

DOWNHAM MARKET TOWN COUNCIL MEETING
MINUTES OF MEETING HELD TUESDAY 13th FEBRUARY, 2018 AT 7:00PM

Present:	The Mayor	Cllr F E Daymond
	Councillors	J W Doyle
		J K Fox
		R Hayes
		R A C Hepworth
		R Horne
		D Lawson
		R A Pegg
		A Pickering
		C Pyatt
		M Ross
		D J Sharman
		A D Stacey
		R Turner
	County Cllr	A White
	Town Clerk	Mrs J M Markwell
	Deputy Town Clerk	Mr R A Davidson
	Public	3

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.

Due to the non-attendance of both the Mayor Cllr Daymond and Deputy Mayor Cllr Mrs Thompson, it was necessary to appoint a chairman.

Proposed – Cllr Fox Seconded – Cllr Ross

‘That Cllr A Stacey be appointed chairman for the meeting’

All in favour

At 7:04pm the Mayor Cllr Daymond arrived and assumed the chairmanship, apologising for his late attendance.

3534. To receive Members’ Apologies for Absence

Apologies for absence had been received from the Deputy Mayor Cllr Mrs Thompson (ill-health), Cllrs’ B Hobbs (business), J Lofthouse (business), J Reed (ill-health), M Starreveld (business) and Borough Councillor J Westrop (Borough Council meeting). The apologies were accepted.

Cllr J Groom did not attend the meeting.

3535. To receive Members’ Declarations of Interest

There were no such declarations.

3536. To approve the minutes of the Extraordinary Town Council meeting held on Wednesday 22nd November 2017 (pages 5901 – 5904) and Town Council meeting held on Tuesday 09th January 2018

The minutes of the Extraordinary Town Council meeting held on Wednesday 22nd November 2017 (pages 5901 – 5904) and Town Council meeting held on Tuesday 09th January 2018 were approved.

Adjourn meeting for public participation and reports

The Mayor, Cllr Daymond, adjourned the meeting.

Police Representative

There was no Police attendance nor Police report.

County Councillor report

County Cllr White advised members that the Public Rights of Way clearance was underway using his Local Member Fund for Highways Projects Allowance. Initial public response was highly appreciative.

In respect of a query raised regarding maintenance of private roads where a public right of way is in existence, such as Bridle Lane and Rabbit Lane, County Cllr White explained he was arranging for site inspections to be undertaken to ascertain if there were any associated county council responsibilities.

Cllr Pickering asked that his thanks be recorded to County Cllr White for arranging the brown Heritage Centre information signs.

Cllr Fox, on behalf of the Council, formally thanked County Cllr White for delivering the Public Rights of Way clearance project.

Borough Councillor report

There was no Borough Councillor in attendance nor report.

Public Participation

Mr M Howland asked that a replacement Public Footpath sign be reinstated at the Ryston End end of Nightingale Lane and sought clarification regarding the 3-minute speaking right.

Mrs J Alfred introducing herself as Chairman of Downham Dementia Society advised that following each committee's deliberations regarding Project Priorities, she was looking forward to hearing the Town Council's overall intention.

Cllr Lawson answering in Cllr Starreveld's absence, advised that, unfortunately, matters were progressing slowly.

Mr R Ehlers advised that on the enclosed Town Hall noticeboard only the first page of Town Council agendas are ever visible, and asked for this to be rectified.

Secondly, Mr Ehlers asked if, owing to the absence of Cllrs' Hobbs and Starreveld, any updates would be given on the Neighbourhood Plan and Town Council Project Priorities. The Mayor Cllr Daymond advised no updates would be given.

Following these representations, the Mayor Cllr Daymond resumed the meeting.

3537. To receive Councillors' Questions

Cllr Fox made a statement explaining his intention to step down from organising the monthly Town Hall Cinema showings. Outlining the role and explaining there was a very experienced team to assist, he asked councillors to consider becoming the new Cinema Leader to assist with a smooth transition.

3538. To adopt the Standing Committee Minutes of:

Planning & Environmental Committee

Proposed – Cllr Fox

Seconded – Cllr Lawson

‘That the minutes of the Planning & Environmental Committee meetings of Tuesday 02nd January (pages 5930 – 5934), and Wednesday 17th January 2018 – as approved, are adopted’

All in favour

3539. Payment of Bills

There were no bills for payment.

3540. To agree and adopt the recommended Standing Orders amendments

The Standing Orders amendments had been left on the table from the January meeting. Cllr Stacey introduced the topic, giving a commentary and recommending the amendments to members.

Cllr Hayes, expressing her appreciation for the work undertaken, stated that in view of recent queries raised in respect of Standing Orders and being unsure whether the amendments were fully General Data Protection Regulation (GDPR) compliant, asked they be left on the table for a further month and councillors be provided with a copy of NALC Model Standing Orders for comparison.

Cllr Stacey, in response, considered it important that the work the group had undertaken during the past year be recognised and urged councillors to adopt them in their entirety and make any amendments where necessary. This view was supported by Cllr Fox. Cllr Lawson also endorsed this view, citing amendments were a ‘moveable feast’.

Proposed – Cllr Hayes

‘That Council does not accept the Standing Orders amendments at this meeting and they remain on the table for a further month until such time a copy of Model Standing Orders is received for comparison’

This proposal did not receive a seconder and was therefore not supported

Proposed – Cllr Stacey

Secunder – Cllr Pegg

‘That the Standing Orders amendments be adopted’

For 13 Against 1

3541. To review Annex E – Structure of Downham Market Town Council Committees

Cllr Fox provided a commentary with a copy (Appendix 1) left on the table for discussion at the next meeting.

3542. To receive recommendation from Planning & Environmental Standing Committee meeting of 06th February 2018

Cllr Fox introduced this item, explaining that there are occasions when planning applications are received after the Planning & Environmental Committee Agenda has been circulated and for which the statutory response deadline is prior to the next meeting of that committee; warning of the reputational damage that the Council could suffer no longer having a window of opportunity to comment and accordingly the Council could lose the right to make representations. He therefore commended that Standing Orders be amended to allow such applications to be considered (Appendix 2).

Cllr Hayes questioned 'that having just adopted the amended Standing Orders, we are now amending the amended Standing Orders'.

Cllr Doyle suggested an alternative idea could be to have an agenda item entitled "Any late plans received".

Cllr Stacey suggested leaving the matter to the next meeting of the Standing Orders working party.

Cllr Hayes advised the problems identified by the Planning & Environmental Committee applied equally to the Human Resources Committee.

Cllr Pegg counselled 'that nothing can be discussed in a council meeting unless it is on an agenda' citing a 1918 stated case.

Cllr Fox reminded members that should the situation not be resolved there will be occasions when the Town Council would lose the opportunity to comment on applications.

Cllr Hepworth recommended the matter should be brought to the attention of the Standing Orders working party for them to undertake the appropriate research.

Following discussion, a proposal was received.

Proposed – Cllr Fox Seconded – Cllr Turner

'In the event of planning applications being received from the Borough Council of King's Lynn and West Norfolk or Norfolk County Council by the Town Council Office after the Planning and Environmental Committee Agenda has been issued these applications should be circulated to all Councillors and then may be considered as part of the Agenda'

For 8 Abstention 6

3543. To discuss Norfolk County Council's proposed Norwich Western Link (NWL) infrastructure project

Members had received a copy of the correspondence (Appendix 3) seeking parish/town council support for the project. Amidst discussion, members were not persuaded to lend their support.

3544. To review the Chairs' Meeting procedures in respect of agendas and minutes

It was reported this item had been requested by Cllr Starreveld at the last meeting.

Cllr Sharman opened the discussion stating it was important for chairs to meet and discuss without agendas, as a way of keeping informed. He was affronted that a councillor who was not a chair should dictate the way the meeting was managed.

Cllr Pyatt was concerned as to the additional workload unnecessarily caused to staff.

Cllr Pegg counselled that within Standing Orders the Mayor and Deputy Mayor are instructed to meet monthly with the Chairs and that such a meeting is not within the auspices of a committee/sub-committee/working party arrangement.

Cllr Stacey agreed, citing the gathering was 'a discussion forum and not a meeting'.

Cllr Hayes suggested the matter be adjourned to allow Cllr Starreveld the opportunity to express his thoughts.

The Mayor Cllr Daymond stated his intention to remove the matter from future agendas.

3545. To discuss Town Council Project Priorities

Due to the absence of Cllr Starreveld there was no update.

3546. To receive report from the Neighbourhood Plan Sub-Committee

Due to the absence of the Chairman Cllr Hobbs there was no update.

Cllr Doyle stated that chairs knew that reports were required and, if not in attendance, should submit a written report.

Cllr Pyatt agreed but suggested chairs should nominate a deputy or other representative to give an update reminding members it was unacceptable to the attending public, as in the case of 2 attendees this evening and slowed down the overall process.

3547. To receive report on the Downham Market Festival

Cllr Pickering reported that matters in respect of stalls, entertainment and acts were all progressing well. He advised Your Local Paper were producing the Festival Programme.

3548. To receive report on the Downham Market and Downham West Joint Burial Board

There was no report.

3549. To receive report on the Twinning Club

Cllr Ross reported that the popular French Café day would once again be a feature of the Festival.

3550. To receive report on the Jubilee Community Centre

Cllr Sharman advised members that there were no new developments to bring to the attention of Council.

3551. To receive verbal report from the Human Resources Committee

The Chairman Cllr Hayes advised members of the background to the two proposals put forward by the Human Resources Committee.

Proposed – Cllr Hayes Seconded – Cllr Pyatt

‘That membership of The Society of Local Council Clerks (SLCC) be arranged for the Assistant to the Clerk’

All in favour

Proposed – Cllr Hayes Seconded – Cllr Ross

‘To agree to recruit General Duties Officer’

All in favour

3552. Mayor’s Announcements

There were no such announcements.

With the agreement of the Mayor, Cllr Stacey spoke advising members of Cllr Fox and his intention to step down from the Standing Orders working party and requesting other members to consider volunteering for this important work.

Cllrs’ Hayes, Hepworth and Pickering all volunteered.

The Clerk advised this needed to proceed by way of the Finance & General Purposes Committee.

3553. To receive confidential report from the Human Resources Committee

There was no such confidential report.

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

Chairman

Date