

**DOWNHAM MARKET TOWN COUNCIL MEETING**

**MINUTES OF MEETING HELD TUESDAY 21<sup>st</sup> MAY 2013 AT 7.00PM**

|          |                   |                   |
|----------|-------------------|-------------------|
| Present: | The Mayor         | Cllr D J Sharman  |
|          | The Deputy Mayor  | Cllr J W Doyle    |
|          | Councillors       | F E Daymond       |
|          |                   | M P Ford          |
|          |                   | J K Fox           |
|          |                   | J Groom           |
|          |                   | M Howland         |
|          |                   | Mrs R L Judge     |
|          |                   | P W Neate         |
|          |                   | Mrs S M Nunn      |
|          |                   | R A Pegg          |
|          |                   | C Pyatt           |
|          |                   | J J Reed          |
|          |                   | Mrs P B Sharp     |
|          |                   | A D Stacey        |
|          |                   | M D Starreveld    |
|          |                   | D P Sutton        |
|          | County Councillor | A White           |
|          | Town Clerk        | Mrs J M Markwell  |
|          | Deputy Town Clerk | Mr R A Davidson   |
|          | Administrator     | Mrs C A Woolnough |

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 those taking the minutes.

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.

The Mayor, Cllr D J Sharman, welcomed County Councillor Tony White, to his first meeting of Downham Market Town Council.

**2394. To receive Members' Apologies for Absence**

Apologies for absence had been received from Cllr Mrs V I Botham, (illness), Cllr M C Ross (working), Borough Councillor A M Lovett (Borough meeting) and Borough Councillor Mrs K A Mellish (family commitment).

The apologies were accepted.

**2395. To receive Members' Declarations of Interest**

The Mayor, Cllr D J Sharman, Councillors J K Fox, R A Pegg & M D Starreveld, all declared an interest in item 2401, Payment of bills.

**2396. Adjourn meeting for public participation and reports**

The Mayor, Cllr D J Sharman, adjourned the meeting.

County Councillor

The Town Clerk, Mrs J M Markwell, read the last report received from former County Councillor, Mrs S Hutson, concerning the recurring water leaks at the junction of Bridge Street and Priory Road. A site meeting had been held with representatives from Highways and Anglian Water. There is the likelihood this will be a major project that will require substantial county budgeting. A request for double yellow lining on Paradise Road was not supported by Highways.

New County Councillor A White gave an introduction explaining the current County Council Cabinet stalemate. He invited the Town Council to submit a report of town roads requiring white/yellow lining as it was soon to be the optimum season for such works to be carried out.

Cllr M Howland asked County Councillor A White to investigate the possibilities of the London Road zebra crossing being changed to a pelican crossing to aid traffic management. Cllr M D Starreveld raised his concerns as to the landscaping between Tesco's & the library. Cllr R A Pegg explained that previous research had revealed this not to be County's responsibility.

Public Participation

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

The Mayor, Cllr D J Sharman, resumed the meeting.

**2397. To receive Correspondence**

A list of correspondence had been circulated (Appendix1).

There were no questions.

**2398. To receive Councillors' Questions**

Q. Cllr J K Fox asked if the Minutes of the Annual Town Meeting held on 04<sup>th</sup> April 2013 could be brought to the next Full Council meeting for approval and adoption, to allow any actions to be progressed, rather than wait to do so at next year's Annual Town Meeting.

A. The Clerk advised these would be circulated.

Q. Cllr M D Starreveld asked if the Town Council would agree to a Renewable Energy Seminar being held in the Town Hall.

A. Cllr J K Fox felt this was something that an individual company should organise as a private booking rather than it being arranged by the Town Council as he believed the Town Council cannot be seen to be promoting one type of provider over another.

**2399. To Adopt the Standing Committee Minutes**

Prior to the adoption of the Standing Committee Minutes Cllr J J Reed expressed his displeasure at the fact his provided apologies had not been accepted by the Property Committee meeting held on 16<sup>th</sup> April 2013, & the Planning & Environmental Committee meeting held on 17<sup>th</sup> April 2013. Cllr J J Reed believed he was being discriminated against for his strong views held on and attendance at the Waste Incinerator Inquiry.

Councillors noted his comments.

**Property Committee**

**Proposed – The Deputy Mayor, Cllr J W Doyle**

**Seconded - Cllr R L Judge**

**‘That the minutes of the Property Committee meeting of Tuesday 19<sup>th</sup> March 2013 (pages 4189-4195) be approved.’**

**All in Favour**

**Finance Committee**

**Proposed – Cllr C Pyatt**

**Seconded –Cllr M P Ford**

**‘That the minutes of the Finance Committee meeting of Tuesday 26<sup>th</sup> March 2013 (pages 4196-4200) and Tuesday 02 April 2013 (pages 4206-4207) be approved’**

**All in Favour**

**Town Hall Committee**

**Proposed – Cllr R A Pegg**

**Seconded - Cllr F E Daymond**

**‘That the minutes of the Town Hall Committee meeting of Wednesday 27<sup>th</sup> March 2013 (pages 4201-4205) be approved.’**

**All in Favour**

**Planning and Environmental Committee**

**Proposed – Cllr F E Daymond**

**Seconded - Cllr Mrs P B Sharp**

**‘That the minutes of the Planning and Environmental Committee meetings of Tuesday 2<sup>nd</sup> April 2013 (pages 4208-4212) and Wednesday 17<sup>th</sup> April 2013 (pages 4228-4230) be approved.’**

**For – 16    Against – 1**

**2400. To receive the Clerk's Report**

The Clerk had nothing to report at this time.

**2401. To approve the Payment of Bills**

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

**i. Town Council**

**Proposed – The Mayor, Cllr D J Sharman**

**Seconded – Cllr F E Daymond**

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

**For – 13 Abstention - 4**

**ii. Town Hall**

**Proposed – The Deputy Mayor, Cllr J W Doyle**

**Seconded – Cllr A D Stacey**

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

**For – 16 Abstention - 1**

**iii. Jubilee Community Centre**

**Proposed – Cllr C Pyatt**

**Seconded – Cllr Mrs P B Sharp**

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

**All in favour**

**2401. Election of members to the Human Resources Committee**

Members were provided with voting slips to vote for up to five councillors, each of whom had to receive an absolute majority of votes from those attending the meeting.

Councillors M P Ford, R L Judge, R A Pegg, M C Ross & Mrs P B Sharp were duly elected.

**2402. To receive report from the Town Hall Committee regarding the Platform Lift.**

Cllr M D Starreveld reported that Town Hall Platform Lift Project Programme (Appendix 3) was on target. Works Specifications and Contract Documents had been prepared, a Quantity Surveyor appointed, the project was currently advertised on both the BCKL&WN Tenders website and a similar trade website. So far there had been 25 requests for the Tender Documentation package. Cllr M D Starreveld advised members of the timescales with the awarding of the contract due on 05<sup>th</sup> July 2013.

**2403. To discuss Community Recycling in Downham Market – Cllr Starreveld**

Cllr M D Starreveld advised members of a Recycling Morning being held on Thursday 06<sup>th</sup> June at West Dereham where councils will be shown the financial benefits of Recycling Credits, and offered to attend. The Town Clerk, Mrs J M Markwell will also attend.

Cllr M D Starreveld circulated to all members a paper (Appendix 4) setting out some of his thoughts with regard to Community Recycling with a suggestion they offered a starting place for Councillors' consideration.

**2404. Downham Market Festival**

Cllr F E Daymond had little to report.

The Festival will run from 25<sup>th</sup> May – 1<sup>st</sup> 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.

There will not be a printed programme this year but it is believed that a local newspaper is printing a pull out supplement.

The Deputy Mayor, Cllr J W Doyle, reminded members that the Festival Committee is new, had stepped in to save the Festival and needs support.

**2405. To receive report on the Joint Burial Board**

There was nothing to report at this time.

**2406. To receive report on the Twinning Club**

Cllr Ross provided the meeting with a written report (Appendix 5)

**2407. Mazars Report – to receive an update with regard to Standing Orders**

Cllr A D Stacey reported that the circulated document – Recommendations for upgrades of Downham Market Town Council Standing Orders and Financial Regulations etc....(Appendix 6) had been agreed by Finance and Standing Orders working parties which will allow a measured reply to the Mazars report to be made. Cllr M P Ford reassured members that amendments to Standing Orders would be introduced in a timely and appropriate manner and not necessarily at the same time.

**2408. To consider Emergency Planning Report – The Deputy Mayor, Cllr J W Doyle**

The Deputy Mayor, Cllr J W Doyle, explained the background to the Emergency Planning Report. Councillors were of the opinion this was valuable document. Cllr R L Judge reminded councillors there were three surgeries in Downham Market and will attempt to gain non publicised contact details for inclusion in the plan.

**Proposed – Cllr J K Fox**

**Seconded – The Deputy Mayor, Cllr J W Doyle**

**‘That the Emergency Planning Report be adopted as a Town Council Policy’**

**All in favour**

**Proposed – The Mayor, Cllr D J Sharman    Seconded – Cllr J K Fox**

**‘That a copy of the Report be displayed in the Town Council Offices and Town Hall’**

**All in favour**

**2409. To receive report from the Human Resources Committee – Cllr Mrs P B Sharp**

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

**2410. To discuss any urgent items as agreed by the Mayor**

No urgent items had been received

**2411. Mayor’s Announcements**

There were no Mayor’s announcements.

**Proposed – The Mayor Cllr D J Sharman**

**Seconded – Cllr J K 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**

**2412. Human Resources (Confidential item)**

Cllr Mrs P B Sharp gave a verbal report.

The meeting came out of confidentiality.

The Mayor thanked everyone for attending and closed the meeting at 8.05pm.

**Chairman**

**Date**