

DOWNHAM MARKET TOWN COUNCIL MEETING
MINUTES OF MEETING HELD
TUESDAY 11TH SEPTEMBER 2018 AT 7:00PM

Present:	The Mayor	Cllr D J Sharman
	Deputy Mayor	Cllr J W Doyle
	Councillors	F E Daymond
		J K Fox
		R L Hayes
		R A C Hepworth
		A Pickering
		C Pyatt
		A D Stacey
		R Turner
		J L Woodmin
	Acting Town Clerk	Mrs N Westwood
	Deputy Clerk	Mr R A Davidson
	Senior Administrator	Ms C Dornan
	Borough Cllr	J Westrop
	County Cllr	A White
	Public	0

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.

Members were asked to remain standing for a 1-minute silence in reflection of the recent loss of Councillor Marion Ross.

Ms C Dornan, the newly appointed Senior Administrator, was welcomed.

3675. To receive Members' Apologies for Absence

Apologies for absence had been received from the Cllrs' J Groom (family ill-health), B Hobbs (holiday), R Horne (holiday), D Lawson (work) R Pegg (ill-health) and J Reed (ill-health).

The apologies were accepted.

Cllr M Starreveld did not attend the meeting.

3676. To receive Members' Declarations of Interest

There were no such declarations.

3677. To approve the minutes of the Full Council meeting on Tuesday 10th July (pages 6138 – 6143) and the Extraordinary Town Council meeting on Wednesday 15th August 2018 (pages 6166 – 6167)

The minutes of the Full Council meeting on Tuesday 10th July (pages 6138 – 6143) and the Extraordinary Town Council meeting on Wednesday 15th August 2018 (pages 6166 – 6167) were accepted as a true and accurate record.

Cont....

Adjourn meeting for public participation and reports

The Mayor, Cllr Sharman, adjourned the meeting.

Police report

There was no Police representative in attendance.

County Councillor report and questions

Cllr White informed members that the footpath off Nightingale Walk Modification Order adding the footpath to the Definitive Map had been granted.

Complaints have been received regarding parked cars down Fairfield Road. Cllr White advised that this would be best monitored through the NCC Market Town Network Improvement Strategies programme or to be addressed with the car park charging implementation.

Borough Councillors report and questions

Borough Cllr Westrop informed members that she has been very busy the past three months and gave a summary on projects she has been working on. Some of the projects have been outside of ward duties but, she contended, may well be of interest to the Town Council. There is a Riverside & Pontoon development project at King's Lynn that could be extended down to Downham Market and Denver; and a Single Use Plastics project, looking into recycling practices, and waste disposal. If the Town Council is interested in either of these projects, Cllr Westrop will need to be informed on which committee they would report to.

Cllr Fox advised that the Riverside and Pontoon project would sit best with the Community Development Committee and the single use plastic project with the Planning & Environmental Committee.

Cllr Westrop also brought to Councillors attention that members of the electorate have been questioning value for money of the 'Town Council's Special Expenses'.

Cllr Hayes asked for clarification on 'Special Expenses', querying did Cllr Westrop mean the Town Council Precept or the Borough Council's Special Expenses levied against the Town Council for Borough Council administered tasks? Cllr Westrop clarified that both were being questioned.

Cllr Doyle commented that the Town Council would also like more information on the Special Expenses breakdown.

Cllr Westrop advised that discussions are currently being held under commercial confidentiality, therefore she is not able to answer any questions.

Public Participation

There were no members of the public present and no members wished to address the committee in such a capacity.

Accordingly, the Mayor resumed the meeting.

Cont....

3678. To receive Councillors' Questions

Cllr Fox encouraged members to produce reports for the bi-monthly Town Council newsletter emphasising the public need to be aware of what the Town Council are doing. The current editor, Cllr Turner, will not be standing for election in May; this means that another editor for the newsletter is required.

3679. To adopt the Standing Committee Minutes of:

Community Development Committee

Proposed – Cllr Pickering

Seconded – Cllr Daymond

‘Community Development Committee meetings of Wednesday 6th June (pages 6100 – 6103) and Wednesday 4th July 2018 (pages 6127 – 6131) – as approved’

All in favour

Finance & General Purposes Committee

Proposed – Cllr Hayes

Seconded – Cllr Pickering

‘Finance & General Purposes Committee meetings of Tuesday 29th May (pages 6085 – 6088), Tuesday 26th June (pages 6121 – 6123) and Tuesday 24th July 2018 (pages 6151 – 6153) – as approved’

All in favour

Planning & Environmental Committee

Proposed – Cllr Fox

Seconded – Cllr Sharman

‘Planning & Environment Committee meetings of Monday 9th July (pages 6132 – 6137), Wednesday 18th July (pages 6148 – 6150), Tuesday 7th August (pages 6160 – 6165) and Wednesday 22nd August 2018 (pages 6172 – 6174) - as approved’

All in favour

Property Committee

Proposed – Cllr Pyatt

Seconded – Cllr Turner

‘Property Committee meetings of Tuesday 19th June (pages 6113 – 6117) and Tuesday 24th July 2018 (pages 6144 – 6147) – as approved’

All in favour

Town Hall Committee

Proposed – The Mayor, Cllr Sharman

Seconded – Cllr Stacey

‘Town Hall Committee meetings of Wednesday 27th June (pages 6124 – 6126) and Wednesday 24th July 2018 (pages 6178 – 6180) – as approved’

All in favour

3680. Payment of Bills

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

Members noted that the total had not calculated correctly.

Proposed – Cllr Hayes

Seconded – Cllr Fox

‘That subject to the above amendment the Full Council bills be paid as per the attached schedule.’

All in favour

3681. Clerks Report

The Clerk informed members that the Electoral Officer has been informed of the two councillor vacancies and notices will be displayed around town and on social media.

3682. To receive update on the Extraordinary Town Council meeting held on Thursday 06th September 2018

Cllr Hayes reported, at the Extraordinary meeting of the Town Council held on Thursday 6th September, there was a majority vote in favour of progressing for car park charging. The Car Park Management Strategy Sub-Committee has now completed its remit and will need to be rescinded and reformed. This will be an agenda item for the next Full Council meeting. Can councillors who are interested in becoming members please liaise with the Deputy Clerk.

3683. To discuss purchasing Memorial Sculpture

Members discussed purchasing a Memorial Sculpture at the cost of £750.00 + VAT. An agreement was reached that this item would need to be discussed by the Finance & General Purposes Committee to see if there is money in the budget.

3684. To receive report from the Neighbourhood Plan Advisory Committee

Cllr Hobbs had given his apologies for this meeting, therefore there was no report.

3685. To receive report on the Downham Market Festival – Cllr Pickering

Cllr Pickering reported that Downham Market Festival AGM is being held in the Town Hall on Wednesday, 26th September at 7pm and everyone is welcome. Feedback has been very positive. Acts have already been booked for next year.

3686. To receive report on the Joint Burial Board – Cllr Fox

Cllr Fox had nothing to report. The next meeting of the Joint Burial Board is on Wednesday, 26th September.

Cont....

3687. To receive report on the Twinning Club

No members of the Twinning Club were in attendance.

3688. To receive report on the Jubilee Community Centre – Cllr Sharman

Cllr Sharman had nothing to report.

3689. To receive verbal report from the Human Resources Committee

Cllr Hayes reported that the second newly recruited member of staff will start work the first week in October. The next HR meeting will be tomorrow evening.

3690. Mayor's Announcements

a) Annual Stone Cross Memorial Service – 25th September 2018

Members were reminded of the Stone Cross Memorial Service

An email of thanks from the previous Town Clerk was read to members.

The Mayor, Cllr Sharman reminded members of the memorial service in the Town Hall tomorrow from 12:30pm for the late Cllr Marion Ross. The Town Hall flag will be flown at half-mast for the day.

Proposed – The Mayor, Cllr Sharman

Seconded – Cllr Hayes

‘To invoke Standing Order 3d, that in view of the confidential nature of the business about to be transacted, namely Council owned Properties and financial implications, 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

3691. To receive confidential report from the Human Resources Committee

There was no such report.

3692. To discuss sale of Council owned property

Recommendations from Finance & General Purposes Committee:

Proposed – Cllr Pickering

Seconded – Cllr Pyatt

‘That the offer received to purchase the land to the rear of the Morrisons store is rejected’

Proposed – Cllr Pickering

Seconded – Cllr Stacey

‘That it is accepted in principle that rent payable by Morrisons for the piece of land adjacent to the store and the licence for the trolley bays be regranted on the understanding that the increase/reduction is in line with the percentage increase/reduction in the food store rent and subject to an annual uplift in CPI’

Cont....

The meeting came out of confidentiality.

Cllr Stacey left the meeting.

Proposed – Cllr Pickering

Seconded – Cllr Pyatt

‘That the offer received to purchase the land to the rear of the Morrisons store is rejected’

All in favour

Proposed – Cllr Pickering

Seconded – Cllr Hayes

‘That it is accepted in principle that rent payable by Morrisons for the piece of land adjacent to the store and the licence for the trolley bays be regranted on the understanding that the increase/reduction is in line with the percentage increase/reduction in the food store rent and subject to an annual uplift in CPI’

All in favour

The Mayor thanked everyone for attending and closed the meeting at 8:00pm.

Chairman

Date