

DOWNHAM MARKET TOWN COUNCIL MEETING

MINUTES OF MEETING HELD TUESDAY 9TH APRIL 2013 AT 7.00PM

Present:	The Mayor	Cllr R A Pegg
	The Deputy Mayor	Cllr D J Sharman
	Councillors	F E Daymond
		J W Doyle
		M P Ford
		J K Fox
		J Groom
		M Howland
		P W Neate
		Mrs R L Judge
		C Pyatt
		M C Ross
		Mrs P B Sharp
		V F Starling
		M D Starreveld
		D P Sutton
	Borough Councillors	Mr. A M Lovett
	Town Clerk	Mrs J M Markwell
	Deputy Town Clerk	Mr R A Davidson
	Minute Secretary	Mr S W Nunn
	Members of Public	2

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 the meeting was being recorded for the benefit of the Minute Secretary.

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.

2362. To receive Members' Apologies for Absence

Apologies for absence had been received from Cllr Mrs S M Nunn, (Illness), Cllr A D Stacey, (Illness), Cllr Mrs V I Botham, (Illness), Cllr J J Reed (Previous meeting), Borough Councillor Mrs K A Mellish and County Councillor Mrs S E L Hutson.

The apologies were accepted.

2363. To receive Members' Declarations of Interest

Cllr Starreveld declared an interest. In item 2370, To receive report from the Town Hall Committee regarding the Platform Lift.

2364. To approve the minutes

Proposed – Cllr Fox

Seconded – Cllr Daymond

‘That the minutes of the Town Council meeting held on Tuesday, 12th March, 2013 (pages 4201-4205) be approved and signed as a true and accurate record.’

All in favour.

Adjourn meeting for public participation and reports

The Mayor, Cllr Pegg, adjourned the meeting.

County Councillor

County Councillor, Mrs S Hutson had thanked the Mayor, Cllr Pegg for his kind words at the Annual Town Meeting and the gift of flowers. Mrs Hutson is still engaged in trying to find solutions to problems in Bridge Street, Paradise Road and the flower beds outside the library.

Proposed – Cllr Doyle

Seconded – Cllr Groom

‘That the Town Council proposes a vote of thanks to County Councillor, Mrs Shelagh Hutson for all her efforts on behalf of the Town whilst a County Councillor.’

All in favour.

Borough Councillor Reports

Cllr Mr A M Lovett reported in answer to a question from Cllr Daymond at the Annual Town Meeting that the new refuse trucks are not running on pure bio fuel but a mix of bio fuel and diesel. He reported that they are very fuel efficient..

Cllr Lovett also made members aware that the new food waste recycling system is being taken up enthusiastically by the public, on the first day over eleven tons of waste was collected.

Public Participation

No members of the public present wished to speak and no Councillors wished to speak as members of the public.

The Mayor, Cllr Pegg, resumed the meeting.

2365. To receive Correspondence

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

There were no questions.

2366. To receive Councillors’ Questions

Q. Cllr Fox asked if members were aware that the annual report is due at the end of the Mayoral year, would Chairmen please send reports to him so that they can be placed into the annual report.

2367. To Adopt the Standing Committee Minutes

Property Committee

Proposed – Cllr Doyle

Seconded - Cllr Mrs Judge

‘That the minutes of the Property Committee meeting of Tuesday 19th February 2013 (pages 4158-4163) be approved.’

All in Favour

Finance Committee

Proposed – Cllr Pyatt

Seconded – Cllr Cllr Ford

‘That the minutes of the Finance Committee meeting of Tuesday 26th February 2013 (pages 4167-4171) be approved’

All in Favour

Town Hall Committee

Proposed – Cllr Sharman

Seconded - Cllr Fox

‘That the minutes of the Town Hall Committee meeting of Wednesday 27th February 2013 (pages 4172-4176) be approved.’

All in Favour

Planning and Environmental Committee

Proposed – Cllr Daymond

Seconded - Cllr Starreveld

‘That the minutes of the Planning and Environmental Committee meetings of Tuesday 5th February 2013 (pages 4144-4149), Wednesday 20th February 2013 (pages 4164-4166) and Wednesday 6th March 2013 (pages 4177-4181) be approved.’

All in Favour

2368. To receive the Clerk’s Report

The Clerk had nothing to report at this time.

2369. To approve the Payment of Bills

A list of bills had been circulated (Appendix 2).

i. Town Council

Proposed – Cllr Pyatt

Seconded – Cllr Groom

‘That the Town Council bills be paid as per the attached list.’

All in favour

ii. Town Hall

Proposed – Cllr Sharman

Seconded – Cllr Fox

‘That the Town Hall bills be paid as per the attached list.’

All in favour

iii. Jubilee Community Centre

Proposed – Cllr Doyle

Seconded – Cllr Groom

‘That the Jubilee Community Centre bills be paid as per the attached list.’

All in favour

2370. To receive report from the Town Hall Committee regarding the Platform Lift.

Cllr Starreveld reported that the working party has met and that plans for the lift and upstairs toilet area had been agreed. Cllr Starreveld will be taking up the role as project manager and it was felt that he should be covered by professional liability insurance.

At this point, Cllr Starreveld left the chamber.

Assistant project manager will be Cllr Daymond, who should be covered by the contactors insurance. The quotation for insurance is £424 which Cllr Ford considered to be excellent value. Cover is not available from the Town Council’s insurers, (Aviva). NALC have been contacted and it is considered appropriate for a Councillor to take on the position of project manager. Cllr Starreveld will be drawing up the tenders. Cllr Fox asked if Councillors would be covered on site. Councillors will be covered by the contractors health and safety insurance.

Cllr Daymond made members aware that the insurance is for Cllr Starreveld and the decisions he makes with regard to the project.

Proposed – Cllr Ford

Seconded – Cllr Sharman

‘That the Town Council provides the cost of professional liability insurance, to cover the project manager, Cllr Starreveld.’

All in favour

Proposed – Cllr Doyle

Seconded – Cllr Groom

‘That Cllr Starreveld acts as project manager for the duration of the Platform Lift works in the Town Hall.’

All in favour.

Cllr Starreveld returned to the chamber.

Proposed – Cllr Starreveld

Seconded – Cllr Sharman

‘That Cllr Daymond be allowed to act as assistant project manager for the duration of the Platform Lift works in the Town Hall.’

All in favour

2371. To ratify the decision of the Finance Committee that the Council’s Insurance portfolio be administered by Aviva.

Three quotes have been considered and it is recommended that the contract with Aviva be renewed for twelve months. Future insurance needs are to be investigated within the next twelve months.

Proposed – Cllr Pyatt

Seconded – Cllr Ford

‘That the Town Council ratify the decision of the Finance Committee that the Council’s insurance portfolio be administered by Aviva for the next twelve months.’

All in favour

2372. To discuss Community Recycling in Downham Market – Cllr Starreveld

Cllr Starreveld reported that there was an offer for a Norfolk County Council Officer to come and discuss this subject with the Town Council. Cllr Starreveld felt that this needed further discussion and that the matter should be put on hold temporarily.

Cllr Doyle reported that the Borough Council were not cleaning the recycling area on the Hollies car park, as promised. The Borough Council will be asked to keep up its responsibility in this area.

Cllr Pyatt commented that there seemed little chance for collection of large items of waste by the Borough Council. The Mayor, Cllr Pegg reminded members that the Borough Council will remove up to three items at a set cost.

Clerk

2373. Downham Market Festival

Cllr Groom had little to report.

Cllr Pyatt asked what is being organised and by whom? Cllr Fox said that the contact for the Festival Committee is on the Town Council website.

Cllr Groom commented that regular meetings are being held.

Cllr Pyatt asked if there was to be a parade, he said there was little information in the public domain.

The Festival will run from 25th May – 1st June 2013. There will be a parade on Bank Holiday Monday. There will be the usual raising of the flag on Sunday when the Twinning Club will be running its annual French Cafe Day. The press are to be approached for coverage of the event. There will not be a printed programme this year. The Festival Committee is new and needs support.

2374. To receive report on the Joint Burial Board

There was nothing to report at this time.

2375. To receive report on the Chamber of Trade

Cllr Groom reported that the main focus of the Chamber of Trade was to be the Christmas lights. The website was to be continued. The Chamber is anxious to raise funds towards the Christmas lights. They would like to run a fund raising event in the Town Hall, could the hall be provided free of charge? This is a decision for the Town Hall Committee.

The biggest problem facing the Chamber with the Christmas lights is one of insurance cover.

2376. To receive report on the Twinning Club

Cllr Ross reported that this Saturday is a visit to Bletchley Park. The AGM is in May and it would be good to see Councillors at that meeting. The club are running the French Cafe Day in Festival Week but there will be no lunches available.

2377. To receive report on the Homecoming Parade

The parade was held on the 28th March, and was considered to have been a great success. There had been good support from the public despite it having been a very cold day. Good media coverage had been received. A debriefing session is to be held to gauge what lessons could be learnt for any possible future event. The Mayor, Cllr Pegg thanked Deputy Clerk Richard Davidson for doing an excellent job of organising the event.

2378. Mazars Report

Cllr Ford reported that this had been passed to the Finance Committee, A working party had been formed of himself (Chairman), The Mayor, Cllr Pegg, Cllr Stacey and the Clerk, other members could be co-opted if necessary. He considered that the Standing Orders working party had done some good work already on this matter. The working party will report at the second May Full Council meeting.

2379. To receive report from the Human Resources Committee – Cllr Mrs P B Sharp

A report was read out by Cllr Mrs Sharp (Appendix 3)

A discussion was held over the opening hours of the office now that the Council is fully staffed again.

Cllr Starling was of the opinion that the office should now be open longer, for members of the public and Councillors to be able to access the office.

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It was a general opinion of Councillors that there is little demand from the public for the office to be open in the afternoons.

Cllr Neate commented that we are all servants of the public.

Cllr Ford made members aware that if afternoon opening was resumed, it was a possibility that an Events Coordinator might have to be employed by the Council, this would have cost implications for the Council.

Proposed – Cllr Mrs Sharp

Seconded – Cllr Mrs Judge

‘That the opening hours of the Town Council office remain at 10am to 1pm, with a review as necessary.’

For – 16 Against – 4 Abstentions – 0

It was agreed that the report from Rosemary Green should be sent to Councillors before being agreed.

2380. To discuss any urgent items as agreed by the Mayor

The Mayor, Cllr Pegg reported on a meeting held about the Amiens project where the Cannon Square garden area is to be remodelled with input from a French landscape gardener. The Mayor had a set of project drawings which would be available for members to view.

Cllr Doyle advised that this is a European Union project, fully financed by them. There is £10,000 to be spent this year and the same amount next year.

Cllr Mrs. Sharp let members know that this project is tied in with Anglia in Bloom.

Cllr Pyatt asked that as this project would tidy up the Cannon Square area could the Town Council support the Borough Council in its efforts to remove the kebab van which is considered an eyesore.

The planted horse area will hopefully be moved to the Church Road garden area.

2381. Mayor’s Announcements

There were no Mayor’s announcements.

The Mayor thanked everyone for attending and closed the meeting at 8.25pm.

Chairman

Date