

**DOWNHAM MARKET TOWN COUNCIL MEETING**  
**MINUTES OF ANNUAL MEETING HELD TUESDAY 15<sup>th</sup> MAY 2018 AT 7.00PM**

Present:	The Mayor	Cllr F E Daymond
	Councillors	J W Doyle
		J K Fox
		J Groom
		Mrs R L Hayes
		B Hobbs
		R Horne
		D Lawson
		R A Pegg
		A A Pickering
		C Pyatt
		D J Sharman
		A D Stacey
		M D Starreveld
		R Turner
	Town Clerk	Mrs J M Markwell
	Deputy Clerk	Mr R A Davidson
	Assistant to the Town Clerk	Mrs N Westwood
	County Councillor	A White
	Press Representatives	0
	Members of Public	6

Those in attendance at the meeting were notified of the emergency evacuation procedure from the Town Council offices. Those present were asked to ensure that their mobile telephones were either switched off or on silent mode.

**3608. Election of Mayor**

The Mayor, Cllr Daymond, addressed the Council:

*“Heather and I have enjoyed the last year as the Mayoral representatives of the town of Downham Market; we believe we have well represented the town at the many official functions we have attended and the many unofficial ones as well. We thank you for the honour that you have bestowed on us.*

*We have opened shops, reopened public houses, assisted the MP to open up the station coffee/food bar, attended civic functions, attended civic services outside the town of Downham Market. Carried out visits to RAF Lakenheath, RAF Marham, joined the RAFA for a big band sound, Silver Threads, Silverdale, Royal British Legion, Royal British Legion Women Sections, Downham Market Town Festival, Horticultural Show, Water Festival, Crafts Fairs, Cinema in the Town Hall, Halloween Event, Community event, Mayors’ at Home, Trafalgar Day, Christmas Lights Switch On, Chinese New Year Celebrations, St Winnold Parade & Breakfast, attended Civic dinners, fun days on the Town Square, as well as many town national commemorative events, also being a Dragon from Hilgay Fen.*

*I must thank the Deputy Mayor Yvonne and her consort Paul for their support in attending the many functions that we could not attend as there were so many invites.*

*I must point out my thanks to my fellow councillors, although not always in agreement, for their support over the past year and my wishes that the Town Council moves forward harmoniously in the future with the many tasks that confronts it and lie in wait for it to grasp.*

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*I must thank all the council staff who have provided assistance, guidance and in some cases encouragement so that we may carry out the many functions that were required of us a Mayor & Mayoress of Downham Market Town Council.*

*It is my wish that the new Mayor & Deputy Mayor have a great and successful term in office and they enjoy their term of office for it should be a joy not a chore.*

*It is my intention to continue as a councillor for the foreseeable future contrary to rumours that have been circulating. That the next year be one of joy, achievement and pleasure and a great forward movement in the recognition of the town of Downham Market; The Gingerbread Town.”*

The Mayor, Cllr Daymond, asked for nominations for Mayor.

Cllr Doyle addressed the Council:

*“I would like to propose Councillor David Sharman as our Mayor for the coming mayoral year. David has given his time, dedication and expertise to the Council over many years, as well as being a councillor, he serves on the Market, Events, Christmas Lights and Water Festival committees; he is also a member of the HR committee and at present the Chair of the Town Hall and the Jubilee Centre committees, both of which have benefited from his drive and ambition to set in place improvements to the facilities offered by them to our fellow citizens.*

*For the Jubilee centre he has steered through the arduous planning process a plan which when completed will see a complete regeneration of the whole site and bring it totally fit for purpose in the twenty first century.*

*The Town Hall has seen massive improvements during his tenure as Chairman. The first was the car park side main roof and then the installation of the lift giving disabled access to the whole building, following this was the refurbishment of the assembly room, upstairs toilets, clock room, entrance hallway and stairs. Next the downstairs toilets were remodelled and recently the boilers have been replaced, the stage curtains and sound system renewed and a new cinema screen installed. His latest project is the air conditioning in the Assembly Room and the replacement of the fire doors to the car park side of the building. All this would not have been possible but for frugal management of the budget and his insistence that funds were put in place for the improvements needed.*

*It is said by their deeds so shall ye know them and I think from that you can judge the measure of the man. David is a man of drive, dignity and decorum and I therefore have no hesitation in proposing Councillor David Sharman as Mayor for the mayoral year 2018/2019.”*

Councillor Stacey addressed the Council:

*“I have known David Sharman for as long as he has been a councillor. He has already served the Council with distinction both as Deputy Mayor and as Mayor in 2013/2014.*

*For the past two years he has been Chairman of the Town Hall Committee and I have served as his deputy. In these two years his efforts have transformed the Town Hall from a rather shabby public building into the much more attractive and popular meeting place which we have today for celebrations, conferences and in particular, weddings. There is still much to be done but David has set us on the right road with a well heated, well lit space with decent carpets, decent furniture and especially, decent redesigned modern toilets.*

*Councillor Sharman is hard working and conscientious and I can think of no other councillor who is more able to take Downham Market forward into the 2018-2019 year, so it gives me great pleasure to second John Doyle’s proposal that David Sharman should be Town Mayor for the coming Council year.”*

**A vote was held, and Cllr Sharman was elected as Mayor for 2018/2019.**

**3609. Mayor Making and Declaration of Acceptance of Office**

Cllr Sharman proposed a vote of thanks to the Previous Mayor Cllr Daymond:

*“I would like to propose a vote of thanks for the effort that has been put in by the last Mayor and Mayoress during their term of office.*

*Frank and Heather have represented the town with dignity during the last year and I am sure will have made many lasting friendships as they were carrying out their civic duties and meeting other people who held office at the same time as themselves.*

*Being the mayor is a major commitment and, in many ways, takes over your life but Frank rose to the challenge and put his heart and soul into his tenure of office.*

*He was always ready to accept any request on his time to attend local clubs and groups and represent the town and council in both town and the local area, nothing it seems was too much trouble and we thank him for that.*

*So, as I have said I would like to propose a vote of thanks to the past Mayor and Mayoress for the effort they put in during their tenure of office.”*

Cllr David and Mrs Jean Sharman received their chains of office.

Cllr Sharman signed the Declaration of Acceptance of Office of Mayor.

**3610. To receive Members’ Apologies for Absence**

Apologies for absence had been received from Cllrs’ Mrs R Hepworth (family), J Reed (unwell), M Ross (unwell) and Mrs Y Thompson (operation recovery).

The apologies were accepted.

Cllr J Lofthouse did not attend. Cllr Fox would like an update from Cllr Daymond as to the outcome of his talk with Cllr Lofthouse. Cllr Daymond will be having a meeting with Cllr Lofthouse in the morning.

**3611. To receive Members’ Declarations of Interest**

There were no declarations of interest.

**Public Participation**

The Mayor, Cllr Sharman adjourned the meeting for public participation.

No members of the public wished to address the Council nor did any councillor wish to address the Council in that capacity.

Accordingly, the Mayor, Cllr Sharman, resumed the meeting.

**3612. Election of Deputy Mayor**

The Mayor, Cllr Sharman, asked for nominations for Deputy Mayor.

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Cllr Daymond addressed the Council:

*"It is my pleasure to propose Councillor John Doyle to the position of Deputy Mayor of the Town Council of Downham Market. I am sure with his experience of previous occupation of this position he will carry out the required duties with due care & diligence to the benefit of the town"*

Cllr Lawson addressed the Council:

*"I would like to second that proposal, we have a busy year ahead of us again and with various different people working with other work streams who are going to need as much protection as possible so that we need a safe pair of hands with both the Mayor and Deputy Mayor to allow these working groups to continue with important pieces of work and I believe that the two people, Cllr Sharman and Cllr Doyle will provide us with that level of protection and steerage needed by the people so that their work can get done."*

No other nominations were received and, following a vote, Cllr Doyle was duly elected.

Cllr John and Mrs Audrey Doyle received their chains of office.

The Mayor, Cllr Sharman adjourned the meeting at 7.22pm. The Mayor and Deputy Mayor along with Cllr Fox left the Council Chambers in order for photographs to be taken and returned to the Council Chambers at 7.30pm.

The Mayor, Cllr Sharman, resumed the meeting.

**3613. To approve the minutes of the Town Council meeting held on Tuesday, 10<sup>th</sup> April 2018 (pages 6034 – 6043)**

The minutes of the Town Council meeting held on Tuesday, 10<sup>th</sup> April 2018 were approved.

**Adjourn meeting for public participation and reports**

The Mayor, Cllr Sharman, adjourned the meeting.

**Police Representative**

There was no Police report.

**County Councillor report**

County Cllr White has received some complaints from members of the public regarding car parking, how far along are the town council with the plan? Cllr White is a member of Parking Partnership and asked if any help is required?

Cllr Mrs Hayes advised that a report will be discussed at a confidential full council meeting then will again be discussed at a second meeting in the Town Hall where members of the public will be welcome to attend and listen to the recommendations.

Residents of High Hatters Close had been concerned with the amount of grass that had been left on the road, which when wet could be a potential hazard. Cllr White will be requesting that the BCKLWN clear the grass cuttings.

Visitors to the Whalebone had been obstructing the footpath and backing closely onto the road late in the evenings. Cllr White will speak to the Whalebone to see if there is anything the doormen can do to help this matter.

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Once Cllr White has been allocated his new budget for highways he will arrange a meeting with the town council to discuss what the money should be spent on. He would like to see what Norfolk County Council Highways will be allocating their money to first.

Cllr Starreveld asked Cllr White for an update on the Clackclose Roundabout. Cllr White replied that he will contact Norfolk County Council Highways to find out what stage they are at.

Cllr Pegg advised Cllr White that the yellow box junction at Bennett Street is non-existent due to wear over time. Cllr White advised that NCC are aware of this but work in batches, so it could be done at any time.

Cllr Doyle would like to bring to members attention that the BCKLWN do have a grass blower to clear the roads after grass cutting however, this does not happen immediately after the grass has been cut.

### **Borough Councillor report**

There was no Borough Councillor representing Downham Market in attendance.

### **Public Participation**

Borough Cllr Howland, in attendance as a member of the public, proposed six years ago that the road system outside Tesco be changed from a zebra crossing to a pelican crossing, can this please be looked into once again. Cllr White advised that this would be NCC Highways but will be discussed again.

Cllr Howland would also like to mention that the Whalebone license is until 1am which causes disruption for residents. Next year could the license be investigated and not be a time as late as 1am. Cllr Mrs Hayes advised that the license is 12am on weekdays and 1am at weekends. The Mayor, Cllr Sharman advised Cllr Howland that the Police have had some teething problems but are positive it will settle down.

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

### **3614. To receive Councillors' Questions**

Q: Cllr Pyatt would like permission for the Downham Games banner to be placed up on the Town Hall. The request was due to be discussed at the next Town Hall committee meeting which is not until the end of the month and the banner needs to go up before then.

A: Members agreed for the banner to be put up.

### **3615. 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 Thursday, 3<sup>rd</sup> April 2018 (pages 6025 – 6029) and Wednesday, 18<sup>th</sup> April 2018 (pages 6048 – 6050) are adopted’**

**All in favour**

**Property Committee**

**Proposed – Cllr Pegg**

**Seconded – Cllr Hobbs**

**‘That the minutes of the Property Committee meeting of Tuesday, 20<sup>th</sup> March 2018 (pages 6012 - 6014) are adopted’**

**All in favour**

**Town Hall Committee**

**Proposed – Cllr Stacey**

**Seconded – Cllr Turner**

**‘That the minutes of the Town Hall Committee meetings of Wednesday, 29<sup>th</sup> November 2018 (pages 5911 – 5913), Wednesday, 24<sup>th</sup> January 2018 (pages 5955 – 5959), Wednesday, 13<sup>th</sup> March 2018 (pages 6001 – 6004) and Wednesday, 28<sup>th</sup> March 2018 (pages 6021 – 6024) are adopted’**

**All in favour**

**3616. Payment of Bills**

There were no bills for payment.

**3617. To receive the Clerk’s report**

The Clerk had nothing to report.

**3618. To receive applications and appoint Human Resources Committee**

The Mayor, Cllr Sharman asked members if they would agree to a block endorsement vote on all applicants as there are only five.

**Proposed – Cllr Stacey**

**Seconded – Cllr Groom**

**‘That the members of the Human Resource Committee for 2018/2019 be Cllr Mrs Hayes, Cllr Hobbs, Cllr Pickering, Cllr Pyatt & Cllr Turner**

**All in favour**

**3619. To receive information on the new General Data Protection Regulations (GDPR) (Regulation (EU) 2016/679)**

The Clerk advised members that there is a form on the table for all councillors to complete to ensure GDPR compliance, these forms are to be returned within the next 7 days.

Cllr Mrs Hayes asked if all councillors could be given a photocopy of their signed guidance list. Mrs Westwood will ensure this happens.

Cllr Pegg questioned as to whether it was okay to keep councillors contact details? Mrs Westwood confirmed that keeping Councillors details are fine as they are available for members of the public.

Cllr Starreveld asked if this would mean email addresses cannot be shared with a partner? Mrs Westwood confirmed that, that was correct. Each councillor must set up their own personal council email account, for council emails only.

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Cllr Hayes suggested that it would be a good idea for the town council computer service provider to set up email addresses for all councillors using a town council email address.

Cllr's Groom, Pegg & Turner agreed that this was a great idea. The Clerk was tasked to investigate the cost of this facility. *Clerk*

**3620. To discuss Chairs Meetings – Management Arrangements**

Cllr Starreveld thinks it is necessary for a working party to be formed to investigate further into this plan.

The Clerk will refer this item to the Finance and General Purposes Committee. *Clerk*

**3621. To receive report from Neighbourhood Plan Committee – Cllr Hobbs**

Cllr Hobbs reported that a workshop was held on the 24<sup>th</sup> April run by Planning Direct, using post notes and ideas, flip charts were generated displaying ideas of what the town people desire. Consultants will be collaborating this information and creating a forward plan. Grants have already been applied for and a further payment of £17000 for consultants will be put forward to the Finance and General Purposes committee. Next on the to do list is to research into seeing if there is enough affordable housing, so the town council are in a position to use this information when infrastructure is being discussed and getting more involved with the BCKLWN as this is essential. Consultants are aiming for the plan to be completed in fifteen months times.

Cllr Lawson commented that the average turn around for a Neighbourhood Plan is 4 years, so the town council are progressing at a good pace. Cllr Lawson would like to see an engineer's opinion on the cost of infrastructure.

Cllr's Starreveld and Doyle thought the BCKLWN would have already completed a housing needs assessment. Cllr Hobbs advised that this isn't the case and that the town council will need to complete their own, grants have already been applied for to cover the cost.

**3622. To receive report on the Downham Market Festival – Cllr Pickering**

Cllr Pickering reported that programmes have been distributed and the committee are on schedule.

**3623. To receive report on Joint Burial Board – Cllr Fox**

Cllr Fox has no updates to report since the previous meeting.

**3624. To receive report on the Twinning Club – Cllr Ross**

Cllr Ross was not in attendance to give a report. Cllr Groom would like to advise members that the Twinning Club will be holding a French Café during Festival week and everyone is welcome to attend.

**3625. To receive report on the Jubilee Community Centre – Cllr Sharman**

Cllr Sharman reported that recently an arson attack had taken place at the skate park, the local fire service dealt with the situation and no equipment was damaged. There has also been a break in at the Jubilee Community Centre, nothing had been taken but the door had been damaged. There is CCTV footage of the suspects which the police have in hand and The Mayor, Cllr Sharman will chase the police for an update. The architects for the redevelopment of the centre have been asked for phasing schedules as smaller grants may be available and more achievable.

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Cllr Lawson would like to report that the gate to Ryston Lane is open and hanging loose and the chain has been cut off and is on the floor. The Mayor, Cllr Sharman will inspect. Cllr Pyatt has recently seen youths heading towards the centre with alcohol. The Mayor, Cllr Sharman has spoken to the police and requested that police do extra patrols.

**3626. To receive verbal report from the Human Resources Committee**

There is nothing to report.

**3627. Mayor's Announcements**

As the Mayor Cllr Sharman has only just taken his seat in office, he does not have any announcements however; he is looking forward to Festival week.

**Confidential items**

**Public Bodies (Admission to Meetings) Act 1960 – following the exclusion of the public and press:**

**3628. To receive confidential report from the Human Resources Committee**

There was no report.

**3629. To discuss sale of Council owned property**

**Proposed – Cllr Doyle**

**Seconded Cllr Groom**

**“To invoke Standing Order 6a, 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**

The meeting came out of confidentiality.

The Mayor thanked everyone for attending and closed the meeting at 8.10pm.

**Chairman**

**Date**