

**DOWNHAM MARKET TOWN COUNCIL MEETING**  
**MINUTES OF MEETING HELD TUESDAY 08<sup>th</sup> MARCH 2016 AT 7:00PM**

Present:	The Mayor	Cllr J K Fox
	The Deputy Mayor	Cllr F E Daymond
	Councillors	M Brown
		J W Doyle
		J Groom
		B Hobbs
		R L Judge
		D Lawson
		C Pyatt
		M Ross
		D J Sharman
		A D Stacey
		M D Starreveld
		P R Sayers
		Mrs Y A Thompson
		R Turner
	County Cllr	A White
	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.

**3065. To receive Members' Apologies for Absence**

Apologies for absence had been received from Cllrs' Everitt (unwell), Mrs Mellish (BCKL&WN meeting) and Pegg (unwell). The apologies were accepted.

Cllr Reed did not attend the meeting.

**3066. To receive Members' Declarations of Interest**

There were no such declarations of interest.

**3067. To approve the minutes of the Town Council meeting held on Tuesday 09<sup>th</sup> February, 2016 (pages 5273 - 5277)**

The minutes of the Town Council meeting held on Tuesday 09<sup>th</sup> February, 2016 (pages 5273 - 5277) were approved.

**Adjourn meeting for public participation and reports**

The Mayor, Cllr J Fox, adjourned the meeting.

Firstly, the meeting received a presentation (Appendix 1) from Carol Allen, Local Action Group Lead Facilitator.

**Police Representative**

There was no Police report.

**County Councillor report**

There was no County Councillor report. County Cllr White responded to queries raised regarding the ongoing Bridge Street/High Street resurfacing works.

**Borough Councillor report**

There was no Borough Councillor report.

**Public Participation**

No members of the public wished to participate, however Cllr Sharman wished to address the meeting in that capacity. He raised concerns as to the state of the BCKL&WN public conveniences on the Town Hall Car Park explaining he considered them not to be fit for purpose. As an interim measure he had arranged for the Town Hall toilets to be made available to Market Traders although he acknowledged this did little to assist visitors to the town. Awaiting a survey commissioned by one of the Executive Directors of BCKL&WN he urged the Borough Councillors to lobby for the necessary improvements and for the Town Council to lend their support.

Secondly, the Deputy Mayor Cllr Daymond brought members' attention to the fact that BCKL&WN intended to charge a £5.00 excess for all cash payments made for the brown bin collection service.

Following these representations the Mayor Cllr Fox resumed the meeting.

**3068. To receive correspondence**

A list of correspondence had been circulated (Appendix 2).

**3069. To receive Councillors' Questions**

There were no such questions.

**3070. To adopt the Standing Committee Minutes of:**

**Finance Committee**

**Proposed – Cllr Pyatt**

**Seconded – Cllr Mrs Thompson**

**'That the minutes of the Finance Committee meeting of Tuesday 26<sup>th</sup> January, 2016 (pages 5257 - 5259) – approved are adopted'**

**All in favour**

**Property Committee**

**Proposed – Cllr Sharman**

**Seconded – Cllr Doyle**

**'That the minutes of the Property Committee meeting of Tuesday 19<sup>th</sup> January, 2016 (pages 5251 – 5254) – approved are adopted'**

**All in favour**

**Planning & Environmental Committee**

**Proposed – The Deputy Mayor Cllr Daymond**

**Seconded – Cllr Lawson**

**‘That the minutes of the Planning & Environment Committee meetings of Wednesday 20<sup>th</sup> January (pages 5255 – 5256) and Tuesday 02<sup>nd</sup> February, 2016 (pages 5264 – 5268) – approved are adopted’**

**All in favour**

**Community Development Committee**

**Proposed – Cllr Ross**

**Seconded – Cllr Hobbs**

**‘That the minutes of the Community Development Committee meeting of Wednesday 03<sup>rd</sup> February, 2016 (pages 5269 – 5272) – approved are adopted’**

**All in favour**

**Town Hall Committee**

**Proposed – Cllr Sharman**

**Seconded – Cllr Stacey**

**‘That the minutes of the Town Hall meeting of Wednesday 27<sup>th</sup> January, 2016 (pages 5260 – 5263) – approved are adopted’**

**All in favour**

**3071. To receive the Clerk’s report**

The Deputy Clerk reminded members of the next LCPAS training session on the topic of Local Council Finance to be held on 11<sup>th</sup> March. He further reminded members of the date of the Annual Town Meeting which is to be held in the Town Hall on Thursday 07<sup>th</sup> April at 6:30pm.

**3072. Payment of Bills**

There were no bills for payment.

**3073. To agree for planning permission to be sought for Jubilee Community Centre**

With the agreement of all present, the Mayor Cllr Fox moved item 19 of the agenda to be included in the discussion on this item.

The Chairman of the Jubilee Community Centre Management Committee Cllr Sharman explained that amended designs had been received from the architect incorporating all the feedback the Management Committee had recommended. As such, if these plans were to be acceptable to the Management Committee, the next step of the process was to seek planning approval.

**Proposed – Cllr Sharman**

**Seconded – Cllr Groom**

**‘That Council agrees to planning permission being sought for the Jubilee Community Centre improvements’**

**All in favour**

**3074. To receive revised Financial Regulations 2016**

Members had already received a paper copy. This would be left on the table and discussed at the next meeting.

**3075. To receive recommendation from the Finance Committee meeting of 23<sup>rd</sup> February, 2016**  
**‘That this Council will be an ‘opted in’ authority within the new Audit Regime’**

The Chairman of the Finance Committee Cllr Pyatt appraised members.

**Proposed – Cllr Pyatt**

**Seconded – Cllr Hobbs**

**‘That this Council will be an ‘opted in’ authority within the new Audit Regime’**

**All in favour**

**3076. To discuss Flag Raising for Commonwealth Day on Monday 14<sup>th</sup> March 2016**

The Mayor Cllr Fox reminded members of the forthcoming Commonwealth Day celebrations and advised that Doctor Purbey of the Bridge Street Surgery had kindly agreed to perform the flag raising duties.

**3077. To discuss community celebration to mark HM The Queen’s 90<sup>th</sup> Birthday**

Cllr Turner advised members that arrangements were progressing nicely and Hillcrest School Choir had kindly agreed to perform. Cllr Turner was hopeful Downham Market Swing Orchestra would also be performing.

**3078. To receive update on the new Local Council Award Scheme**

The Mayor Cllr Fox advised that the application continues to be progressed.

**3079. To receive update on the Neighbourhood Plan**

Members were advised that work continued with the differing objectives being refined.

**3080. To receive report on the Downham Market Festival**

Cllr Ross reported the Festival Committee are to have an information stall on the market on Good Friday (25<sup>th</sup> March 2016).

**3081. To receive report on the Joint Burial Board**

The Mayor Cllr Fox advised a meeting had been held earlier in the afternoon. He was pleased to report the cemeteries had been tidied up and this work had exposed previously hidden tombstones.

**3082. To receive report on the Twinning Club**

Cllr Ross advised members that the group were hosting 22 visitors for the May exchange and the programme for this visit was almost complete.

**3083. To receive report on the Jubilee Community Centre**

This item had already been reported upon at item 3073.

**3084. To receive report on Town events**

Cllr Turner reported the next forthcoming engagements were HM The Queen's 90<sup>th</sup> Birthday celebrations on Thursday 21<sup>st</sup> April followed by the St Georges Day celebrations being held, this year, on Friday 22<sup>nd</sup> April to facilitate the attendance of local school children.

**3085. To receive verbal report from the Human Resources Committee**

The Chairman Cllr Judge asked for the committee's thanks to be recorded to staff for their excellent arrangements for the recent RAF Marham Centenary Civic Reception.

**3086. To discuss any urgent items as agreed by the Mayor.**

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

**3087. Mayor's Announcements**

A list of the past month's mayoral engagements was circulated (Appendix 3).

**3088. To receive confidential Human Resources Report**

There was no confidential report.

The Mayor thanked everyone for attending and closed the meeting at 8:25pm.

**Chairman**

**Date**