

DOWNHAM MARKET TOWN COUNCIL MEETING

MINUTES OF MEETING HELD TUESDAY, 8TH JUNE 2010 AT 7.00PM

Present:	The Mayor	Cllr J K Fox
	The Deputy Mayor	Cllr V F Starling
	Councillors	Mrs V I Botham
		H M Cross
		F E Daymond
		J W Doyle
		J Groom
		M Howland
		R Leach
		Mrs K Mellish
		Mrs S M Nunn
		R A Pegg
		J J Reed
		C T Sampson
		D J Sharman
		S C Teverson
		Mrs Y A Thompson
		W A Wallace
	County Councillor	Mrs S E L Hutson
	Borough Councillors	J R Legg
		A M Lovett
	Norfolk Constabulary	Inspector M Bates
	Town Clerk	Mrs J M Markwell
	Deputy Clerk	Mrs S D Porter
	Press	Ms R M Bodle
	Members of Public	2

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

1772. To receive Members' Apologies for Absence

Apologies for absence had been received from Cllr A D Stacey (holiday) and Cllr C Pyatt (prior engagement).

The apologies were accepted.

1773. To receive Members' Declarations of Interest

Cllr Daymond declared a personal interest in Item 1780 (i), To approve the payment of bills (Town Council bills). Cllr Wallace declared a personal interest in Item 1780 (i) and (iii), To approve the payment of bills (Town Council and Howdale Community Centre bills).

County Cllr Mrs Hutson arrived at the meeting at 7.04pm.

Adjourn meeting for public participation and reports

The Mayor, Cllr Fox, adjourned the meeting.

Police

Inspector Bates reported on crimes over the past 2 months:

Car crimes	0
Burglaries to dwellings	0
Burglaries to sheds	2
Thefts	1 (Lead from the roof of St Edmunds Church)
Pedal Cycles	7
Violence against person	2 (2 arrests made)
Criminal damage	14 (4 cars keyed, 3 shop windows smashed, 7 car windows damaged)

- The RAF Parade and Festival had gone well with no serious incidents.
- The High School Prom was becoming a large event and more police presence was likely to be needed next year.
- The Safer Neighbourhood Area Panel (SNAP) would be holding its first meeting at the Fire Station on Friday, 2nd July 2010 at 7.00pm.

Q: There was an unexplained death in a residential property in Town. Is it known yet if the death was suspicious? (CTS).

A: The post mortem was inconclusive and investigations are ongoing. A neighbour was arrested but was later released on bail.

Inspector Bates left the Council Chambers at 7.09pm.

County Councillor

Cllr Mrs Hutson reported that there were plans to relocate the taxi ranks in Bridge Street to the bay near the Town Clock in High Street; this would require the widening of the bay. The proposed bus stop in Bridge Street would need to be DDA compliant. Funds were currently being sought to complete this project.

The golden gravel on Cannon Square appeared to be wearing well. However, the tar under the golden gravel on the pavement opposite was melting. Highways had laid sand on the pavements but this had been walked into the adjacent shops causing carpets to be ruined. If the pavement is not able to be repaired the golden gravel may have to be entirely removed and resurfaced.

Councillors raised concern of the proposal to move the taxi ranks near the Town Clock, which had previously been considered as a totally unsuitable location. Cllr Mrs Mellish advised that the BCKL&WN had consulted the taxi companies and this had been their preferred location.

It was noted that the BCKL&WN and NCC had not consulted the Town Council on this matter and that reports from both authorities should be requested. The Clerk would formally write to them.

Clerk

Cllr Mrs Thompson arrived at the meeting at 7.17pm.

Borough Councillors

Cllr Mrs Mellish, in her capacity as a Borough Councillor, reported that the pavement outside the A-Z kebab establishment, High Street, was very greasy. This was noted.

Public Participation

A member of public raised concern about the kebab van on Cannon Square; cars were reversing out of Cannon Square because the van was taking up manoeuvring space, and also the van was digging up the surface. Cllr Mrs Hutson noted these comments.

The same member of public also wished to note that the sign post at Wimbotsham Road/Clackclose Road was still missing. Cllr Mrs Mellish would report this to the BCKL&WN.

KM

Cllr Howland arrived at the meeting at 7.22pm.

The Mayor, Cllr Fox, resumed the meeting.

1774. To appoint members to the following Working Parties (deferred from Town Council meeting Tuesday, 18th May 2010)

- i. **Old Fire Station site – Heritage Centre** – The Working Party members were appointed as being Cllr Doyle, Cllr Fox and Cllr Reed. The Working Party nominated Cllr Fox as the Chairman.
- ii. **Policy for Fairs/Circuses** – The Working Party members were appointed as being Cllr Howland, Cllr Reed and Cllr Teverson. The Working Party nominated Cllr Reed as the Chairman.

1775. To receive reports from representatives of Outside Bodies (deferred from Town Council meeting Tuesday, 18th May 2010)

- i. **Joint Burial Committee** – There was nothing to report to this meeting.
- ii. **West Norfolk Sports Forum** – There was nothing to report to this meeting.
- iii. **Southern Area Road Safety Committee** – There was nothing to report to this meeting.
- iv. **Festival Committee** – Cllr Starling reported that the 36th Festival had taken place with the raising of the Festival flag opening the event on Sunday, 30th May 2010. On Carnival Day a police car had headed the parade. The weather had been warm and around 3000 people enjoyed the events on The Howdale. The Mayor and Mayoress and Deputy Mayor and Consort attended every event, either together or separately. Mr Tinker Taylor had been nominated ‘Citizen of the Year’ during the week’s celebrations. To close the event the flag lowering took place on Sunday, 6th June 2010.

In future the road closures for the parade would involve barriers, signs and approximately 30 marshals. The Festival Committee would contact NCC Highways for permission and liaise with the police for any possible help. A debrief meeting of the Festival Committee would be taking place prior to the Full Council meeting on Tuesday, 13th July 2010.

1776. Update on ATC Hut – Cllr J W Doyle to report (deferred from Town Council meeting Tuesday, 18th May 2010)

Cllr Sharman reported that an electrical inspection had been carried out for the ATC Hut and a pass certificate had been received. A fire survey would be conducted on Tuesday, 15th June 2010.

1777. To receive correspondence

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

It was noted that the GP surgery in the Hollies Health Centre may be taken over by a private practice. Cllr Leach confirmed that he had a correspondence on this matter and would leave a copy in the Council offices for Members to view.

RL

Cllr Mrs Hutson advised that Sure Start, the Government's programme to deliver the best start in life for every child by bringing together early education, childcare, health and family support, would be placing a centre in the primary school. Cllr Mrs Hutson would advise the NCC Scrutiny Committee of the proposals for the Hollies GP surgery.

SELH

A working party was formed to research this matter. The members were appointed as being Cllr Mrs Nunn, Cllr Pegg and Cllr Sampson. The members nominated Cllr Mrs Nunn as the Chairman. Members agreed that a formal letter of protest should be sent to the NHS. The Working Party would deal with this.

WP

1778. To receive Councillors' questions

Q: Are Councillors aware that an article written by a local resident was placed in The Times newspaper on Wednesday, 19th May 2010 criticising Downham Market? (RL).

A: A response to the letter was sent to The Times. A copy of both letters were given to the Downham Market Amateur Dramatic Society.

Q: When pavements are repaired by utility contractors the standard is extremely poor. Could a letter be sent to NCC Highways regarding this? (JWD).

A: This would be referred to the Property Committee.

Clerk

Q: Are Councillors aware that the pavements are covered in chewing gum? (JWD).

A: This would be referred to the Property Committee.

Clerk

1779. To receive the Clerk's Report

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

Not on Agenda

West Norfolk Tourism Forum

The West Norfolk Forum had requested that this Council waive the fee for the hire of the meeting room for their next meeting on Monday, 28th June 2010.

Members agreed that the West Norfolk Forum could use the Town Hall Bar Room free of charge but refreshments would not be provided. Cllr Mrs Nunn would organise the event. SMN

1780. To approve the Payment of Bills

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

i. Town Council

Cllr Daymond and Cllr Wallace had declared a personal interest in this item.

Proposed – Cllr Sampson

Seconded – Cllr Teverson

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

For – 16

Against – 0

Abstentions – 2 (Declared Interests)

ii. Town Hall

Proposed – Cllr Leach

Seconded – Cllr Mrs Botham

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

All in favour

iii. Howdale Community Centre

Cllr Wallace had declared a personal interest in this item.

Proposed – Cllr Doyle

Seconded – Cllr Starling

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

For – 17

Against – 0

Abstentions – 1 (Declared Interest)

1781. To receive report on the Howdale Community Centre

Cllr Doyle reported that the graffiti wall was not being managed by the Youth Project properly as obscene words and pictures were being left on it for long periods of time. Cllr Starling confirmed that she had emailed the Youth Project Manager, Mr Ben Hyde, advising that the wall must be painted over regularly.

1782. Report from Youth Council

Cllr Starling raised concern that only five Youth Councillors had attended the previous meeting, the Youth Council had pulled out of the Festival Carnival Parade, only one Youth Councillor had helped at the sausage and bean feast and only one Youth Councillor had attended Party on The Howdale.

The Mayor, Cllr Fox, reported that Wisbech had a very successful Youth Council, with over fifty members. Youth Leaders in Wisbech also assisted in the running of the Youth Council.

At the previous Community Development Committee meeting it had been agreed for Cllr Teverson to assume the role of moving the Youth Council forward and recruiting new members.

1783. Report from Cllr S C Teverson – NorfolkALC and NALC

Cllr Teverson reported that on Bank Holiday Monday he had attended the Costessey Town Festival and opening of the new Town Centre. Costessey Town Council had raised £1.4 million through S106 agreements (£500,000), grants (400,000) and a loan (£500,000) to build and equip a state of the art Town Hall. East Dereham Town Council had raised £1.5 million from similar sources for their Town Hall. Both Councils welcomed Members from other Councils to visit their Town Halls.

All Planning Authorities were today advised to disregard certain regulations in PPS3, including spatial strategies, housing allocations, brownfield sites, etc. Further information would follow. It was also announced that Mr Bob Neill MP would be the minister for local parishes and the Standards Board would be likely to cease in the Autumn 2010 (with a replacement body taking over its functions).

Town and Parish Councils would shortly be entitled to join the regional branch of the Local Government Association (LGA) for an annual fee of £1,000; the cost would include up to date information, training, legal advice, etc.

Cllr Mrs Hutson wished to note that the NCC had cancelled its membership with the LGA because it was costing £100,000 per annum; it was felt the cost outweighed the benefits. Cllr Lovett confirmed that the BCKL&WN was also in the stages of withdrawing its membership for the same reasons.

On behalf of Cllr Doyle, Cllr Teverson was investigating why a Mayor did not have the authority to countersign a CRB form. A response from NorfolkALC had not yet been received; Cllr Teverson would pursue this.

**1784. Recommendation from the Finance and General Purposes Committee:
‘That this Committee recommends to Full Council that it delegates authority to the Downham and District Royal British Legion to move the Stone Cross Memorial.’**

Details had been provided in the Clerk’s Report.

Proposed – Cllr Leach

Seconded – Cllr Cross

‘That this Council delegates authority to the Downham and District Royal British Legion to move the Stone Cross Memorial.’

For – 17

Against – 0

Abstentions – 1

1785. To form a working party of the Property Committee to recommend a way forward for the ATC Hut

A working party of the Property Committee was appointed to deal with the ATC Hut. The members were confirmed as being Cllr Sharman, Cllr Starling and Mr B Hyde. The members nominated Cllr Sharman as the Chairman.

1786. To elect a member to the Human Resources Sub Committee

Two Councillors had requested to be considered for the Human Resources (HR) Sub Committee; Cllr Cross and Cllr Groom. Their résumés detailing their training and experience had been circulated to Councillors.

Councillors completed a secret ballot and the Clerk and Deputy Clerk counted the votes. The Mayor, Cllr Fox, confirmed that a majority vote had been received for Cllr Cross and he was duly elected.

1787. To notify the availability of places on the following Sub Committees:

The Mayor, Cllr Fox, read a report to Councillors confirming the functions and responsibilities of Sub Committees (Appendix 4).

Cllr Mrs Mellish had, today, sought advice from NorfolkALC to establish whether the Clerk had to be present at Human Resources (HR) Sub Committee meetings, and Mrs Sue Lake confirmed that it was not mandatory for any member of staff to be present. Cllr Mrs Nunn and Cllr Reed felt that it would be a waste of the Clerk’s time and a waste of the ratepayers’ money if she were to attend the Sub Committee meetings.

The Mayor, Cllr Fox, and Cllr Sharman felt that it would be in the best interests of the Council for the Clerk to be present because she had detailed knowledge of the day to day running of the office.

i. Finance

a. Markets

The members appointed to this Sub Committee were Cllr Cross, Cllr Doyle, Cllr Leach and Cllr Reed. Cllr Daymond volunteered to join.

ii. Community Development

a. Events

The members appointed to this Sub Committee were Cllr Mrs Botham, Cllr Doyle, Cllr Leach and Cllr Mrs Nunn. No other Councillors wished to join this Sub Committee.

iii. Property

a. Environmental

This Standing Committee had not yet held a meeting. No Councillors wished to join this Sub Committee at this time.

iv. Planning

a. Local Development Framework/Spatial Strategy

The members appointed to this Sub Committee were Cllr Daymond, Cllr Groom and Cllr Reed. No other Councillors wished to join this Sub Committee.

1788. To discuss any urgent items as agreed by the Mayor

There were no urgent items to discuss at this meeting.

1789. Mayor's Announcements

The Mayor, Cllr Fox, read his announcements (Appendix 5).

It was agreed that the Mayor's local engagements would be added to the weekly calendar. The Clerk would inform the Administrator/Receptionist.

Clerk

1790. Report from Human Resources Sub Committee, discussion and recommendations to Full Council

- i. To discuss Human Resources report** – The Chairman of the Human Resources (HR) Sub Committee reported the following:
- An advertisement for the post of Temporary Events Coordinator had been placed in the Lynn News/Citizen and an advertisement for the post of Assistant General Duties Officer had been placed with the Job Centre.
 - The new Office Administrator would be commencing employment on Monday, 28th June 2010.
 - Health and Safety training courses were being investigated for the Town Hall caretakers.
 - The costs for external human resource training courses were very high and therefore in-house training from Mr Terry Wilshin was being investigated for members of the HR Sub Committee, Clerk and Deputy Clerk.

1791. Confidential items

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

i. To discuss any Human Resource confidential items

There were no confidential human resource items to be discussed at this meeting.

The Mayor thanked everyone for attending and closed the meeting at 8.38pm.

Chairman

Date