

**DOWNHAM MARKET TOWN COUNCIL MEETING**

**MINUTES OF MEETING HELD TUESDAY 8<sup>TH</sup> JANUARY 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
		Mrs R L Judge
		P W Neate
		Mrs S M Nunn
		C Pyatt
		J J Reed
		M C Ross
		P B Sharp
		A D Stacey
		D P Sutton
	County Councillor	Mrs S E L Hutson
	Borough Councillors	Mrs K A Mellish
	Norfolk Constabulary	Inspector M Bates
	Town Clerk	Mrs J M Markwell
	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.

The Mayor, Cllr Pegg wished all Councillors and members of the public a Happy New Year.

**2296. To receive Members' Apologies for Absence**

Apologies for absence had been received from Cllr V F Starling (Family Commitment), Cllr M D Starreveld (Holidays), Cllr Mrs V I Botham (Illness), Cllr M Howland (Family Commitment) and Borough Councillors Lovett and Tyler.

The apologies were accepted.

**2297. To receive Members' Declarations of Interest**

Cllr Groom and Cllr Fox declared an interest in item 2304, payment of bills i (Downham Market Town Council).

**2298. To approve the minutes**

The minutes of the meeting held on Tuesday 13<sup>th</sup> November 2012 (pages 4088-4093) were approved and signed as a true and accurate record.

## **Adjourn meeting for public participation and reports**

The Mayor, Cllr Pegg, adjourned the meeting.

### **Police Representative**

Inspector Bates reported that his area had 35 fewer reported crimes than for the same period last year. However, he reported that what he termed 'recession crime' figures were on the increase, these include petty theft, burglary and shed break ins.

Locally, dwelling burglary figures are up while car crime remains low. Inspector Bates advised that the public should use sensible crime prevention measures like leaving lights and radios on in the evenings when not at home.

There had been a slight increase in violent crime, with many 'domestic' cases over Christmas.

Anti social behaviour and criminal damage cases were not on the increase.

The recent SNAP meeting had been poorly attended, but it had been held directly after New Year.

Cllr Mrs Nunn asked how burglars were breaking into premises via patio doors. Inspector Bates explained that they are able to snap door locks. Cllr Doyle commented that there were now new locks available which could not be snapped.

Cllr Pyatt highlighted a problem with BMX riders and traffic in town after dark, Inspector Bates was aware of the problem and there are moves to solve the problem.

### **County Councillor**

County Councillor, Mrs S Hutson reported that there were now five clinical commission groups in Norfolk.

£283,000 has been set aside for a 'warm and well' campaign for voluntary groups and vulnerable people.

There is a new telephone number for non emergency health cases to be reported, this is 111.

£8 million is available for one off funding opportunities, bids are invited. This funding is finance returned from Icelandic Banks and savings made.

The Norfolk County Council has a campaign to keep residents over the age of 75, healthy and happy.

The NCC is very keen to see electrical goods recycled, rather than placed in landfill bins. Local recycling centres have facilities to take all kinds of electrical goods.

The Town Council's application for a grant from the Norfolk Construction Fund, to place a lift in the Town Hall has been granted, (£38,000). There is to be a second round of funding, applications to be received by 14<sup>th</sup> February 2013.

### **Borough Councillor Reports**

Cllr Mrs K A Mellish had nothing to report.

Cllr Daymond enquired about a possible replacement for the dog warden. Cllr Mrs Mellish replied she would investigate.

### **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.

**2299. To receive Correspondence**

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

There were no questions.

**2300. To receive Councillors' Questions**

There were no questions

**2301. Members of the Community Development Committee to approve the minutes of their meetings**

Members present of the Community Development Committee were asked to approve the minutes of the meetings of Tuesday 30<sup>th</sup> October 2012 (pages 4080-4082) and Tuesday 6<sup>th</sup> November 2012 (pages 4085-4087). This is because there will not be a Community Development Committee Meeting in the near future.

**Proposed – The Mayor, Cllr Pegg**

**Seconded Cllr - Groom**

**That the minutes of the Community Development Committee meetings of Tuesday 30<sup>th</sup> October 2012 (pages 4080-4082) and Tuesday 6<sup>th</sup> November 2012 (pages 4085-4087) be approved'**

**All in Favour**

**2302. 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 16<sup>th</sup> October 2012 (pages 4066-4070) be approved.'**

**All in Favour**

**Finance Committee**

**Proposed – Cllr Pyatt**

**Seconded – Cllr Cllr Ford**

**'That the minutes of the Finance Committee meeting of Tuesday 23<sup>rd</sup> October 2012 (pages 4071-4075)) be adopted.'**

**All in Favour**

**Town Hall Committee**

**Proposed – Cllr Sharman**

**Seconded - Cllr Stacey**

**‘That the minutes of the Town Hall Committee meeting of Tuesday 24<sup>th</sup> October 2012 (pages 4076-4070) be approved.’**

**All in Favour**

**2303. To receive the Clerk’s Report**

The Clerk’s report had been circulated, (Appendix 2).

The Clerk reported that the only item not on tonight’s agenda is about the Heritage Society, who would like to have amendments made before signing the lease. The Clerk and Cllr Fox will be visiting the Council’s solicitor on Thursday to discuss the situation.

**2304. To approve the Payment of Bills**

A list of bills had been circulated (Appendix 3).

**i. Town Council**

Cllrs Groom and Fox had declared an interest in this item.

**Proposed – Cllr Doyle**

**Seconded – Cllr Daymond**

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

**For 14**

**Against 0**

**Abstentions 2**

**ii. Town Hall**

**Proposed – Cllr Sharman**

**Seconded – Cllr Stacey**

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

**All in Favour**

**iii. Jubilee Community Centre**

**Proposed – Cllr Pyatt**

**Seconded – Cllr Doyle**

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

**All in Favour**

**2305. Election of Mayor Elect.**

(See appendices 4 and 5)

**Cllr Stacey proposed that Deputy Mayor, Cllr Sharman be elected Mayor Elect and gave an address. (Appendix 4)**

**Cllr Doyle seconded the proposal that Deputy Mayor, Cllr Sharman be elected Mayor Elect and gave an address. (Appendix 5)**

**All in Favour**

**2306. To receive and consider information from Norfolk ALC in relation to dispensations to Councillors to enable the setting of a Precept up to May 2015.**

A report and form for Councillors to sign had been circulated. (Appendix 6)  
This is only relevant to those Councillors who live in Downham Market.

**Proposed – Cllr Fox**

**Seconded – Cllr Stacey**

**‘That Dispensation is granted to Councillors to enable the setting of a Precept and consider granting a dispensation up to May 2015.’**

**All in Favour**

**2307. To agree the precept for the financial year 2013/2014**

It was considered that the precept should not be decided without the tax base figure from the Borough Council, which to date has not been made available. The tax base figure should shortly be available and an extraordinary Full Council meeting will be called.

**2308. Downham Market Festival**

Cllr Groom reported that she would be unable to attend future meeting as they are now being held on a Monday, which is a working evening for her. There will be a limited program over one weekend this year.

**2309. To receive report on the Joint Burial Board**

There was no report.

**2310. To receive report on the Chamber of Trade**

Members were informed that the Christmas lights will be being removed next Sunday, any Councillors available to help would be welcomed.

**2311. To receive report on the Twinning Club**

Cllr Ross reported that the Club’s next meeting is on 31<sup>st</sup> January and is a talk from Walter Blaney on the Panama Canal.

The Civray club will be visiting Downham Market this year and Cllr Ross enquired if the Mayor's reception could be held on the Wednesday, (31<sup>st</sup> July). Cllr Ross made members aware that the French take this event very seriously and that in France the event would be attended by many local dignitaries and even the police chief.

A tour of King's Lynn is also being considered, would a reception in their Town Hall be considered? This would have to be negotiated with the Borough Council.

The Twinning club would still like to hold their cafe day in May, if there are other festival events going on.

Cllr Groom commented that the Twinning was begun between the two Councils, (Downham Market and Civray) and she asked if Councillors were aware that this is a civic responsibility.

Cllr Doyle said that the availability of the Town Hall should be investigated.

**2312. To discuss the future of the Standing Committees - report attached**

A report had been circulated (Appendix 7)

It was made clear that this is only a discussion document, a meeting next week will further investigate the situation and a report will be made to the next full Council meeting.

Cllr Fox had several reservations about the proposals and had produced a report of his considerations. (Appendix 8)

**2313. To receive report from the Human Resources Committee – Cllr Mrs Sharp to report**

Cllr Mrs Sharp advised that the meeting of HR was held on Monday 7<sup>th</sup> January 2013.

A welcome was made to Richard Davidson who will take up his post as Deputy Clerk on Monday 14<sup>th</sup> January.

It was proposed that the Clerk should attend the Practitioners Conference on 1 – 2 March 2013.

There is a meeting tomorrow with Rosemary Green, (Human Resources).

Any Councillors who have issues with any members of staff should approach the Clerk in the first instance.

**2314. To discuss any urgent items as agreed by the Mayor**

Cllr Fox reported that the Town Sign will be taken away on Wednesday 9<sup>th</sup> January 2013 so that a new one can be fabricated. All necessary funding has been raised.

The deadline for copy for the next newsletter is 15<sup>th</sup> January.

Cllr Doyle reminded members that Christmas tree shredding is available at the Council offices on Saturday.

**2315. Mayor's Announcements**

The Mayor, Cllr Pegg had no announcements.

**Proposed – The Mayor Cllr Pegg**

**Seconded – Cllr Fox**

**'To invoke Standing Order 6a, that in the 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**

Members of the public, Borough and County Councillors and the Minute Secretary left the Council Chamber, at 8.15pm

The Mayor resumed the meeting.

**2316. Human Resources (Confidential item)**

**Proposed – Cllr Mrs Sharp**

**Seconded – Cllr Mrs Judge**

**‘This Council proposes to increase the Minute Secretary’s hours to ten per week for a period until 31<sup>st</sup> March 2013.’**

**For – 15**

**Against – 1**

The Mayor thanked everyone for attending and closed the meeting at 8.21pm.

**Chairman**

**Date**