

DOWNHAM MARKET TOWN COUNCIL MEETING
MINUTES OF MEETING HELD TUESDAY 10TH JULY, 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 A C Hepworth
		B Hobbs
		R Horne
		D Lawson
		A Pickering
		C Pyatt
		J J Reed
		A D Stacey
		M D Starreveld
		Y A Thompson
		R Turner
	County Cllr	A White
	Town Clerk	Mrs J M Markwell
	Assistant to the Clerk	Mrs N Westwood
	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.

3650. To receive Members' Apologies for Absence

Apologies for absence had been received from the Cllrs' J Groom (family ill-health), R Hayes (work), R Pegg (family), M Ross (ill-health) and Borough Cllr J Westrop (work).

The apologies were accepted.

3651. To receive Members' Declarations of Interest

Cllr Hepworth declared an interest in the co-opting of a new member for Downham South Ward.

3652. To approve the minutes of the Full Council meetings held on Tuesday 15th May 2018 (pages 6069-6076) and Tuesday, 12th June 2018.

The minutes of Full Council meetings held on Tuesday 15th May 2018 (pages 6069-6076) and Tuesday, 12th June 2018 were accepted as a true and accurate record.

Adjourn meeting for public participation and reports

The Mayor, Cllr Sharman, adjourned the meeting.

To co-opt new member for Downham South Ward

The Clerk made Councillors aware that there had been three applications received. All three, were present at the meeting and asked to come forward to introduce themselves and for Councillors to ask them any questions that they felt relevant.

Mrs Josie Ratcliffe would like to thank the council for their time, however she would like to withdraw her application due to commitments she already has in place. Mrs Ratcliffe is happy to see other applicants wanting to join the council.

A paper vote was held with a majority vote for Ms Jo Woodmin.

Cllr Woodmin joined other members at the table and was welcomed onto the Town Council. The remaining applicant was thanked for her time and was advised of the upcoming elections for May 2019.

Police report

There was no Police representative in attendance.

County Councillor report and questions

Cllr White informed members that the Market Town Transport Strategy has now moved into the 2nd tranche. Towns are listed in alphabetical order with Downham Market being discussed next.

The coming years projects to be investigated could include the mini roundabout at Clackclose.

A development proposal has been mapped for single yellow line parking measures around the Hillcrest School area. Residents had requested double yellow lines however, this would stop residents as well as parents of school pupils from parking on street at all times. The proposal is for no parking during the 1st September – 31st July Mon-Fri between 8am – 9am and 3pm – 4pm. This is still in proposal stage and will need to be verified.

Cllr White has been informed that a new cabinet to enable better broadband will be installed in the Civray area planned for 2030. There is no more information, but we will be better informed in the future.

Cllr White has received many complaints about the overhanging grass at the church yard along Bexwell Road which is making pedestrians walk into the road. Cllr Fox via the Planning committee has spoken to the Borough Council who have spoken to their contractors who conveyed that the cutting will be scheduled for the end of the month.

Question from Cllr Pyatt: at a recent Councillor Surgery a member of the public had complained that there are bollards at only one end of Rabbit Lane which is enabling people to use the lane as a rat run. Could there please be a second set of bollards in place? Cllr Lawson commented that this is private land so the owners would need to be contacted.

Cllr White had also received complaints about the mess down Rabbit Lane, again this is in a privately-owned area and the residents should be doing their own clean up and paying for a skip. Cllr Lawson had recently reported two fly tipping concerns.

Question from Cllr Pyatt: at the Councillor Surgery there was a complaint that there are many people parking on street at Clackclose, suspected to be visitors of Downham Grange and Barry Hawkins Auctions. This is making the road too narrow and would create a struggle for emergency services to manoeuvre. Could Downham Grange visitors be asked to park on site or double yellow lines put in place?

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Cllr White advised that the quickest option would be to ask Downham Grange if they could try to park on site only.

Question from Cllr Pickering: can we please have an update on brown signs?

Cllr White answered: the last he had heard they had still not been ordered; this is still ongoing.

Borough Councillors report and questions

There was no Borough Councillor in attendance.

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.

3653. To receive Councillors' Questions

Cllr Pyatt received a complaint at the Councillor Surgery regarding the Howdale toilets being removed. The complainant had reported people using the grass area as a substitute.

The Mayor, Cllr Sharman advised that they have already reported concerns to the Borough Council of King's Lynn & West Norfolk.

Cllr Pyatt had received a request from a local Taxi company which has been passed to the Town Hall Committee.

Whilst on duty at the Councillor Surgery, Cllr Pyatt witnessed a Borough Council officer walk into each toilet cubicle on the Town Square, observe that they were not clean and walk away without using the facilities. The Town Clerk made Councillors aware that the Borough Council only clean the toilets once a day.

It was mentioned that the Whalebone was looking very nice however, the chapel opposite is looking very unkept. Cllr Reed will discuss the concern with Mr Carlisle.

3654. 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, 5th June 2018 (pages 6094-6099) and Wednesday, 20th June 2018 as approved be adopted’

All in favour

Property Committee

Proposed – Cllr Doyle

Seconded – Cllr Daymond

‘That the minutes of the Property Committee meeting of Tuesday, 22nd May 2018 (pages 6077-6081) as approved be adopted’

All in favour

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Town Hall Committee

Proposed – The Mayor, Cllr Sharman

Seconded – Cllr Stacey

‘That the minutes of the Town Hall Committee meeting of Wednesday, 31st May 2018 (pages 6089-6093) as approved be adopted’

All in favour

3655. Payment of Bills

There were no bills of payment.

3656. Clerks Report

The Clerk had nothing to report.

3657. To receive Downham Market Financial Regulations

The Town Clerk notified members that the Financial Regulations are on the table and are to take away until the September Full Council meeting. If any Councillor has any queries, please contact the office prior to the meeting.

3658. To discuss Members’ attendances/absences

An attendances report has been generated and is on the table. Due to not be quorate recent meetings have had to be cancelled. Apologies to attend meetings are sometimes understandable and unavoidable but members must inform the Clerk of the meeting prior to the meeting being held.

Cllr Fox reported that at a recent Planning & Environmental Committee meeting, only two members attended. Members of the public were in attendance and it was embarrassing to have to cancel the meeting on the night due to lack of numbers.

Cllr Stacey advised that taking a seat on Council, representing the electorate, top priority must be given to council meetings. Apologies must be for a very good reason. Not giving apologies at all is just bad manners.

3659. To agree additional membership of Planning & Environmental Standing Committee

Cllr Daymond would like to be appointed to the Planning & Environmental Standing Committee.

Proposed – Cllr Fox

Seconded – The Mayor, Cllr Sharman

‘That Cllr Daymond be an appointed member to the Planning & Environmental Standing Committee.’

All in favour

3660. To receive report from the Neighbourhood Plan Advisory Committee

Cllr Hobbs reported that good progress was being made. The questions for the Housing Needs Analysis are now in place and ready to take forward. Grants have been successful with monies being received for just over £2000.

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3661. To receive report on the Downham Market Festival – Cllr Pickering

Cllr Pickering reported that income is now coming in and by the next meeting he will be aware of the current finances.

3662. To receive report on the Joint Burial Board – Cllr Fox

Cllr Fox had nothing to report.

3663. To receive report on the Twinning Club

No members of the Twinning Club were in attendance. Cllr Thompson is aware that the Twinning Club had a meeting last night to finalise details for the trip to France.

3664. To receive report on the Jubilee Community Centre – Cllr Sharman

A meeting has recently been held with The Mayor, Cllr Sharman, the Deputy Mayor, Cllr Doyle, the Deputy Town Clerk Mr Davidson and Borough Cllr Brian Long. The meeting was very successful and included a visit to the Jubilee Community Centre where Cllr Long admitted he never knew it was there. It was felt that the meeting was very positive. Mr Davidson has followed the meeting up with a letter of thanks and reiterating what had been discussed.

Cllr Starreveld believed that the Borough Council of King's Lynn & West Norfolk do have an obligation to fund the project.

Cllr Thompson would like a diary entry as a reminder to follow up the letter.

3665. To receive verbal report from the Human Resources Committee

There was no verbal report.

3666. Mayor's Announcements

The Mayor and Deputy Mayor have been attending many civic events and have many more to attend this week.

To receive confidential reports

The Mayor, Cllr Sharman would like to discuss agenda item 20 before agenda item 19.

Proposed – Cllr Sharman

Seconded – Cllr Lawson

'To invoke Standing Order 3d, 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

3667. To discuss sale of Council owned property

A short update was given to members.

3668. To receive confidential report from the Human Resources Committee

The Town Clerk, Mrs Markwell and Assistant to the Clerk, Mrs Westwood left the room.

The meeting came out of confidentiality.

Proposed – Cllr Starreveld

Seconded – Cllr Lawson

‘That a written offer is made to Mrs Nikki Westwood to take on the role of Acting Clerk for a three-month probationary period to commence on the date of the offer.’

All in favour

The Town Clerk, Mrs Markwell and Assistant to the Clerk, Mrs Westwood returned to the room.

The Mayor thanked everyone for attending and closed the meeting at 9:05pm.

Chairman

Date