

DOWNHAM MARKET TOWN COUNCIL MEETING

MINUTES OF MEETING HELD TUESDAY, 13th JULY 2010 AT 7.00PM

Present:	The Mayor	Cllr J K Fox
	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
		C Pyatt
		J J Reed
		C T Sampson
		D J Sharman
		A D Stacey
		S C Teverson
		W A Wallace
	Town Clerk	Mrs J M Markwell
	Deputy Clerk	Mrs S D Porter

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

1797. To receive Members' Apologies for Absence

Apologies for absence had been received from Cllr Thompson (illness) and County Cllr Mrs Hutson (illness)

The apologies were accepted.

1798. To receive Members' Declarations of Interest

Cllr Leach declared a personal and pecuniary interest in item 1805 Payment of Bills.
Cllr Wallace declared a personal and pecuniary interest in item 1805 Payment of Bills.

1799. To approve the Minutes of meetings

The minutes of the Town Council meeting held on Tuesday, 11th May 2010 (pages 3118-3127), Tuesday 18th May, 2010 (pages 3128-3138 and Tuesday, 8th June 2010 (pages 3161-3168 were approved and signed as a true and accurate record.

Adjourn meeting for public participation and reports

Police Report

No report

County Councillor report and questions

A written report received from Cllr Mrs Hutson was read out by Cllr Fox.

Cllr Mrs Hutson stated that the government has imposed an unexpected £10.09m cut in the County Councils funding on top of the £13m already taken from the 2010/2011 budget. The £10.09m is split between £6.28m revenue spend up, £3.18m capital.

The main target for the grant reductions is Children's Services, Community Services, Environment, Highways and Transport. There are likely to be redundancy notices for 90 members of staff following statutory negotiations with the trade unions.

The two ongoing issues in Downham Market, the first is the continuing traffic hold up's in Bridge Street due to the bus stop. The work on this cannot proceed until the relocation of the taxi ranks; this is subject to negotiation between the NCC Highways and the Borough Council of King's Lynn and West Norfolk taxi licensing department.

Cllr Mrs Mellish has already circulated Town Councillors about the necessity to solve this issue. Cllr Fox urged the Committee to make this a priority as nothing can be done before relocation of the ranks is agreed.

The second issue is the pavement on the west side of Cannon Square, it is unsatisfactory as during the hot weather tar melted and the gravel became loose. This will be discussed between Highways and Borough Council Environmental Officer, who has the final say on an acceptable surface. Tarmac is apparently not an option but Cllr Mrs Hutson is still waiting for an updated report.

Finally Cllr Mrs Hutson has passed on a complaint re a flashing street light in Collingwood Road to the street lighting maintenance department.

End of Cllr Mrs Hutson report.

Borough Councillors Reports and questions

There were no Borough Councillor reports.

Updates from last meeting:

Signs for Wimbotsham Road that went missing have been reported to Street Signs Department and they will be replaced as soon as possible.

The broken tree on Bexwell Road has been reported to the relevant department and it will be replaced once the weather is suitable.

The Executive Director for Environmental health met with Cllr Mellish at the taxi rank and agreed that it is up to the Town Councils to decide where the taxi rank should be situated. The Borough Council was going to find out whether there is a statutory right to have one.

Public Participation

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

The meeting was resumed

1800. To receive Correspondence

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

1801. To receive any Councillors' Questions

There were no questions.

1802. 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, 28th April 2010 (pages 3113-3114) be adopted.’

All in favour

Planning and Environmental Committee

Proposed - Cllr Reed

Seconded – Cllr Groom

‘That the minutes of the Planning and Environmental Committee meetings of Tuesday 20th April, 2010 (pages 3094-3103) and Wednesday 5th May, 2010 (pages 3115-3117) be adopted

All in favour

Planning Committee Meeting

Proposed – Cllr Reed

Seconded – Cllr Daymond

‘That the minutes of the Planning Committee meeting of Tuesday 1st June, 2010 (pages 3157-3160) be adopted

All in favour

Community Development Meeting

Proposed – Cllr Mrs Nunn

Seconded – Cllr Groom

‘That the minutes of the Development Committee meeting of Thursday 27th May, 2010 (pages 3150-3156) be adopted

All in favour

Town Hall Committee Meeting

Proposed – Cllr Leach

Seconded – Cllr Doyle

‘That the minutes of the Town Hall meeting of Wednesday 26th May, 2010 (pages 3146-3149) be adopted’

All in favour

1803. To receive Clerks Report

The Clerk report attached (Appendix 2).

1804. To approve the payments of bills

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

Cllr Leach declared a personal interest in this item.

Cllr Wallace declared a personal interest in this item.

i. Town Council

Proposed – Cllr Teverson

Seconded – Cllr Stacey

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

For – 17

Against – 0

Abstentions – 1 (Declared Interest)

ii Town Hall

Proposed – Cllr Doyle

Seconded – Cllr Mrs Botham

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

For – 17

Against – 0

Abstentions – 1 (Declared Interest)

iii Howdale Community Centre

Proposed – Cllr Pyatt

Seconded – Cllr Doyle

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

For – 17

Against – 0

Abstention – 1 (Declared Interest)

1805. Howdale Community Centre

Report Attached (Appendix 4)

Cllr Pyatt reported that it is hoped that the decorating needed at the Howdale Community Centre will be done by the 'Payback' Scheme. In order that they can come onto the site an asbestos survey is needed. Arrangements will be made for this to be completed as soon as possible.

There was concern over goal posts being left on the field, but they have now been removed and the situation will be monitored in the future.

The ATC hut is having phone line installed and consequently a new pole will need to be erected near the gate of the centre. A short discussion took place on the positioning of the pole. (Appendix 5)

Proposed – Cllr Pyatt

Seconded – Cllr Starling

'That permission is given for a new telephone pole to be erected adjacent to the gate at the Howdale Community Centre'

All in favour

A request has been made from the Matthew Project (a drug and alcohol informal education team) who would like to do some general work with young people. Permission has been requested if they could site their mobile vehicle on the Howdale Community Centre Car Park during the summer to commence on 22nd July, 2010.

Proposed – Cllr Pyatt

Seconded – Cllr Groom

'That permission is given for the Matthew Project to site their mobile vehicle on the car park at the Howdale Community Centre.'

All in favour

All members had received a copy of the Constitution of Howdale Community Centre with amendments which directly related to the Council becoming the 'Sole Trustee'.

Comments made were:

Constitution should be for Howdale Community Centre Association.

General Committee should be defined.

Number of people available to sign cheques is 2 which is not sufficient and should be changed to 4.

The Treasurer or the Secretary should always sign cheques as well as two other signatures.

Standing orders and cheque signing would be part of this constitution.

Members were advised that the Sole (Corporate) Trustee is totally separate from the Council and would be having separate meetings.

It was asked if this Constitution was going to be reviewed by a solicitor and whether the solicitor could give an individual summary to Councillors of any potential liability.

It was confirmed that the current individual trustees of the centre will be resigning.

Once the Constitution is agreed and signed individuals from outside the Council will be invited to sit on the General Committee.

Proposed – Cllr Pyatt

Seconded – Cllr Doyle

‘That the new constitution is accepted subject to it being read and approved by the Councils Solicitor’

All in favour

1806. To receive update of ATC Hut

Cllr Sharman confirmed that the order has been given for the emergency lighting and the Fire Risk Assessment. It was recommended by the Development Committee that there is a competition to find a new name for the hut.

1807. To receive update from Youth Council

A letter will be sent out in September to Scouts/Social Services/Schools and Army Cadets inviting them to attend the Youth Council meetings. There will also be a programme of events organised to include visits to other Youth Councils.

1808. To receive reports from Working Parties

- i. Old Fire Station/Heritage Society - reports have been forwarded to the Heritage Society and a meeting has been scheduled to discuss them.
- ii. Policy for fairs/circuses – the working party has not met but will do before the next meeting.

1809. To receive report from the Property Committee on Car Park Charges

Report for car parking charges was circulated with the agenda. (Appendix 6).
A full discussion took place and the following comments were made:

- Must have a programme of public consultation
- Professional advice needed to take this forward
- Details of where the income from the car parks will be used
- Consult with Downham Market and District Chamber of Trade
- Consult with the wider business community
- Must notify the residents of the hinterlands of Downham Market
- Information be sent to all residents of the town asking for their opinions
- Positive press coverage showing the benefits of car park charging

It was agreed that a meeting would be organised immediately with the Downham Market and District Chamber of Trade.

1810. To receive report on Norfolk ALC and NALC – Cllr S C Teverson to report

NorfolkALC and NALC report attached (Appendix 7)

1811. To receive reports from representatives of Outside Bodies

- i) Joint Burial Committee – There was nothing to report.
- ii) West Norfolk's Sports Forum – Downham Market cricket team who have won the Premier Alliance 2 years running have applied for lottery funding to take the club forward. The formation of the Kings Lynn football team has now been completed.
- iii) Southern Area Road Safety Committee – No report
- iv) Festival Committee – Cllr Starling estimated that between three and four thousand people attended the Howdale Carnival on Bank Holiday Monday. Tinker Taylor was made Citizen of the Year. Mr Ray Wales has resigned from the Festival Committee after 30 years and there is now a recruitment drive. At the AGM on the 2nd September there is to be a request for more people to join the Festival Committee.

1812. To discuss any urgent items as agreed by the Mayor

There were no urgent items to be discussed

1813. Mayor's Announcements

Mayor's diary –

- 13th June Civic reception at Thetford and Royal British Legion County Ladies Songs of Praise at Downham Market Methodist Church.
- 21st June raised the Armed Forces Week flag over the Town Hall
- 23rd June International Day at the Town Hall car park with the Downham Market primary school cluster. Unfortunately this clashed with the Freedom of the Borough parade in Kings Lynn
- 26th June officially open the Armed Forces Day Exhibition at Downham Methodist Church, was also involved with giving of the medals to Mr Cornell. Visited the Army Cadet Corps who were involved with the Command Task Force weekend the cadets were from Thetford and Kings Lynn
- 27th June Youth Football tournament at Downham Market High School which was for one thousand children who were from all over the county and beyond. There was no report in any of the papers of this event. The Mayoress attended a strawberry and champagne event on the same day.
- 30th June Wisbech Mayor's at Home which took place at St Peter' and St Paul's Church.
- 4th July Civic Service at Huntingdon was postponed.
- 6th July Schools Council from Hillcrest and Clackclose school had a meeting with the Mayor and Deputy Mayor in the Town Council Offices.
- 10th July assisted with the presentation of trophies at the Horticultural Society annual show then attended the 'Thank You and Farewell' event for Majors Martin and Carol Whybrow and family who are continuing their ministry careers in Cambridge.
- 13th July presenting trophies from the Miniature Gardens to young people from Hillcrest, Shouldham and Clackclose Schools as part of the Downham in Bloom section of the Horticultural Show.

Events to come

- 16th July Fenland and District Council reception at Wisbech St Mary's
- 18th July attending the Sovereign Standard Presentation at RAF Marham with the Royal Auxiliary Air force.

- Mayor and Deputy Mayor are unable to attend the leaving service for Andrew Sankey at the Downham Market Methodist Church due to previous engagements. Cllr Doyle will be attending the service.
- 28th July - 25th Anniversary of the opening of the Prince Henry Place sheltered housing complex.
- 31st July Norfolk Jamboree at the show ground Norwich which the Deputy Mayor Cllr Starling will be attending.
- 1st August Salvation Army Welcome for the new Leader.
- 8th August Water Festival – Everyone is expected to attend.

The Mayor and Deputy Mayor will be on holiday at the same time from 21st August, Cllr Fox for 14 days and Cllr Starling for 5 days.

1814. Human Resources Sub Committee

HR Committee have had some training which will be ongoing.

There has now been a rota set up for the cleaning of the Town Hall which will also be ongoing.

1815. Confidential Items

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

Proposed – Cllr Mellish

Seconded – Cllr Stacey

‘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

To discuss urgent Confidential Items All press and public were temporarily excluded and asked to withdraw.

The Mayor reminded everyone of 7a and 7b standing order, which they were not to discuss confidential discussion with anyone.

The Mayor pointed out that the Mind building was the business of the Finance Committee but because of the urgency in getting this matter agreed and with the approval of Cllr Teverson this matter will be discussed by Full Council.

Proposed – Cllr Stacey

Seconded – Cllr Mrs Nunn

‘That Tawn Landles continue to negotiate with West Norfolk Mind, to agree a fixed sum rent (as detailed in the Confidential Report) for the next three years with a rent review in April, 2013.’

All in favour

The Mayor thanked everyone for attending and closed the meeting at 20.28hrs

Chairman

Date