

DOWNHAM MARKET TOWN COUNCIL MEETING

MINUTES OF MEETING HELD TUESDAY 12TH MARCH 2013 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
		M Howland
		P W Neate
		Mrs S M Nunn
		C Pyatt
		J J Reed
		M C Ross
		Mrs P B Sharp
		A D Stacey
		V F Starling
		M D Starreveld
		D P Sutton
	County Councillor	Mrs S E L Hutson
	Police Representative	Inspector M Bates
	Borough Councillors	Mrs. K A Mellish
	Town Clerk	Mrs J M Markwell
	Deputy Town Clerk	Mr R A Davidson
	Minute Secretary	Mr S W Nunn
	Members of Public	4

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.

2343. To receive Members' Apologies for Absence

Apologies for absence had been received from Cllr Mrs R L Judge, (Holidays).

The apologies were accepted.

2344. To receive Members' Declarations of Interest

There were no declarations of interest.

2345. To approve the minutes

Cllr Reed commented that he was unhappy that the minutes of the Full Council meeting of 12th February 2013 had been changed and reissued to include the introduction to his statement, he considered that the introduction was not important. The Clerk reminded members that until approved, minutes remain 'draft' and can be changed. Councillors had called for the introduction to be included.

Proposed – Cllr Stacey

Seconded – Cllr Fox

‘That the minutes of the Town Council meeting held on Tuesday, 12th February, 2013 (pages 4150-4157) 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.

Police Representative

Inspector Bates reported that there had been a reduction of 4%, (83 offences) in reported crime as opposed to 2011/2012. In the last two months, dwelling burglaries have been on the increase, but inroads have been made and arrests made.

Youths have been causing criminal damage in the Town Centre, but again arrests have been made and the problem has decreased.

Preying on old people still continues.

Recently an executive vehicle was stolen from the car park at Arbuckle’s Restaurant.

The SNAP meeting last week was poorly attended.

Superintendent Marshall will shortly be moving to the Norwich Constabulary. Sergeant Marsh is returning to the area.

County Councillor

County Councillor, Mrs S Hutson reported that there was to be no increase in the Norfolk County Council Tax.

The 1st April 2013 sees the end of Primary Care Trusts, to be replaced by Clinical Care Groups which are up and running already.

Cllr Mrs Hutson was sorry to have been unable to attend the Civic Service.

Borough Councillor Reports

Cllr Mrs K A Mellish mentioned about the SNAP meeting being poorly attended.

EU funding had been achieved for the Amiens project.

A Dowry of £1000 was available to go with the parcel of land in Church Road that the Town Council will receive from the Borough Council.

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.

2346. To receive Correspondence

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

Cllr Mrs Sharp made Councillors aware that police reports are now being forwarded to the Town Council.

2347. To receive Councillors' Questions

Q. Cllr Doyle asked if the Council had received a breakdown of the Borough Council's special expenses for Downham Market.

A. The Clerk had spoken to Mr Chris Bamfield of the Borough Council who are trying to produce a breakdown of individual costs, this may be several months away. Borough Councillor Mrs Mellish offered to get an updated breakdown of the general costings that she had previously supplied. This was accepted.

Q. Cllr Starreveld commented that the flower beds between Tesco and the Priory Centre are not in a very good condition, could whoever is responsible be asked to tidy them?

A. This will be investigated.

Clerk

Q. Cllr Starreveld asked if there were any plans to install charging points for electric vehicles anywhere in the Borough or general local area.

A.. County Councillor Mrs Hutson replied that electric vehicles do not seem to be prevalent in country areas, she would however ask the County Council if there were any plans to install such points.

Q. Cllr Ford asked if some kind of a breakdown of Borough Council special expenses could be made available for the Annual Town Meeting.

A. Cllr Mellish said she would investigate.

2348. To Adopt the Standing Committee Minutes

Property Committee

Proposed – Cllr Doyle

Seconded - Cllr Fox

'That the minutes of the Property Committee meeting of Tuesday 15th January 2013 (pages 4123-4128) be approved.'

All in Favour

Finance Committee

Proposed – Cllr Pyatt

Seconded – Cllr Cllr Ford

'That the minutes of the Finance Committee meeting of Tuesday 23rd January 2013 (pages 4132-4136)) be approved'

All in Favour

Town Hall Committee

Proposed – Cllr Stacey

Seconded - Cllr Daymond

'That the minutes of the Town Hall Committee meeting of Wednesday 23rd January 2013 (pages 4137-4141) be approved.'

Cllr Mrs Nunn asked what the immediate future was for the Community Development Committee, she was concerned that the work of the Committee was not being completed. Members were made aware that the financial responsibilities of the Committee are being considered by the Finance Committee. Cllr Fox considered that the Committee was in suspension until the Committees working party had met again. Cllr Starling asked if the Committee should restart its meetings in the new Mayoral year.

2349. To receive the Clerk's Report

The Clerk reported that The Downham Market Rotary Club had invited the Town Council to become a 'Corporate Friend'. Cllr Neate, who declared an interest as a member of the Rotary Club explained that the Club is trying to strengthen its local links. Cllr Fox called for there to be time to consider the proposal.

Proposed – Cllr Mrs Nunn

Seconded Cllr Sharman

'To become a corporate friend of the Downham Market Rotary Club.'

For 18 Against 0 Abstentions 1

2350. To approve the Payment of Bills

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

i. Town Council

Cllr Ford commented that the account for Rosemary Green, which had been held over from the last full council meeting, was now okay for payment.

Proposed – Cllr Starreveld

Seconded – Cllr Fox

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

All in favour

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 Groom

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

2351. To receive report from the Town Hall Committee regarding the Platform Lift.

A report had been circulated (Appendix 3)

The Mayor asked if there would be two contracts, Cllr Starreveld replied that there would be an itemised schedule from which the Town Council could decide its priorities.

Members were insistent that bookings for the main hall were kept open and not allowed to slip. Cllr Fox asked about availability of the hall with a view to booking films for the cinema. Cllr Stacey said that the contractors would be given a list of booking dates and would have to work around them.

The Heritage Centre will close when work is underway.

Cllr Neate asked if the next report could include the lift budget. Cllr Starreveld replied that the scope of the work is only just being decided.

Cllr Sharman commented that installation of the lift must take priority over any other works.

Cllr Mrs Nunn made the point that there were no ladies on the working party, especially with kitchen considerations to be made. Cllr Starreveld said that Cllr Mrs Nunn was welcome to attend any of the working parties meetings.

Proposed – Cllr Starreveld

Seconded – Cllr Stacey

‘That the proposed lift, 1st floor and WC alterations together with the option for upgrading the entire entrance lobby and stairs be progressed to tender action as per the latest revised drawing (#1141 dated 18/02/2013).’

All in favour.

2352. Downham Market Festival

The only information that Cllr Daymond had was that the Festival would run between 25th May and 1st June 2013.

Cllr Doyle made members aware that the Festival Committee would have to produce an events plan; Town Centre Manager Mr Alistair Cox may be able to assist.

2353. To receive report on the Joint Burial Board

Cllr Fox had produced a report of the recent meeting, which he read through. (Appendix 4).

2354. To receive report on the Chamber of Trade

Cllr Groom reported that there were only nine members at the last meeting. Further operations of the Chamber have been suspended. However a core group is to remain, this group will help to install the Christmas lights. Councillor Nick Daubney of the Borough Council feels that the monthly meetings should continue. Cllr Groom reported that Town Centre Manager Mr Alistair Cox would be happy to be involved in a ‘Town Team’.

2355. To receive report on the Twinning Club

Cllr Ross reported that the dates for this year's visit have been confirmed as 28th July to 5th August.

A visit to Bletchley Park has been arranged for 13th April, Councillors are welcome to attend.

The Club still hopes to run its French Cafe day at the start of the Festival as long as there are other events happening at the same time. The Club was advised to speak to the Festival Committee.

2356. To receive report on the Homecoming Parade

The parade will be held on the 28th March, in honour of 1X(B) Squadron from RAF Marham.

The Deputy Clerk made members aware that there was a meeting on Wednesday 13th March 2013.

County Councillor Mrs Shelagh Hutson said that the County Council had an armed forces commissioner, who was not aware of this event. For future information funding could also be available. Details are on the County Council website.

2357. Mazars Report

The report from Mazars had been circulated. (Appendix 5).

- Cllr Ford gave a précis of the report. A discussion took place and points raised included:
- Cllr Stacey announced that the Standing Orders working party would be meeting to consider Mazars comments regarding the Council's Standing Orders.
- Cllr Sharman asked, when work is going on at a Council building and then it is found that more work needs to be done, must another Full Council meeting be awaited or arranged before the work could be agreed. The Clerk will speak to the external auditors to gauge their opinions.
- Cllr Reed enquired whether Mazars complete external Audits for all Parish Councils. The Clerk stated that the external auditor is appointed by the Audit Commission and the town Council has no control over who is appointed.
- Cllr Fox asked why the Council had not previously had Standing Order problems from external audit.
- Cllr Doyle commented that the report contained no censure of the Town Council, the Council was still acting in the best interests of the Town.
- Cllr Starveld considered that the Council should be looking at its procurement procedures.
- The Mayor, Cllr Pegg asked how the Council should proceed with the report. Cllr Pyatt considered that a working party should be formed, this will have to come from the next Finance Committee meeting, all Councillors are welcome to attend.

Clerk

2358. Land at Church Road, report from BCKLWN

A letter had been received from the Borough Council. (Appendix 6).

Cllr Mrs Sharp asked for clarification as to which part of the site had been sold and which part would be being passed to the Town Council. It was considered that the land to the right of the lane as you look at it from Church Road was the parcel that had been sold. The Clerk will seek further clarification of the plan supplied.

Clerk

Borough Councillor Mrs Mellish commented that Mr Matthew Henry of the Borough Council Planning Department would be happy to attend and walk the site with members.

Cllr Groom commented that it was good for the Town Council to receive any part of the site.

2359. To receive report from the Human Resources Committee – Cllr Mrs P B Sharp

A report was read out by Cllr Mrs Sharp (Appendix 7)

2360. To discuss any urgent items as agreed by the Mayor

There were no urgent items.

2361. Mayor's Announcements

The Civic Service was held last Sunday, was well attended and enjoyed by those who attended. St Winnold's parade and breakfast is on Friday (15th March).

The Mayor thanked everyone for attending and closed the meeting at 8.40pm.

Chairman

Date