

DOWNHAM MARKET TOWN COUNCIL MEETING

MINUTES OF MEETING HELD TUESDAY 12TH JUNE 2012 AT 7.00PM

Present:	The Mayor	Cllr R A Pegg
	The Deputy Mayor	Cllr D J Sharman
	Councillors	Mrs V I Botham
		F E Daymond
		J W Doyle
		M P Ford
		J K Fox
		J Groom
		P W Neate
		Mrs S M Nunn
		J J Reed
		M C Ross
		Mrs P B Sharp
		A D Stacey
		V F Starling
		M D Starreveld
		C T Sampson
	Borough Councillor	Inspector M Bates
	Police Representative	Mrs J M Markwell
	Town Clerk	Mrs S D Porter
	Deputy Clerk	Mr S W Nunn
	Minute Secretary	D Blackmore
	Member of the Press	2
	Members of Public	

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

2199. To receive Members' Apologies for Absence

Apologies for absence had been received from Cllr Mrs R L Judge, (Work Commitment) Cllr C Pyatt (Sports Council), Borough Cllrs D A Tyler and Mrs K A Mellish (Borough Council meeting), and County Councillor Mrs Sheila Hutson.

The apologies were accepted.

2200. To receive Members' Declarations of Interest

Declarations of interest had been received from Cllr Daymond in item 2206 payment of bills (i) Town Council and Cllrs Doyle and Fox in item 2206 payment of bills (ii) Town Hall

2201. To approve the minutes

Within the Clerk's report was a request that the minutes of the 10th April, 2012 be amended.

Following discussion, members decided that the minutes should not be amended.

The minutes of the meeting held on Tuesday 10th April 2012 (pages 3854-3860) 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 local crime figures are still reducing with only seventy crimes being reported this year to date.

There had been no household burglaries and only two to business premises.

There had been a few thefts from cars and a small amount of damage to vehicles.

Four shoplifting cases had been reported and a purse had been stolen from a seventy seven year old lady.

Anti social behaviour is down although the new skate park has had problems, but with new signage and new gates it is hoped that this will reduce incidents in the immediate area.

Inspector Bates made members aware that some officers are being lost to Olympic security duties.

Questions:

Cllr Mrs Sharp asked if Inspector Bates was aware that goods had gone missing from Bailey Homes and been dumped at the Willows. The Inspector was not aware. The goods have now all been returned.

County Councillor

County Councillor, Mrs S Hutson was unable to be at the meeting.

Borough Councillor C T Sampson to present his portrait to the Town Council

Borough Councillor C T Sampson presented his portrait to the Mayor, Cllr Pegg, The Mayor thanked Borough Councillor Sampson for all his efforts on behalf of the Town.

Borough Councillor Reports

There were no reports from Borough Councillors

Public Participation

No members of the public or Councillors wished to address the meeting at this time.

The Mayor, Cllr Pegg, resumed the meeting.

2202. To receive Correspondence

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

2203. To receive Councillors' Questions

Q. Cllr Fox asked if appendices could be sent only once, with the agenda, and not repeated with the minutes.

Q. Cllr Starreveld commented that it was sometimes difficult to contact members of staff by telephone.

A. All members on their contact sheet have the mobile number of the Clerk, but this should only be used if the situation is urgent.

Q. Cllr Mrs Nunn asked if messages on the telephone system are checked before the staff leave the premises.

A. Yes

Q. Cllr Reed asked if VAT was claimed back on Town Hall repairs.

A. The Clerk confirmed that this was the case.

2204. To Adopt the Standing Committee Minutes

Planning and Environmental Committee

Proposed – Cllr Daymond

Seconded – Cllr Ford

‘That the minutes of the Planning and Environmental Committee meetings of Tuesday 3rd April 2012 (pages 3845-3850), Wednesday 2nd May 2012 (pages 3880- 3883) and Wednesday 23rd May 2012 (pages 3914-3917 be approved.’

All in favour

Town Hall Committee

Proposed – Cllr Sharman

Seconded - Cllr Stacey

‘That the minutes of the Town Hall Committee meeting of Wednesday 11th April 2012 (pages 3861-3864) be approved.’

All in favour

Property Committee

Proposed – Cllr Doyle

Seconded - Cllr Daymond

‘That the minutes of the Property Committee meeting of Tuesday 17th April 2012 (pages 3865-3869) be approved.’

All in favour

Finance Committee

Proposed – Cllr Ford

Seconded – Cllr Neate

‘That the minutes of the Finance Committee meeting of Tuesday 24th April, 2012 (pages 3870-3874) be adopted.’

All in favour

2205. To receive the Clerk's Report

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

2206. To approve the Payment of Bills

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

i. Town Council

Cllr Daymond had declared an interest in this item.

Proposed – Cllr Ford

Seconded – Cllr Sharman

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

For – 15

Against – 0

Abstentions – 1

ii. Town Hall

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

Proposed – Cllr Sharman

Seconded – Cllr Stacey

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

For – 14

Against – 0

Abstentions – 2

iii. Jubilee Community Centre

Proposed – Cllr Doyle

Seconded – Cllr Sharman

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

All in favour

2207. Downham Market Festival

Cllr Mrs Botham reported that it was considered to have been a successful Festival.

Cllr Groom commented that the work was being carried out by a very small committee and that more help was needed.

The Mayor, Cllr Pegg thanked the Festival Committee for all their hard work.

Cllr Reed had comments for the committee; these should be provided in writing.

2208. Newsletters

The latest newsletter has been passed to the distributors and will go out with the Citizen. It was requested that a copy goes to both the Lynn News and EDP for publicity purposes.

2209. To discuss future education needs within Downham Market

Nothing more had been received from the Norfolk County Council. It was considered that this item is of a high priority and that the Norfolk County Council should be approached for more discussions.

Cllr Groom reported that the High School may become an academy and move out of the control of the Norfolk County Council.

2210. To receive report from the Press Policy Working Party (Councillors Mrs P B Sharp (Chair), J Groom, Mrs S M Nunn, J J Reed and M D Starreveld.

A report had been circulated (Appendix 4).

The Chairman, Cllr Mrs Sharp reported that the working party had met and made changes to the proposed document; the changes are shown in bold.

Cllr Fox suggested the removal of 'Parish' in section 1.4

Cllr Reed expressed that he did not believe the Town Council needed a Media policy.

Cllr Starreveld made it clear that Councillors could still express personal views, but should inform the Clerk.

Cllr Mrs Nunn made the point that Councillors should be making comments in the Council chamber.

Cllr Starling had checked at Norfolk ALC and the Town Council should have a media policy.

Proposed – Cllr Mrs Sharp

Seconded - Cllr Starreveld

'That the Media Relations Policy be accepted by the Town Council.'

For 15

Against 0

Abstentions 1

2211. To receive report on the Joint Burial Board

There was nothing to report.

2212. To receive report on the Old Fire Station Building

There was nothing to report.

2213. To discuss Sustainability Policy – Cllr Starreveld to report

Proposed – Cllr Starreveld

Seconded Cllr Sharman

'That the Draft sustainability policy be accepted by the Town Council.'

All in favour.

Cllr Starreveld explained that this was an aspirational document, not a commitment.

2214. To receive proposition from the Finance Committee meeting of 29th May 2012

‘That this Committee recommends the amended Standing Orders to be taken forward to Full Council.’

Cllr Stacey reported that a new Code of Conduct had only just been received from NALC and therefore this should go onto the agenda for the Full Council meeting in July in order that it can be adopted. Concern was raised that the new Model Code made reference to ‘Appendix 2’ which has not yet been completed. Amendments to the Standing Orders would now be discussed at the September meeting of the Full Council.

Proposed – Cllr Stacey

Seconded - Cllr Fox

‘That item 16 be deleted from tonight’s agenda.’

All in favour

2215. To discuss any urgent items as agreed by the Mayor

The Mayor, Cllr Pegg reported that ‘milestones’ are being renovated as part of the Queen’s 60th Jubilee. A funding request for £60 had been received from the person doing the work, it was agreed that this will be passed to the Property Committee for consideration.

2216. Mayor’s Announcements

A list of events had been circulated (Appendix 5).

The Mayor, Cllr Pegg reported that two Councillors had recently resigned, Mrs K A Mellish and Mr S C Teverson. An election has been requested to fill the vacancy in Downham Old Town Ward and currently the casual vacancy in Downham North Ward was being advertised.

Sunday 8th July will be the annual clean-up day. The Mayor asked that as many Councillors as possible make themselves available. Assembly is at the Town Hall at 10am, it is anticipated that the day will finish by 4pm, but it was expected that people would put in as much time as they wanted to.

Proposed – The Mayor Cllr Pegg

Seconded – Cllr Stacey

‘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 public and press correspondent left the Council Chamber at 8.00 pm.

The Mayor resumed the meeting at 8.40pm

2217. Carried forward from Town Council Meeting of Tuesday 15th May 2012

Confidential Item

Cllr Fox suggested that pressure be brought to bear on the Borough Council with regard to the Church Road situation

The Mayor thanked everyone for attending and closed the meeting at 8.45pm.

Chairman

Date