

DOWNHAM MARKET TOWN COUNCIL MEETING

MINUTES OF MEETING HELD TUESDAY, 13TH APRIL 2010 AT 7.30PM

Present:	The Mayor	Cllr J W Doyle
	The Deputy Mayor	Cllr J K Fox
	Councillors	Mrs V I Botham
		H M Cross
		F E Daymond
		R Leach
		Mrs K Mellish
		Mrs S M Nunn
		C Pyatt
		J J Reed
		C T Sampson
		D J Sharman
		A D Stacey
	County Councillor	Mrs S E L Hutson
	Borough Councillors	J R Legg
		A M Lovett
	Norfolk Constabulary	Inspector M Bates
	Deputy Clerk	Mrs S D Porter
	Office Administrator	Mrs L F Bayliss
	Trainee Administrator/Receptionist	Miss K J Yeldham
	Press	Ms R M Bodle
	Members of Public	8

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

1714. To receive Members' Apologies for Absence

Apologies had been received from Cllr J Groom (personal reasons), Cllr V F Starling (holiday), Cllr S C Teverson (prior meeting) and Cllr W A Wallace (personal reasons).

The apologies were accepted.

1715. To receive Members' Declarations of Interest

There were no declarations of interest.

Adjourn meeting for public participation and reports

The Mayor, Cllr Doyle, adjourned the meeting.

Police

Inspector Bates reported on Norfolk Constabulary's reorganisation over the past 12 months, which had been introduced by the Chief Constable, Mr McPherson, in April 2009:

- The Response Officers had been removed from the original 31 bases and relocated to 6 bases around the County, which left Downham Market Police Station and several other stations with Safer Neighbourhood Teams (SNT's).
- The Downham Market, Watlington and Terrington sector comprises 4 Sergeants, 10 Police Constables (PC's) and 12 Police Community Support Officers (PCSO's).
- The PCSO's have their own micro-beats and visit schools, parish councils, etc, and hold community surgeries.
- The County had 7 Homewatch Coordinators but these were made redundant and their responsibilities were passed to the PCSO's.
- Downham Market has 2 PCSO's which man the police station.
- The Community Action Groups (CAG's) and Local Action Groups (LAG's) are being reorganised and will be amalgamated into a Safer Neighbourhood Action Panel (SNAP).
- The SNAP will hold a one-stop shop every 8 weeks, where officers from the BCKL&WN will also be present, to answer questions from the community. The first meeting will be held in the Downham Market Fire Station in July 2010.
- The opening times of police stations have been changed across the County and Public Enquiry Officers will be available at Downham Market Police Station 8.00am-4.00pm Monday-Thursday and 8.00am-3.30pm on Fridays.
- Shopwatch and Pubwatch are continuing to run well.
- In conjunction with the High School, truancy sweeps have been run by the Attendance Officer and these have been successful.
- A Dispersal Order is in place outside the Tesco store and is valid until 22nd April 2010.
- On 1st March 2010 the Town Centre was designated an alcohol free zone.
- The local crime trends have been theft of lead from church roofs, theft of farm machinery and scrap metal, and heating oil from lorries.
- Although an ATM was stolen from Lloyds TSB recently, the criminal damage in Downham Market has been minimal.
- The RAF Homecoming Parade will be held on Thursday, 22nd April 2010.

Q: What has happened to Farmwatch and Boatwatch? (FED).

A: The PCSO's deal with Farmwatch. Inspector Bates will investigate whether Boatwatch is still in existence and if there is a demand for it.

Q: Diesel is being stolen from lorries in Ten Mile Bank and Southery; the thieves are punching a hole in the tanks rather than ciphering it out. Could police officers be aware that owners are best advised to leave their tanks undone because if they are targeted their tanks will be ruined and the cost to repair is astronomical?

A: Inspector Bates noted this.

County Councillor

Cllr Mrs Hutson reported that NCC and the District and Borough Councils were working on a plan and policy for civil on-street parking. By August 2010 the plan would need to be submitted to the Department of Transport. The Department of Transport would then have a 5 month period to study it, after which it would be sent to the Minister for approval.

On Wednesday, 14th April 2010, Cllr Mrs Hutson would be resigning as Cabinet Member for Children's Services in order to take up the position of Vice Chairman of the Council.

The Mayor, Cllr Doyle, congratulated Cllr Mrs Hutson on her impending new role within NCC.

Q: What is the need for the barriers around the new trees by St Edmund's Church because they have been there for weeks now? (RL).

A: Cllr Mrs Hutson will investigate this.

SELH

Q: When will the taxi ranks be relocated from Bridge Street? (JWD).

A: A suitable alternative site is being investigated by NCC and the BCKL&WN Licensing Team.

A member of public arrived in the Council Chambers at 7.48pm.

Borough Councillors

The Borough Councillors had nothing to report to this meeting.

Public Participation

One member of public advised that a litter bin needed to be sited at the Rowans by the dyke, which was always full of litter. This would be referred to the Planning and Environmental Committee for consideration.

Clerk

Another member of public raised concern that the allotment land adjacent to Rouses Lane Cemetery was not fenced off and did not have a water supply; children were straying onto the cemetery and using it like a playground, and allotment holders were using the water containers from the cemetery. It was confirmed that these matters were all in hand.

The Mayor, Cllr Doyle, resumed the meeting.

1716. To approve the Minutes

Details had been provided in the Clerk's Report.

Cllr Mrs Mellish advised that she had raised a question during confidentiality in the meeting of Tuesday, 9th March 2010, Item 1713 and wished to know if it had been acted upon. The Mayor, Cllr Doyle, would investigate this.

JWD/
Clerk

Cllr Reed identified that Item 1681 of the minutes of the meeting held on Tuesday, 9th February 2010 (pages 3033-3041) should read, '*On behalf of the Council, Councillors were requested not to continue negotiations with the Showman's Guild until the Working Party had completed the Council policy on fairs and circuses.*'

Proposed – Cllr Fox

Seconded – Cllr Mellish

‘That Cllr Reed’s name is deleted from Item 1681 of the minutes of the meeting held on Tuesday, 9th February 2010.’

For – 8

Against – 3

Abstentions – 2

The minutes of the Town Council meetings held on Tuesday 9th February, 2010 (pages 3033-3041) and Tuesday 9th March, 2010 (pages 3053-3063) were approved and signed as a true and accurate record, with the above amendments made.

1717. To receive correspondence

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

Cllr Fox advised that the Lions Mega Quiz was being held on Friday, 7th May 2010 and the Council were invited to submit a team.

1718. To receive Councillors questions

Q: At the Full Council meeting on Tuesday, 9th February 2010 Cllr Teverson advised that the new NALC Model Standing Orders had a ‘suggested policy’ on confidential items. Has the Clerk investigated this yet as a report should have been given at the last Full Council meeting? (KM).

A: The Mayor would investigate this with the Clerk.

JWD/
Clerk

Q: Would the Council agree to a letter being sent to the BCKL&WN to ascertain the regulations, bylaws, statute or binding agreement covering The Howdale and village greens in general, whether a law exists regarding the prohibition of overnight parking and an explanation as to why threats were used of fines and peace action to evict the Showmen and whether similar action would have been taken if they had been travellers? (JJR).

A: Cllr Mrs Mellish confirmed that a letter from the BCKL&WN addressed to Cllr Reed regarding this matter was available in his pigeon hole. It was therefore agreed that a letter should not be sent until Cllr Reed had seen the letter.

1719. To Adopt the Standing Committee Minutes

Planning and Environmental Committee

Proposed – Cllr Reed

Seconded – Cllr Daymond

‘That the minutes of the Planning and Environmental Committee meetings of Tuesday 16th February, 2010 (pages 3042-3045) and Wednesday 3rd March, 2010 (pages 3049-3052) be adopted.’

All in favour

Car Parks and Highways Committee

Proposed – Cllr Cross

Seconded – Cllr Daymond

‘That the minutes of the Development Committee meeting of Tuesday 2nd March, 2010 (pages 3046-3048) be adopted.’

All in favour

1720. To receive the Clerk’s Report

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

1721. To approve the Payment of Bills

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

Cllr Mrs Nunn declared a personal interest in this item.

Town Council

Proposed – Cllr Stacey

Seconded – Cllr Mrs Botham

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

For – 12

Against – 0

Abstentions – 1 (Declared Interest)

Town Hall

Proposed – Cllr Leach

Seconded – Cllr Daymond

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

For – 13

Against – 0

Abstentions – 0

Howdale Community Centre

Proposed – Cllr Pyatt

Seconded – Cllr Sharman

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

For – 13

Against – 0

Abstentions – 0

1722. To receive reports from the Working Parties

a) Old Fire Station Site – Heritage Centre – The Chairman reported that the legal paperwork was in the hands of the Heritage Society’s solicitor. It was noted that the Heritage Centre had appointed two fund raisers.

b) Party on The Howdale – The Chairman reported that regular meetings were taking place regarding the organisation of the Party on The Howdale event. The next meeting would be held on Friday, 28th May 2010 in the Town Hall bar room.

c) Allotments – The Chairman reported that the Council had delegated the management of the land to the Allotment Association with the proviso that the access road was still precarious, the fencing had not been erected and the water supply had not been installed. Some problems had arisen since the allotment holders were granted permission to use the site including horses trampling over the allotments, cars being stuck in mud on the access road and cemetery water containers being borrowed. On a positive note, 90% of the allotments had been taken up. Plans to erect fencing and install a water supply were currently in hand.

d) Policy for Fairs/Circuses – The Working Party had not yet held a meeting.

1723. Report from Youth Council

Details had been provided in the Clerk's Report.

It was noted that Youth Council meetings were not open to members of the public, unless they had been invited. The Trainee Administrator/Receptionist who clerked the meetings had not yet been CRB checked but this would be dealt with immediately.

Clerk

1724. Report from Cllr S C Teverson – NorfolkALC and NALC

Cllr Teverson was not present at the meeting.

1725. To receive reports from representatives of Outside Bodies

a) Joint Burial Committee – Cllr Fox reported that a bin at the King's Walk Cemetery had been set fire to. There was nothing else to report.

b) West Norfolk Sports Forum – Cllr Pyatt reported that he had recently attended the West Norfolk Sports Forum meeting at which the Council were praised for its input into sport facilities. The Downham Dollies (runners) now had coaches which would enable them to travel further afield and a badminton team had been formed. The Grand East Anglia Run would be taking place on Sunday, 2nd May 2010 and various other sports events were advertised on the BCKL&WN website.

1726. Town Hall

a) Report from Town Hall Interim Management Team – The Chairman reported that the BCKL&WN Conservation Officer, Mrs Pam Lynn, had inspected the building works and subsequently signed a completion document. The façade had been repaired, the Victorian cupola restored and the paintwork done on the front of the building. Cllr Leach had prepared a press release, which would be printed in the Lynn News shortly. The scaffolding would be removed on Thursday, 15th April 2010.

A vote of thanks was given to Matthew Thompson and his team and to the scaffolding company for their commitment to this task.

Letter from the Downham Market Summer Ball Committee

Details had been provided in the Clerk's Report.

Cllr Leach confirmed that he had spoken to Ms Paula Kellingray, Chairman of the Festival Committee, who had assured him that the Summer Ball would finish at 12.00am, in accordance with the Town Hall Conditions of Lettings. A short discussion took place and it was noted that although the Premises License allowed a 1.00am finish, the Conditions of Lettings clearly stated 12.00am.

Report on the Howdale Community Centre

Proposed – The Mayor Cllr Doyle

'To invoke Standing Order 17, in order to vary the order of business and allow this item to be discussed under confidentiality at the end of the meeting.'

All in favour

1727. To update members on new Council Structure

- a) **Standing Committees** – Details had been provided in the Clerk's Report.
- b) **Meeting Dates** – Details had been provided in the Clerk's Report. A list of meeting dates had been circulated (Appendix 4).
- c) **Standing Orders** – Details had been provided in the Clerk's Report.

Four members of public left the Council Chambers at 8.29pm.

1728. To give update on RAF Marham Medal Ceremony – 22nd April 2010

The Mayor, Cllr Doyle, reported that the RAF Marham IX (B) Squadron would be returning from their tour in Afghanistan and a Homecoming Parade would be held in Downham Market on the evening of Thursday, 22nd April 2010. The troops, led by the official RAF band, would be marching from Barkers Yard, up Bridge Street and onto the Town Hall car park where over 150 medals would be presented by Air Vice Marshal Richard Garwood. The parade would start around 6.00pm. The ceremony would be followed by a reception in the Town Hall for the RAF and their family and friends. This would be a historical, proud day for Downham Market.

The Mayor, Cllr Doyle, advised that he had arranged for each of the Squadron members to receive a bottle of local ale, of which their logo would be printed on the special edition numbered labels.

The Mayor, Cllr Doyle, invited Councillors to help deliver leaflets, put up posters on lamp posts and put out cones and barriers on the day preceding the event. Cllr Mrs Botham, Cllr Cross, Cllr Daymond, Cllr Pyatt and Cllr Sharman volunteered to do this; the group would meet at the Council offices on Wednesday, 14th April 2010 at 2.00pm to receive a brief from the Mayor, Cllr Doyle.

Inspector Bates advised that Bridge Street would be closed from 2.00pm on the day of the parade in order that a security sweep could take place. Inspector Bates left the Council Chambers at 8.37pm.

1729. Update on ATC Hut

Details had been provided in the Clerk's Report.

The Mayor, Cllr Doyle, and Cllr Sharman had examined the electric box and other internal wires and arranged for an electrician inspection of the ATC Hut on Monday, 19th April 2010 at 10.30am.

1730. To discuss any urgent items as agreed by the Mayor

Cllr Mrs Nunn requested that the exterior façade of the Town Hall be cleaned. This would be referred to the Town Hall Management Committee.

Clerk

1731. Mayor's Announcements

- Thursday, 15th April 2010 – Mayor's At Home, Town Hall, 7.00pm for 7.30pm.
- Wednesday, 21st April 2010 – Annual Town Meeting, Town Hall, Informal meeting 7.00pm followed by statutory meeting at 7.30pm.
- Thursday, 22nd April 2010 – RAF Parade, Town Centre, 6.00pm.
- Friday, 23rd April 2010 – St George's Day Events, Town Square.
- Saturday, 1st May 2010 – Cinema showing 'Amelia', Town Hall, 7.00pm for 7.30pm.

1732. 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.

The Mayor, Cllr Doyle, introduced and welcomed Mrs Laura Bayliss, Office Administrator, to the Council.

Proposed – The Mayor Cllr Doyle

Seconded – Cllr Fox

'To invoke Standing Order 5a, 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, Borough Councillors and County Councillor left the Council Chambers at 8.52pm.

1733. Report on the Howdale Community Centre

The Mayor, Cllr Doyle, resumed this item which had been deferred earlier in the meeting.

See Confidential Report.

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

Proposed – Cllr Fox

Seconded – Cllr Sampson

‘That this Council congratulates the Trustees of the Howdale Community Centre on their project and gives them our blessing to contract Stephen Seals to carry out the works on the toilets and Downham Fencing to complete the works on the perimeter fencing.’

All in favour

The Mayor, Cllr Doyle, resumed confidentiality.

1734. 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 Doyle, closed confidentiality and resumed the meeting.

Proposed – Cllr Sampson

Seconded – Cllr Mrs Nunn

‘That as a result of satisfactory progress it is recommended that the post of Trainee Administrator/Receptionist be promoted to Administrator/Receptionist with immediate effect.’

All in favour

The Mayor, Cllr Doyle, resumed confidentiality.

See Confidential Report.

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

On behalf of the public and Councillors, Cllr Leach wished to thank the Mayor, Cllr Doyle, for his Civic duties over the past four years.

The Mayor thanked everyone for attending and closed the meeting at 9.16pm.

Chairman

Date