

DOWNHAM MARKET TOWN COUNCIL MEETING

MINUTES OF MEETING HELD TUESDAY, 18TH MAY 2010 AT 7.30PM

Present:	The Mayor	Cllr J K Fox
	The Deputy Mayor	Cllr V F Starling
	Councillors	H M Cross
		F E Daymond
		J W Doyle
		R Leach
		Mrs K Mellish
		Mrs S M Nunn
		J J Reed
		C T Sampson
		D J Sharman
		A D Stacey
		S C Teverson
		W A Wallace
	County Councillor	Mrs S E L Hutson
	Deputy Clerk	Mrs S D Porter
	Office Administrator	Mrs L F Bayliss
	Press	Ms R M Bodle
	Members of Public	11

Those in attendance at the meeting were notified of the emergency evacuation procedure from the Town Council offices.

1749. To receive Members' Apologies for Absence

Apologies for absence had been received from Cllr Mrs V I Botham (prior engagement), Cllr J Groom (illness), Cllr C Pyatt (holiday), Borough Cllr J R Legg and Borough Cllr A M Lovett.

The apologies were accepted.

1750. To receive Members' Declarations of Interest

Cllr Doyle declared a prejudicial interest in Item 1757, To approve the payment of bills (Town Council bills). Cllr Starling declared a personal interest in Item 1757, To approve the payment of bills (Town Council bills), and a personal interest in Item 1758, To consider an application for a grant from the Downham Market Festival Committee.

Adjourn meeting for public participation and reports

The Mayor, Cllr Fox, adjourned the meeting.

Police

No member of Norfolk Constabulary was present at the meeting.

County Councillor

County Cllr Mrs Hutson had nothing to report to this meeting.

Borough Councillors

There were no Borough Councillors present at the meeting.

Public Participation

The Vice Chairman of the Festival Committee addressed the Council to ask that Councillors reconsider the Downham Market Summer Ball Committee's request to finish their event (Saturday, 5th June 2010) at 1.00am on Sunday, 6th June 2010 particularly because event posters and tickets had been printed and posted prior to being advised by the Town Council that the event would need to finish at 12.00am.

The Mayor, Cllr Fox, confirmed that this matter would be discussed under Item 1760, To receive report from Town Hall Interim Management Committee.

The Mayor, Cllr Fox, resumed the meeting.

1751. Co-option of two new Councillors for Downham Market East Ward

Details of the voting process had been provided in the Clerk's Report and an instruction sheet had been circulated.

Eight candidates had applied in writing asking to be considered for co-option; Mr A Ball, Mr R Hancock, Mr M Howland, Mrs R Judge, Mr I Massingham, Mr R Pegg, Ms M Ross and Mrs Y Thompson. Copies of the candidates' letters had been circulated to Councillors. The Mayor, Cllr Fox, confirmed that Mr Ball had today withdrawn his application. The Mayor, Cllr Fox, confirmed that all candidates would be standing for the vacancies in the East and North Wards.

Councillors completed several secret ballots until an absolute majority was reached. On each occasion, the Deputy Clerk and Administrator counted the votes and sealed the ballot papers.

The Mayor, Cllr Fox, confirmed that a majority vote had been received for Mr Howland and Mrs Thompson and they were duly elected as Town Councillors. Mr Howland and Mrs Thompson joined the meeting, but were advised by the Mayor, Cllr Fox, that they would not be able to debate or vote as they had not yet signed their Declarations of Acceptance of Office and Code of Conduct forms.

1752. Co-option of one new Councillor for Downham Market North Ward

Details of the voting process had been provided in the Clerk's Report and an instruction sheet had been circulated.

The five remaining candidates that had not been co-opted in the East Ward were considered for co-option in the North Ward; Mr R Hancock, Mrs R Judge, Mr I Massingham, Mr R Pegg and Ms M Ross.

Councillors completed several secret ballots until an absolute majority was reached. On each occasion, the Deputy Clerk and Administrator counted the votes and sealed the ballot papers.

The Mayor, Cllr Fox, confirmed that a majority vote had been received for Mr Pegg and he was duly elected as a Town Councillor. Mr Pegg joined the meeting, but was advised by the Mayor, Cllr Fox, that he would not be able to debate or vote as he had not yet signed his Declaration of Acceptance of Office and Code of Conduct forms.

Members welcomed the three new Councillors to the Council.

1753. To receive correspondence

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

Details had been provided in the Clerk's Report of two items for discussion.

A newsletter had been received from the Twinning Club which advised that Mr J Sadler, Mrs P Marais and Mrs A Sadler would all be retiring after longstanding services. Members agreed that the Mayor, Cllr Fox, should send a congratulatory letter to all three people for helping to accomplish the Twinning Club's success.

Mayor

A request had been received from Ms A Franklin, BCKL&WN Community Safety and Neighbourhood Nuisance Officer, to stand on the Town Square this week to promote 'Noise Action Week'. Members approved this request. The Deputy Clerk would contact Ms Franklin to confirm.

Clerk

It was noted that a letter had been received regarding the possible closure of the GP surgery in The Hollies Health Centre. Councillors were advised to get in touch with Mr D O'Connor (contact details were stated in the letter) if they had any thoughts or concerns regarding this matter.

1754. To receive Councillors' questions

There were no Councillors' questions.

1755. To Adopt the Standing Committee Minutes

Car Parks and Highways Committee

Proposed – Cllr Cross

Seconded – Cllr Daymond

'That the minutes of the Car Parks and Highways Committee meeting of Tuesday, 16th March 2010 (pages 3064-3068) be adopted.'

All in favour

Planning and Environmental Committee

Proposed – Cllr Reed

Seconded – Cllr Daymond

‘That the minutes of the Planning and Environmental Committee meeting of Wednesday, 17th March 2010 (pages 3069-3071) be adopted.’

All in favour

Development Committee

Proposed – Cllr Starling

Seconded – Cllr Teverson

‘That the minutes of the Development Committee meeting of Tuesday, 23rd March 2010 (pages 3072-3077) be adopted.’

All in favour

Finance and General Purposes Committee

Proposed – Cllr Teverson

Seconded – Cllr Stacey

‘That the minutes of the Finance and General Purposes Committee meeting of Tuesday, 6th April 2010 (pages 3078-3084) be adopted.’

All in favour

1756. To receive the Clerk’s Report

The Clerk’s Report had been circulated (Appendix 2). All matters within the report related to agenda items.

1757. To approve the Payment of Bills

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

Town Council

Cllr Doyle had declared a prejudicial interest in this item. Cllr Starling had declared a personal interest in this item.

Proposed – Cllr Sampson

Seconded – Cllr Daymond

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

For – 12

Against – 0

Abstentions – 2 (Declared Interests)

Town Hall

Proposed – Cllr Leach

Seconded – Cllr Stacey

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

For – 14

Against – 0

Abstentions – 0

Howdale Community Centre

Proposed – Cllr Doyle

Seconded – Cllr Sampson

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

For – 14

Against – 0

Abstentions – 0

1758. To consider an application for a grant from the Downham Market Festival Committee

Cllr Starling had declared a personal interest in this item.

An application had been received from the Downham Market Festival Committee requesting a grant for £2,500.

Proposed – Cllr Stacey

Seconded – Cllr Teverson

‘That the Council contributes £2,500.00 to the Downham Market Festival Committee for 2010/2011.’

For – 12

Against – 0

Abstentions – 2 (1 Declared Interest)

1759. To consider an application for a grant from the Southern Area Road Safety Committee

An application had been received from the Southern Area Road Safety Committee requesting a grant for £500.

Proposed – Cllr Sampson

Seconded – Cllr Teverson

‘That the Council contributes £500.00 to the Southern Area Road Safety Committee for 2010/2011.’

All in favour

1760. To receive report from the Town Hall Management Committee

The Chairman reported that the Town Hall had kept within the budget for 2009/2010. The scaffolding had been removed and the restoration work looked superb. Bookings were ever-increasing and the cinema showings generally had a good-sized audience.

At the Full Council meeting held on Tuesday, 13th April 2010 the Town Council had taken the decision that the Summer Ball should finish at 12.00am, in accordance with the Town Hall Conditions of Lettings. A subsequent letter had been received from the Downham Market Summer Ball Committee asking that this decision be rescinded.

In accordance with Standing Order 28a Cllr Reed had requested, in writing, a special resolution for this matter to be reconsidered and had received five Members' signatures (Appendix 4).

Cllr Reed advised that because the posters and tickets for the Summer Ball had been printed and posted that the Town Council should allow the event to finish at 1.00am.

Cllr Starling confirmed that it had been an oversight of the Town Council and Festival Committee to originally inform the Downham Market Summer Ball Committee that their event could finish at 1.00am. Approximately ninety tickets had already been sold and it would be catastrophic for the Downham Market Summer Ball Committee if they had to alter the finish time at such a late stage.

It was noted that advisory posters regarding matters such as this should be displayed prominently in the Town Hall. The Town Hall Management Committee noted this.

Proposed – Cllr Reed

Seconded – Cllr Sampson

'That this Council allows, on a one-off basis, the Summer Ball to continue until 1.00am on Sunday, 6th June 2010.'

For – 8

Against – 5

Abstentions – 1

Cllr Mrs Nunn wished to thank the Town Hall Management Committee for the enormous amount of work they had done in ensuring the current success of the Town Hall.

1761. To receive report on the Howdale Community Centre

Cllr Doyle reported that the Downham Amateur Dramatic Society (DADS) currently had a scenery container on land behind Barker Bros, Railway Road. Unfortunately Mr L Barker had advised DADS that they would no longer be able to store their container there due to imminent plans to develop that site. DADS had therefore requested permission to store the container at the Howdale Community Centre (HCC) next to the other containers currently situated there. The Chairman of the HCC Management Committee had confirmed his approval of this providing only that DADS remained regular users of the HCC and that the area did not become a 'container park'.

Councillors agreed that the HCC Management Committee should draw up a contract and set the annual rental agreement.

HCC

1762. Report from Youth Council

Minutes of the meeting held on Thursday, 29th April 2010 had been circulated (Appendix 5).

1763. Report from Cllr S C Teverson – NorfolkALC and NALC

Cllr Teverson reported that the ‘Council of the Year’, East Dereham Town Council, had taken out a loan for £1 million and received grant money for the purchase of their Town Hall. Their plans were to include a community café, art galleries, etc, and even a swimming pool. The Clerk at Harleston had received ‘Clerk of the Year’. On a National level there did not yet appear to be a Minister for Parish and Town Councils.

1764. To receive reports from the Working Parties

- i. **Old Fire Station Site – Heritage Centre** – There was nothing to report to this meeting. It was noted that the Heritage Centre would need to vacate the Town Hall in September 2010.
- ii. **Policy for Fairs/Circuses** – There was nothing to report to this meeting. Cllr Reed confirmed that he had researched the history of The Howdale.

Three members of public left the Council Chambers at 8.56pm.

1765. Superannuation for Events Coordinator Post

Proposed – Cllr Stacey

Seconded – Cllr Sampson

‘That it is hereby resolved under Regulation 4 (5) of the Local Government Pension Scheme Regulations 1995 that the Events Coordinator should be treated as a pensionable employee for the purposes of those regulations (as amended from time to time) with effect from 6th April 2010.’

All in favour

A copy of this resolution would be forwarded to the Norfolk County Council Pension Fund Administration Team.

Clerk

1766. To elect members of the Human Resources Sub Committee (5 members)

Details had been provided in the Clerk’s Report.

Nine Councillors had originally requested to be considered for the Human Resources (HR) Sub Committee; Cllr Doyle, Cllr Groom, Cllr Leach, Cllr Mrs Mellish, Cllr Mrs Nunn, Cllr Reed, Cllr Sharman, Cllr Teverson and Cllr Wallace. Cllr Teverson had since withdrawn his application. Cllr Groom had not submitted her résumé by the deadline date given (Monday, 10th May 2010). Cllr Leach had not submitted a résumé.

Cllr Mrs Mellish felt that the Councillors who had not submitted their résumés by 10th May 2010 should not be considered for election onto the HR Sub Committee.

Proposed – Cllr Mrs Mellish

Seconded – Cllr Sharman

‘That any Councillors that did not provide details by the closing date as stated on the memo from the Town Clerk should not be included on the voting list for a position on the HR Sub Committee.’

For – 11

Against – 1

Abstentions – 2

Cllr Doyle and Cllr Leach then withdrew their applications.

In view of the fact that there were five remaining candidates it was not necessary to hold a secret ballot and those Councillors were duly elected; Cllr Mrs Mellish, Cllr Mrs Nunn, Cllr Reed, Cllr Sharman and Cllr Wallace.

1767. To appoint the Chairmen of the Standing Committees and Sub Committees

Details had been provided in the Clerk’s Report.

i. Finance

Proposed – Cllr Mrs Mellish

Seconded – Cllr Stacey

‘That Cllr Teverson is elected Chairman of the Finance Committee for the ensuing year.’

All in favour

There being no other nominations, Cllr Teverson was duly elected.

ii. Community Development

The election of Chairman for the Community Development Committee would be deferred until their meeting on Thursday, 28th May 2010 as there was not a quorum of the Committee Members to be able to vote at this meeting.

iii. Property

Proposed – Cllr Mrs Mellish

Seconded – Cllr Daymond

‘That Cllr Sharman is elected Chairman of the Property Committee for the ensuing year.’

All in favour

There being no other nominations, Cllr Sharman was duly elected.

iv. Planning

Proposed – Cllr Sampson

Seconded – Cllr Fox

‘That Cllr Daymond is elected Chairman of the Planning Committee for the ensuing year.’

For – 2

Against – 3

Abstentions – 0

Proposed – Cllr Wallace

Seconded – Cllr Daymond

‘That Cllr Reed is elected Chairman of the Planning Committee for the ensuing year.’

For – 3

Against – 2

Abstentions – 0

There being no other nominations, Cllr Reed was duly elected.

v. Town Hall

Proposed – Cllr Stacey

Seconded – Cllr Cross

‘That Cllr Leach is elected Chairman of the Town Hall Committee for the ensuing year.’

All in favour

There being no other nominations, Cllr Leach was duly elected.

i. Finance

a. Human Resources

Proposed – Cllr Mrs Nunn

Seconded – Cllr Wallace

‘That Cllr Sharman is elected Chairman of the Human Resources Sub Committee for the ensuing year.’

All in favour

There being no other nominations, Cllr Sharman was duly elected.

i. Finance

b. Markets

ii. Community Development

a. Events

Property

b. Environmental

iii. Planning

a. Local Development Framework/Spatial Strategy

It was agreed that the Chairmen of the above Sub Committees would be elected at the first meetings of the Standing Committees.

Clerk

1768. To discuss meeting times of the Council and Standing Committee meetings

Details had been provided in the Clerk's Report.

Members agreed that all Standing Committee and Full Council meetings would commence at 7.00pm. Human Resources Sub Committee meetings would commence at 3.00pm.

Proposed – Cllr Doyle

Seconded – Cllr Leach

'That Town Hall Committee meetings commence at 3.00pm.'

For – 10

Against – 2

Abstentions – 2

At 9.25pm the Mayor, Cllr Fox, deferred the following four agenda items until the next Full Council meeting:

Mayor

- 1. To appoint members to the following Working Parties**
 - i. Old Fire Station site – Heritage Centre**
 - ii. Policy for Fairs/Circuses**
- 2. To receive reports from representatives of Outside Bodies**
 - i. Joint Burial Committee**
 - ii. West Norfolk Sports Forum**
 - iii. Southern Area Road Safety Committee**
 - iv. Festival Committee**
- 3. Update on ATC Hut – Cllr J W Doyle to report**
- 4. To discuss any urgent items as agreed by the Mayor**

1769. Mayor's Announcements

- Sunday, 30th May 2010 to Sunday, 6th June 2010 – Festival Week
- Sunday, 30th May 2010 – Morning – Festival flag raising
- Saturday, 5th June – Party on The Howdale, 12.00pm
- Wednesday, 23rd June 2010 – School Cluster Day events to coincide with International Day, Town Square, Town Hall, Town Hall car park

1770. Report from Human Resources Working Party, discussion and recommendations to Full Council

- a) To discuss Human Resources report** – There was nothing to report to this meeting.

Proposed – The Mayor Cllr Fox

Seconded – Cllr Starling

‘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

The remaining members of public, press, County Councillor and three newly elected Councillors left the Council Chambers at 9.30pm.

Proposed – The Mayor Cllr Fox

Seconded – Cllr Mrs Mellish

‘To suspend Standing Order 5b, in order that the Human Resources confidential item can be discussed.’

All in favour

The Deputy Clerk and Administrator left the Council Chambers at 9.30pm.

1771. Confidential items

Public Bodies (Admission to Meetings) Act 1960 – following the exclusion of the public and press

a) To discuss any Human Resource confidential items

See Confidential Report.

The Mayor, Cllr Fox, closed confidentiality and resumed the meeting.

The Deputy Clerk and Administrator returned to the Council Chambers at 10.04pm.

The Mayor thanked everyone for attending and closed the meeting at 10.05pm.

Chairman

Date