

DOWNHAM MARKET TOWN COUNCIL MEETING

MINUTES OF MEETING HELD TUESDAY 8th OCTOBER 2013 AT 7.00PM

Present:	The Mayor	Cllr D J Sharman
	The Deputy Mayor	Cllr J W Doyle
	Councillors	Mrs V I Botham
		Mrs P D Damper
		F E Daymond
		M P Ford
		J K Fox
		J Groom
		M Howland
		P W Neate
		Mrs S M Nunn
		R A Pegg
		C Pyatt
		M C Ross
		Mrs P B Sharp
		A D Stacey
		M D Starreveld
		D P Sutton
	County Councillor	Cllr A White
	Borough Councillor	Cllr A M Lovett
	Council Solicitor	Mr P Sheerin
	Police Representative	Sgt C Archer
	Town Clerk	Mrs J M Markwell
	Deputy Town Clerk	Mr R A Davidson
	Minute Secretary	Mr S W Nunn

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.

2475. To receive Members' Apologies for Absence

Apologies for absence had been received from Cllrs Mrs R L Judge (Work commitment) and J J Reed (Illness).

The apologies were accepted.

2476. To receive Members' Declarations of Interest

There were no declarations of interest

2477. To approve the minutes of the Town Council meeting held on Tuesday 9th July 2013

The minutes of the Town Council meetings held on Tuesday 25th July 2013 (pages 4341-4342) and Tuesday 10th September 2013 (pages 4374-4378) were approved.

2478. Adjourn meeting for public participation and reports

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

Police Representative

Sergeant Archer was in attendance in place of Inspector Mark Cant who was unavailable for this meeting, he advised that Inspector Cant is looking forward to working with the Town Council.

It was reported that total crime is down 1% in the year to date.

Anti Social Behaviour is down 21%^.

Vehicle crime has been reduced by 25 crimes.

Burglary has been reduced by 14 crimes; in fact there has not been a reported burglary since 27th August 2013. Most local burglaries are opportunistic and could be avoided with some basic crime prevention measures, it was recommended that doors are locked and lights left on in the evenings when not at home. PCSOs are available to give advice on crime prevention.

Vehicle crime increases during the winter months, especially at locations like Shouldham Warren where people tend to exercise their dogs. Theft of heating oil is also a problem in the colder months.

Sergeant Archer urged members to attend the SNAP meetings at the Town Hall; one major aim of these meetings is to further reduce anti social behaviour. The next meeting is 6th November at 7.00pm.

Cllr Ford enquired as to the cause of the disturbance in Ryston End at the weekend, Sergeant Archer was not aware of the disturbance but will investigate and get back to Cllr Ford.

Concern was raised that vehicle owners are parking on the pavements at Broomhill, causing pedestrians to walk in the road, this would be investigated

Cllr Stacey asked who he should contact with regard to the Remembrance Parade. In this instance it should be Inspector Cant.

It was also noted that anti-social behaviour was still prevalent at the Willows and there are still problems around the bridge area at the back of Tesco's.

Sergeant Archer left the meeting.

Mr Paul Sheerin, Partner – Hawkins Ryan Solicitors. Concerning the Lease for the Old Fire Station

Mr Sheerin distributed copies of the draft contract.

Mr Sheerin explained that the contract was virtually complete but that the Heritage Lottery Fund were requesting some changes. The lease must be completed and signed by the last day of November 2013 or funding is liable to be revoked. The Schedule of Works also needs to be agreed. Mr Sheerin went through the proposed changes, (highlighted in the draft contract) and answered Councillor's questions.

The building will be insured by the Town Council and the costs recouped from the Heritage Society.

'Rights of Inspection' were discussed, an annual inspection was not thought to be likely to be agreed, however an inspection after initial works may be carried out.

The redrafted contract will be passed to the Heritage Lottery Fund.

Cllr Daymond asked if the Heritage Society would have any charge over the car park, this will remain under the control of the Town Council.

Mr Sheerin left the meeting.

County Councillor report

Norfolk County Councillor White reported that the pedestrian crossing in Priory Road, close to Tesco has been judged to be of the required standard, any upgrade was likely to cost in the region of £100,000. The path between Tesco and St Winnold's Close is also of the required standard.

It was reported that this path slopes towards the road and can be difficult, especially for older people.

A report had been received from a resident of Wesley Close commenting on a streetlight which shines into their property. The flooding in Porter Street is being investigated.

Cllr Fox made County Councillor White aware that there were two residents of Wade Wright Court who believed that a pedestrian crossing was to be placed in Priory Road. County Councillor White replied that a sign to make motorists aware that older people were likely to be crossing in this area had been promised and had been installed.

Borough Councillor report

Borough Councillor A M Lovett had nothing to report.

Public Participation

Cllr Howland asked when the new lighting was to be installed in the Council Chamber. Cllr Fox replied that the order for the work to be carried out had been signed.

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

2479. To receive correspondence

A list of correspondence had been circulated (Appendix 1)
There were no questions.

2480. To receive Councillors' Questions

Q. Cllr Pyatt made members aware that he had been approached by the operators of Mr Bees and the Jewellery Emporium with regard to the possibility of having the bus stop removed from outside their retail properties. They have submitted a request to attend the next Property Committee meeting to be able to state their case. Also could County Councillor White visit the businesses and speak to the owners.

A. Members of the public are always welcome to attend Committee meetings. County Councillor White is happy to speak to the businesses involved.

Q. Cllr Doyle made members aware that a seat was to be purchased in memory of Mr Tinker Taylor; the Heritage Society had offered to have this seat placed close to their planted area. This was thought to be appropriate as Mr Taylor had been a member of the Fire Service. It was suggested that the Town Council should provide a plaque for the seat

County Councillor White left the meeting.

2481. To adopt the Standing Committee Minutes

Finance Committee

A draft report, 'Council objectives and Business Plans had been circulated (Appendix 2)

Cllr Pyatt introduced the report which had been compiled by Cllr Neate and explained that a Budget Case Plan should be compiled by each Committee.

There were strong objections to the first paragraph which it was felt would restrict the Town Council's ability to move forward. It was commented that the basic intent was good but there was uncertainty about the whole purpose, it was thought that there might be an overlap with standing orders.

The above comments were supported but it was felt that the report brought an holistic approach. There were clear objectives within the report but made members should be aware that past increases in the precept had help develop the Town.

This was a draft report and was provocative to get members talking about the subject.

This report would be left on the table and further discussion would take place within the Finance Committee.

Proposed – Cllr Pyatt

Seconded – Cllr Ford

'That the minutes of the Finance Committee meeting of Tuesday 27th August, 2013 (pages 4360-4362) be approved'

All in favour

Town Hall Committee

Proposed – Cllr Pegg

Seconded – Cllr Stacey

'That the minutes of the Town Hall Committee meeting of Wednesday 28th August, 2013 (pages 4363-4367) be approved'

All in favour

Property Committee

Proposed – Cllr Fox

Seconded – Cllr Howland

'That the minutes of the Property Committee meeting of Tuesday 20th August, 2013 (pages 4354-4359) be approved'

All in favour

Community Development Committee

Proposed – Cllr Groom

Seconded – Cllr Ross

'That the minutes of the Community Development meeting of Wednesday 7th August, 2013 (pages 4349-4353) be approved'

All in favour

Planning & Environmental Committee

Proposed – Cllr Daymond

Seconded – Cllr Starreveld

‘That the minutes of the Planning & Environmental Committee meetings of Tuesday 3rd September, 2013 (pages 4368-4373), and Wednesday 18th September, 2013 (pages 4385-4387) be approved’

All in favour

2482. To receive the Clerk’s report

The Clerk reported that Norfolk Association of Local Councils and the Society of Local Council Clerks are holding a seminar at the Sandringham Visitor Centre on 6th November 2013, subjects to include Standing Orders, Localism, Staff assessments and the local Crime Commissioner. The Clerk and Deputy Clerk hope to attend and Councillors are welcome. The cost is £35, to include lunch.

2483. To receive report from Mr Paul Sheerin, Partner – Hawkins Ryan Solicitors, concerning the Lease for the Old Fire Station.

Mr Sheerin had reported earlier in the meeting.

Proposed – Cllr Fox

Seconded – Cllr Groom

‘That the Town Council adopt the draft contract for the Lease for the Old Fire Station and delegates responsibility to the working party to complete the contract.’

All in favour

2484. To receive report from the Town Hall Committee regarding the Platform Lift

Proposed – The Mayor Cllr Sharman

Seconded – Cllr Daymond

‘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.’

To discuss financial matters.

The Mayor, Cllr Sharman resumed the meeting

Proposed – Cllr Starreveld

Seconded – Cllr Pegg

‘That the first payment be made to Fosters, the Platform Lift contractors in the amount of £18,446.81, as per the contract.’

All in favour

2485. To receive grant request from the Jubilee Community Centre Management Committee

Cllr Pyatt explained that the agreed grant of £5,000 was now needed as the winter programme was approaching. A meeting is being held with Discovery Centre members' tomorrow evening to discuss ways to reduce anti social behaviour.

Proposed – Cllr Ford

Seconded – Cllr Fox

'That the agreed grant of £5,000 be made available to the Jubilee Community Centre.'

All in favour

2486. To receive report from the Community Recycling working party

Cllr Mrs Nunn advised members that there had been no response from the Borough Council. It was reported that there is one paper bank, nine bottle banks, three can banks and one shoe bank within the Hollies Car Park

Members were asked if they would like to see the Town Council take responsibility for recycling within Downham Market. It was commented that it is for the working party to make a recommendation. Members were reminded that it was likely that within the near future the public would be able to put their bottles into their green wheelie bins, so it was thought that now was not the time to be taking on this responsibility.

Recycling funds can be claimed from Norfolk County Council. It was noted that the door to door local recycling collection was now no longer being carried out.

2487. To receive report on the Downham Market Festival

There was nothing to report.

2488. To receive report on the Joint Burial Committee

A report had been circulated (Appendix 3) along with a letter from the Downham Market Allotments Association, (Appendix 4).

Cllr J K Fox read through the report.

Proposed – Cllr Fox

Seconded – Cllr Doyle

'That the Town Council accepts that The Downham Market and Downham West Joint Burial Board has no objections to the proposals for the Car Park enhancements and siting of a "Compost Toilet" to be carried out. The Board is aware of the rule concerning the height of constructions but will make an exception in the case of the toilet. The Board would also remind the Downham Market Allotment Association of the original terms of the agreement on returning the land at the end of the term of use.'

All in favour

Cllr Howland enquired why the Burial Board only charged 75% of Borough Council rates. Cllr Fox replied that this had always been the case; he also explained that the cost of a burial in King's Lynn is currently £800.

2489. To receive report on the Twinning Club

Cllr M C Ross made members aware that the next Twinning Club event was a ‘Bollywood Evening’ at Wimbotsham Village Hall on 7th November 2013. Tickets are £15.

2490. To receive update on future Town events

The Deputy Mayor, Cllr J W Doyle, gave a report, future events are:

- Halloween, 31st October 2013. Thanks were offered to the manager of Tesco, who has helped organise this event and provided posters and a banner. Thanks also went to Keystones, Anglo County Ventures, Greggs and Boots for assistance.
- Community Fair - Cllr Groom and Daymond.
- Christmas Lights switch on – the organisation of this event is progressing.
- Remembrance Parade, invites have been distributed.

2491. To receive verbal report from the Human Resources Committee

A report had been drafted, (Appendix 5), which Cllr Ford read through.

2492. To discuss any urgent items as agreed by the Mayor

No such items had been agreed.

2493. Mayor’s Announcements

The Mayor, Cllr Sharman, advised members that the Town Council’s response to the LDF report should be adopted. The response had been circulated (Appendix 6)

Proposed – Cllr Starreveld

Seconded – Cllr Pegg

‘That the Town Council’s response to the LDF report be adopted.’

All in favour

The Mayor thanked everyone for attending and closed the meeting at 8.50pm.

Chairman

Date