

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

Present:	The Mayor	Cllr D J Sharman
	Deputy Mayor	Cllr J W Doyle
	Councillors	F E Daymond
		J K Fox
		E Hendry
		B Hobbs
		R Horne
		D Lawson
		E Lightfoot
		A Pickering
		A D Stacey
		R Turner
		J L Woodmin
	County Cllr	A White
	B Cllr	J Westrop
	B Cllr	C Sampson
	Deputy Clerk	Mr R A Davidson

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.

3719. To receive Members' Apologies for Absence

Apologies for absence had been received from Cllrs' J Groom (family ill-health), R Hayes (business), R Hepworth (work), R Pegg (ill-health), C Pyatt (family) and J Reed (ill-health). The apologies were accepted.

3720. To receive Members' Declarations of Interest

There were no such declarations.

3721. To approve the minutes of the Full Council meeting on Tuesday 09th October 2018 (pages 6220 – 6226)

The minutes of the Full Council meeting on Tuesday 09th October 2018 (pages 6220 – 6226) were accepted as a true and accurate record.

3722. To co-opt new member for Downham North Ward and Downham Old Town Ward

The Clerk made Councillors aware that an application had been received for each vacancy. Both candidates were present at the meeting and were asked to come forward to introduce themselves and for councillors to ask them any questions that they felt relevant.

Firstly, Elizabeth Hendry addressed Council in respect of the Downham Old Town Ward vacancy.

Emily Lightfoot addressed Council in respect of the Downham North Ward vacancy.

A vote was held with a 10 – 1 majority vote for Elizabeth Hendry.

A vote was held with a unanimous vote for Emily Lightfoot.

Accordingly, both candidates were co-opted onto the Town Council.

Cllrs' Hendry and Lightfoot signed their Declaration of Acceptance of Office forms and joined other members at the table, being welcomed onto the Town Council, by the Mayor Cllr Sharman.

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 reminded members the Norfolk County Council Town Infrastructure Improvement Strategy process for Downham Market was now underway.

Borough Councillors report and questions

Borough Councillor Sampson advised members he was addressing them as a representative of an anonymous benefactor who wished to gift a wrought iron sculpture of a horse to the town, to be placed on the Amiens Garden, reflecting Downham Market's horse-trading heritage. Councillor Sampson conceded the chosen site was Borough owned but contended that without the support of the Town Council it was not appropriate to proceed. Councillor Sampson confirmed there would be no cost to the public purse. Members were enthusiastically supportive of the idea.

Borough Councillor Westrop appraised members of recent Borough matters:

- a) Nelson Quarter development, King's Lynn – public consultation 22 - 23rd November
- b) Single Use Plastic policy work
- c) Homelessness Strategy – a Central Government grant had been received to assist with tackling the sixth highest homelessness rate in England & Wales per head of population (district wide). The new Night Shelter had opened only last week and was already close to capacity.
- d) Universal Credit rollout will arrive in the area shortly and Councillor Westrop suggested the Town Council may wish to receive an officer briefing from Freebridge in advance of this.

In respect of the Homelessness Strategy, members queried social housing stock voids and how to make the known empty properties in the hinterland villages attractive to those in need.

County Councillor White confirmed that NCC was also reviewing its single use plastics policy.

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.

3723. To receive Councillors' Questions

Cllr Pickering advised that in relation to a councillor question raised at the last meeting concerning a meeting of the Standing Orders Working Party; that Cllr Hayes, he and Mrs Griffin had recently attended a training seminar on the topic and that a meeting had been arranged for Monday 03rd December. Cllr Pickering advised that due to Cllr Hepworth indicating she could no longer commit to this workstream, there was a vacancy to be filled. No-one present expressed an interest.

Cllr Turner reminded members of the next deadline for articles for the newsletter and that two councillors would be required to undertake the editorial and liaison role on her retirement in April.

3724. To adopt the Standing Committee Minutes of:

Community Development Committee

Proposed – Cllr Pickering

Seconded – Cllr Turner

‘Community Development Committee meeting of Wednesday 03rd October 2018 (pages 6217 – 6219) – as approved be adopted’

For 11 Abstention 2

Finance & General Purposes Committee

Proposed – Cllr Pickering

Seconded – The Mayor Cllr Sharman

‘Finance & General Purposes Committee meeting of Tuesday 25th September 2018 (pages 6203– 6208) – as approved be adopted’

For 11 Abstention 2

Planning & Environmental Committee

Proposed – Cllr Fox

Seconded – Cllr Lawson

‘Planning & Environmental Committee meetings of Tuesday 02nd October (pages 6213 – 6216) and Wednesday 17th October 2018 (pages 6234 – 6236) - as approved be adopted’

For 11 Abstention 2

Property Committee

Proposed – Cllr Fox

Seconded – The Deputy Mayor Cllr Doyle

‘Property Committee meeting of Tuesday 18th September 2018 (pages 6200 – 6212) – as approved be adopted’

For 11 Abstention 2

Town Hall Committee

Proposed – The Mayor, Cllr Sharman

Seconded – Cllr Stacey

‘Town Hall Committee meeting of Wednesday 26th September 2018 (pages 6209 – 6212) – as approved be adopted’

For 11 Abstention 2

3725. Payment of Bills

There were no such bills.

3726. Clerk’s Report

The Deputy Clerk advised members of a public consultation invitation in respect of proposed development at Downham Market Academy.

Regarding Borough Councillor Sampson’s offer in respect of the horse sculpture, members were keen to reinforce the offer with a declaration of intent.

Proposed – Cllr Fox

Seconded – Cllr Stacey

‘Council invite the Borough Council to consider very favourably the Horse Sculpture request for the Amiens Garden at Cannon Square’

All in favour

The Deputy Clerk further advised members of developments associated with the ongoing renewal of licences and leases.

Proposed – Cllr Pickering

Seconded – Cllr Lawson

‘Council further instructs the Town Council solicitor in respect of the ongoing renewal of licences and leases’

All in favour

3727. To discuss Norfolk County Council recommendation regarding the future of Children’ Centres

The Mayor opened the topic explaining that the consultation period fell between meeting dates and closed the previous day. Accordingly, within the consultation period, he had written a personal response as Mayor (Appendix 1), a copy of which was on the table for members’ information. In discussion members agreed that, although the consultation period had expired the previous day, they wished to make County aware of a formal Town Council response, to be taken into consideration.

Proposed – Cllr Fox

Seconded – Cllr Horne

‘This Council entirely endorses and adopts the Mayoral letter of 07th November 2018 as the Town Council’s official response to the ‘Early Childhood and Family Services – transforming our children’s centres’ public consultation’

All in favour

3728. To discuss Norfolk County Council forthcoming budget consultation

The Deputy Clerk advised members of the public consultation in respect of NCC's forthcoming budget. Members decided it was not necessary for the Town Council to respond but that the consultation exercise should be promoted by the Town Council.

3729. To receive report from the Neighbourhood Plan Advisory Committee

The Chairman Cllr Hobbs explained the public consultation results analysis had now been received and would be reviewed at the next Neighbourhood Plan meeting.

3730. To consider forming a Network Improvement Strategy Working Party

Following Downham Market being chosen as a recipient for network improvements members considered it important to form a working party to formulate the priorities that Council would wish to be implemented.

Cllrs' Hendry, Horne and Lawson all volunteered but due to the number of absences this evening it was suggested other councillors may also wish to volunteer.

Accordingly, the matter will remain on the agenda.

3731. To consider forming a Website Working Party

It was explained this topic had first been considered by the Community Development Committee but due to it impacting on the other committees and potentially offering an online booking facility, it was considered important to form a working party to progress the investigations.

Cllrs Hobbs, Pickering and Turner all volunteered but again due to the number of absences this evening it was suggested other councillors may also wish to volunteer.

3732. To receive report on the Downham Market Festival

Cllr Pickering advised event planning was progressing well.

3733. To receive report on the Joint Burial Board

There was no report.

3734. To receive report on the Twinning Club

No members of the Twinning Club were in attendance.

3735. To receive report on the Jubilee Community Centre

The Mayor Cllr Sharman advised that following the Extraordinary Full Council meeting decision held on 16th October 2018 a further meeting with Borough representatives is being sought.

3736. To receive verbal report from the Human Resources Committee

Cllr Pickering advised that the two new members of staff had settled in extremely well and the Acting Clerk was now in the first stage of her maternity leave.

3737. Mayor's Announcements

The Mayor Cllr Sharman expressed his pleasure for the excellent support the townsfolk had shown for the centenary Remembrance Day commemorations, commenting that each year there seem to be more and more attendees.

Thanks were expressed for the Battle's Over – A Nation's Tribute event held at St Edmund's Church culminating in the lighting of the beacon; and to the Joint Remembrance Committee for overseeing the commemorations.

3738. To receive confidential report from the Human Resources Committee

There was no such report.

The Chairman thanked members for their attendance and closed the meeting at 8:15pm

Chairman

Date