit by the Borough Council Operations Manager a two man team had been established dedicated solely to the town on these duties. Two councillors confirmed they had subsequently witnessed these duties being undertaken.

Cllr Doyle lamented the amount and size of weeds on the town's roads and paths. It was answered that NCC Highways will shortly be undertaking a scheduled weed killing programme around the town.

Cllr Judge again raised the issue of inappropriate vehicle use on the access road running parallel to the rear of Railway Road. It was explained that often such development improvements are unfortunately not completed until the end of a development project but was agreed a site visit should be arranged.

Cllr Lawson announced a community event initiative to showcase Downham Market in 2017 and would like to enlist Council logistical support and 'services in kind'.

Cllr Brown reported upon complaints he had received about a person who sets off powerful fireworks annually on their birthday. Despite the actions apparently being unlawful he was advised the Borough Council Community Safety and Neighbourhood Nuisance Team did not consider this to be a regular enough occasion to warrant investigation.

3151. To adopt the Standing Committee Minutes of:

Finance Committee

Cllr Hobbs advised that he had in fact been in attendance at the 26th April meeting, the minutes of which were about to be adopted.

Proposed – Cllr Mrs Thompson

Seconded – Cllr Judge

‘That the minutes of the Finance Committee meeting of Tuesday 26th April, 2016 (pages 5339 - 5341) – approved are adopted’

All in favour

Planning & Environmental Committee

Proposed – The Deputy Mayor Cllr Daymond

Seconded – Cllr Mrs Thompson

‘That the minutes of the Planning & Environment Committee meetings of Tuesday 03rd May (pages 5345 – 5348) and Wednesday 18th May, 2016 (pages 5365 – 5366) – approved are adopted’

All in favour

Property Committee

Proposed – Cllr Pegg

Seconded – Cllr Doyle

‘That the minutes of the Property Committee meetings of Tuesday 15th March (pages 5303 – 5306) and Tuesday 19th April, 2016 (pages 5332 – 5335) - 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 23rd March (pages 5313 – 5316) and Wednesday 27th April, 2016 (pages 5342 – 5344) – approved are adopted’

All in favour

3152. To receive the Clerk’s report

There was no Clerk’s report.

3153. Payment of Bills

There were no bills for payment.

3154. To approve the accounts for the financial year 2015/16 as agreed by the Finance Committee meeting of 2nd June 2016

Proposed - Cllr Lawson

Seconded – Cllr Stacey

‘That Council approves the accounts for the financial year 2015/16 as agreed by the Finance Committee meeting of 2nd June 2016’

All in favour

3155. To approve the Governance Statement for the financial year 2015/16

Proposed – Cllr Brown

Seconded – Cllr Doyle

‘That Council approve the Governance Statement for the financial year 2015/16’

All in favour

3156. To receive verbal report from the Human Resources Committee

With the agreement of members, the Mayor brought this item forward.

The Chairman Cllr Judge advised members of three matters:

- Proposed pay awards
- Notification received of a member of staff retiring on 02nd October 2016
- Encouraging, where possible, councillors to visit the office between 9.30am and 1.00pm

Proposed – Cllr Judge

Seconded – Cllr Brown

‘That Council agrees to implement the Human Resources Committee previously identified review of pay scales and to implement the nationally agreed 1% pay award’

All in favour

3157. To receive update from the Community Infrastructure Levy (CIL) Sub Committee

Cllr Lawson addressed the meeting. He explained that a slight change in tack might be proposed as during their last meeting members had discussed that whilst the group had initially advocated instructing specialist solicitors, an alternative route of engaging a training consultancy proven in dealing with CIL/Section 106 resolution disputes, had emerged. Consequently, they had agreed to seek a quotation from this provider in time for consideration at their next meeting to be held on 12th July. Cllr Lawson explained that a further letter was to be sent to the Borough Council seeking confirmation the ‘consultation clock’ has indeed stopped and express the Town Council’s disappointment with the Borough Council’s vague responses to date.

3158. To receive update on the new Local Council Award Scheme

Cllr Fox explained he was working with the Senior Administrator on a weekly basis.

3159. To receive update from Neighbourhood Plan Sub Committee

The new Chairman Cllr Starreveld advised a meeting had been arranged for 23rd June and in preparation a review of the process undertaken so far was being conducted.

3160. To elect member onto the Human Resources Committee

An application from Cllr Pyatt had been received.

Proposed – Cllr Pegg

Seconded – Cllr Doyle

‘That Cllr Pyatt be elected onto the Human Resources Committee’

All in favour

3161. To receive report on the Downham Market Festival

The Mayor Cllr Ross reported on a most successful Festival Week with good spectator numbers on Carnival Day and a varied programme of well supported events throughout the week.

3162. To receive report on the Joint Burial Board

Cllr Fox advised there had not been a meeting since his last Council report. He was grateful to those who had alerted him to the partially collapsed carrstone cemetery wall which was in the process of being repaired.

3163. To receive report on the Twinning Club

The Mayor Cllr Ross advised members of the next two forthcoming meetings.

3164. To receive report on the Jubilee Community Centre

The Chairman of the Jubilee Community Centre Management Committee Cllr Sharman advised councillors that having received a revised fee proposal from the architects (Chaplin Farrant) to see the project progress from its current state through to completion agreement, meetings were being arranged with both the architects and Tim Wall (Leisure Consultant).

3165. Update on future events

Cllr Everitt provided a comprehensive update (Appendix 2).

3166. To discuss any urgent items as agreed by the Mayor.

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

3167. Mayor's Announcements

The Mayor advised, since the last Council meeting, she had represented the town at some 29 occasions, predominantly during Festival Week which she had thoroughly enjoyed. Aside of festival duties she had also attended the Royal Air Force Marham Freedom of the Borough Parade, attended the June Silverthreads monthly meeting, visited Downham Market Academy and the Railway Station in connection with Downham In Bloom.

The Mayor showed the Griffin sculpture received following the recent Civray twinning visit and the brass name plaque commemorating the late Cllr Mrs Sheila Nunn which is to be fixed to the wooden bench in the Town Council Office garden.

3168. To receive confidential Human Resources Report

There was no confidential report.

The Mayor thanked everyone for attending and closed the meeting at 7:50pm.

Chairman

Date