

DOWNHAM MARKET TOWN COUNCIL MEETING

MINUTES OF MEETING HELD TUESDAY, 9TH FEBRUARY 2010 AT 7.30PM

Present:	The Mayor	Cllr J W Doyle
	The Deputy Mayor	Cllr J K Fox
	Councillors	S W Blyth
		Mrs V I Botham
		H M Cross
		F E Daymond
		S F Geary
		J Groom
		R Leach
		Mrs K Mellish
		C Pyatt
		J J Reed
		C T Sampson
		D J Sharman
		A D Stacey
		Mrs V F Starling
		S C Teverson
		W A Wallace
	Borough Councillors	J R Legg
		A M Lovett
	Town Clerk	Mrs J M Markwell
	Deputy Clerk	Mrs S D Porter
	Members of Public	1

The Mayor, Cllr Doyle, notified those present of the emergency evacuation procedure from the Town Council offices.

1661. To receive Members' Apologies for Absence

The Mayor, Cllr Doyle, announced that Cllr S J Collins had today resigned from the Council and thanked him for his input.

Apologies had been received from Cllr Mrs S M Nunn (holiday) and County Cllr Mrs S E L Hutson.

The apologies were accepted.

1662. To receive Members' Declarations of Interest

Cllr Teverson declared a pecuniary interest in Item 1667, To receive the Clerk's Report. Cllr Wallace declared a pecuniary interest in Item 1668, To Approve the Payment of Bills.

Adjourn meeting for public participation and reports

The Mayor, Cllr Doyle, adjourned the meeting.

Police

There were no members of the police present at the meeting.

County Councillor

Cllr Mrs Hutson was not present at the meeting.

Borough Councillors

There was nothing to report to this meeting.

Public Participation

A member of public from Greenwich Close raised concern regarding NCC's proposal to introduce part-night lighting. The Clerk invited the resident to visit the Council offices the following day to view the detailed plans.

Cllr Leach noted that there were two gangs of wrong-doers committing crimes in the surrounding villages. One gang was reported to be selling generators, whilst their fellow gang members stole items from front gardens. The other gang was stealing expensive horse items. This was noted.

The Mayor, Cllr Doyle, resumed the meeting.

1663. To approve the Minutes

The minutes of the Town Council meeting held on Tuesday, 12th January 2010 (pages 2987-2997) were approved and signed as a true and accurate record.

1664. To receive correspondence

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

1665. To receive Councillors questions

Q: Could the Clerk contact NCC to establish the current update on the repositioning of the bus stop in Bridge Street? (HMC).

A: Yes.

Clerk

Q: The family running Denver Mill has asked that in order to demonstrate support, would Councillors be kind enough to visit it? (JJR).

A: This was noted.

1666. To Adopt the Standing Committee Minutes

Planning and Environmental Committee

Proposed – Cllr Reed

Seconded – Cllr Geary

‘That the minutes of the Planning and Environmental Committee meetings of Tuesday, 15th December 2009 (pages 2979-2983) and Wednesday, 6th January 2010 (pages 2984-2986) be adopted.’

All in favour

Finance and General Purposes Committee

Proposed – Cllr Teverson

Seconded – Cllr Geary

‘That the minutes of the Finance and General Purposes Committee meeting of Tuesday, 8th December 2009 (pages 2974-2978) be adopted.’

All in favour

Car Parks and Highways Committee

Proposed – Cllr Blyth

Seconded – Cllr Cross

‘That the minutes of the Car Parks and Highways Committee meeting of Tuesday, 19th January 2010 (pages 2998-3004) be adopted.’

All in favour

1667. To receive the Clerk’s Report

Cllr Teverson had declared a pecuniary interest in this item.

The Clerk’s Report had been circulated (Appendix 2). Two items were for Councillors’ information purposes and all other matters within the report related to agenda items.

1668. To approve the Payment of Bills

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

Cllr Wallace had declared a pecuniary interest in this item.

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)

Town Hall

Proposed – Cllr Blyth

Seconded – Cllr Leach

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

For – 18

Against – 0

Abstentions – 0

Howdale Community Centre

Proposed – Cllr Pyatt

Seconded – Cllr Mrs Botham

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

For – 17

Against – 0

Abstentions – 1 (Declared Interest)

1669. To receive reports from the Working Parties

- i. Local Development Framework** – Details had been provided in the Clerk’s Report. Cllr Geary reported that the Local Development Framework Core Strategy document had been published and comments would need to be received by the BCKL&WN by Wednesday, 24th February 2010. The Working Party would formulate a response for recommendation to Full Council at an extraordinary meeting.
- ii. Old Fire Station Site – Heritage Centre** – Cllr Fox reported that the Council’s Solicitor had today confirmed that a deadline date for the ‘Agreement to Lease’ was imminent.
- iii. Party on The Howdale** – Cllr Sharman reported that the Working Party had held a meeting with KLFM and members of the Festival Committee on Friday, 22nd January 2010. The planning of the event was going well.

WP

1670. Report from Youth Council

A copy of the previous Youth Council meeting minutes had been circulated (Appendix 4). There were no questions.

1671. Report from Cllr S C Teverson – NorfolkALC and NALC

Cllr Teverson reported that NorfolkALC would be running a training course, ‘Chairmanship and Engagement’ on consecutive Thursday evenings; 4th, 11th & 18th March at 7.00pm-9.00pm in the Council offices. The Clerk would circulate details of the training course.

Clerk

NorfolkALC would also be running ‘Initial Training for Clerks and Councillors’ courses throughout the year in various locations across the county. Details would be circulated to Councillors when known.

NALC had published new Model Standing Orders, a copy of which was available for Councils to obtain.

A gypsies and travellers day was scheduled to take place at the end of March, at a venue to be confirmed, and Councillors were urged to attend. A previous seminar held by NALC at Costessey on a traveller site had been very interesting. Central Government would impose gypsy and traveller sites on Borough and District Councils if they did not fulfil their obligation in finding locations themselves.

A day at the Eastern Agricultural College would be held to advise Parish and Town Councils how butchers, bakers, dairymen, small veterinary carers and farm shop managers were being trained.

The Cromer and Sheringham Crab and Lobster Festival would be held Friday, 21st – Sunday, 23rd May 2010.

1672. To receive reports from representatives of Outside Bodies

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.

1673. Town Hall

a) Report from Town Hall Interim Management Team

The Chairman of the Town Hall Management Committee reported that scaffolding had been erected on the Town Hall; the Town Clerk had signed it off today. Repair work to the tower had commenced inside the building and whilst the scaffolding was in place the upstairs windows would be painted.

A craft fair would be held on Saturday, 6th March 2010, and two thirds of stalls had been sold.

A new pricing structure would be effective on 1st April 2010, which would include a new charge of £25.00 for hirers using their own bar licensees, and a corkage charge for events where alcohol was brought onto the premises.

The first commercial advert would be shown at the next cinema showing.

The RAF would be holding a parade and medal ceremony event in the Town Hall on Thursday, 22nd April 2010 for the troops returning from Afghanistan. Because of the nature of this event the Town Hall Management Committee had agreed to waive the cost of hire.

1674. Report on the Howdale Community Centre

A report from the Chairman of the Howdale Community Centre Management Committee had been circulated (Appendix 5).

Proposed – Cllr Pyatt

Seconded – Cllr Teverson

‘That the report from the Howdale Community Centre Management Committee is ratified by this Council.’

All in favour

The Clerk would write to the Trustees of the Howdale Community Centre to advise that the Council would be the sole Trustee of the Centre, and would also write to the Charity Commission requesting approval of this.

Clerk

1675. To discuss taking back the Town’s remaining assets held by the BCKL&WN

Details had been provided in the Clerk’s Report. There were no questions.

1676. To discuss the Town’s boundaries in relation to proposed future developments

The Mayor, Cllr Doyle, and the Clerk would be meeting with the Clerks and Chairmen of Wimbotsham and Downham West Parish Councils on Monday, 15th February 2010 to discuss a possible boundary change for Downham Market.

1677. To receive an update on the new allotment land

Details had been provided in the Clerk’s Report. The Chairman of the Allotments Working Party reported that the Joint Burial Committee would be taking a photograph of the access track (to ensure that when it was handed back it would be in the same condition) and when this was received the Town Council would sign the lease. Following that, an agreement with the Allotment Association would be drawn up.

**1678. To receive proposition from the Development Committee:
‘That Full Council designate the prime function of the ATC Hut as a centre for youth activities’**

Councillors agreed that the ATC Hut should primarily be used by the youth.

Proposed – Cllr Mrs Starling

Seconded – Cllr Groom

‘That this Council designates the prime function of the ATC Hut as a centre for youth activities.’

All in favour

1679. To discuss dedicated Town Council email addresses for Councillors and the distribution of confidential information

Details had been provided in the Clerk’s Report.

The member of public left the Council Chambers at 8.05pm.

The Mayor, Cllr Doyle, noted that it was not mandatory for Councillors to have a designated Town Council email address; it was for those that so wished to have one.

It was noted that Councillors, who did not have access to the internet at home, would still be able to have a Town Council email address, where their emails could be read on the laptop in the Council offices.

Proposed – Cllr Mrs Mellish

Seconded – Cllr Groom

‘That Town Council email addresses are set up for Councillors that wish to have them.’

For – 16

Against – 0

Abstentions – 2

The Clerk would contact all Councillors to investigate who required a designated email address and a subsequent request would be made to Anglia IT Solutions.

Clerk

A short discussion took place regarding confidential reports being sent via post or via a designated Town Council email address. It was noted that the current Council policy stated that no confidential information should be sent by email.

Cllr Teverson advised that the new NALC Model Standing Orders had a ‘suggested policy’ on confidential items. The Clerk would investigate this and report back at the next Full Council meeting.

Clerk

**1680. To discuss the proposition from the Finance and General Purposes Committee:
‘That Full Council supports the Royal British Legion and others in the repositioning of the Stone Cross Memorial to a site outside the parish boundary’**

Cllr Teverson reported that the Royal British Legion wished to move the War Memorial cross at Stone Cross to the green area outside Bexwell Church in Bexwell.

Proposed – Cllr Teverson

Seconded – Cllr Fox

‘That this Council supports the Royal British Legion and others in the repositioning of the Stone Cross Memorial to a site outside the parish boundary.’

All in favour

1681. To discuss Council’s Policy on Fairs/Circuses

A long discussion took place and Councillors agreed that funfairs and circuses would be welcomed in the Town. Some Councillors approved of fairs being sited on Town Council car parks and others did not. It was suggested that animals be forbidden from circuses coming to Downham Market.

Proposed – Cllr Stacey

Seconded – Cllr Reed

‘That this Council supports circuses and fairs within the Town boundary.’

For – 13

Against – 4

Abstentions – 1

The Mayor, Cllr Doyle, reported that the Working Party had driven representatives of the Showman's Guild round Downham Market to show them possible sites for funfairs. However, the Working Party had not endorsed them to set up on land which the Town Council did not own. It was noted that if the Showman's Guild chose to set up a fair on a site not owned by the Town Council it would have no authority to stop them.

The original Working Party consisting of Cllr Doyle, Cllr Mrs Nunn and Cllr Reed would contact all Councillors to obtain their views regarding circuses and fairs and draft a Council policy.

WP

On behalf of the Council, Cllr Reed was requested not to continue negotiations with the Showman's Guild until the Working Party had completed the Council policy on fairs and circuses.

JJR

1682. To discuss any urgent items as agreed by the Mayor

There were no urgent items to be discussed at this meeting.

1683. Mayor's Announcements

- Thursday, 11th February 2010 – Chinese New Year, Town Square.
- Friday, 12th February 2010 – The Mayor's Youth Awards, Town Hall.
- Saturday, 6th March 2010 – Craft Fair, Town Hall.
- Tuesday, 16th February 2010 – Cinema showings, Town Hall (Up in the afternoon and The Time Traveller's Wife in the evening).
- Friday, 19th March 2010 – St Winnold's Breakfast.
- Friday, 19th March 2010 – Mayor's St Winnold's Dance in aid of Rebecca's Wishes, Town Hall, 7.30pm, £5.00 per ticket, bring your own food and drink.
- Thursday, 15th April 2010 – Mayor's At Home, Town Hall.
- Friday, 23rd April 2010 – St George's Day Events, Town Square.
- Wednesday, 23rd June 2010 – School Cluster Day events to coincide with International Day, Town Square, Town Hall, Town Hall car park.

1684. Report from Human Resources Working Party, discussion and recommendations to Full Council

- a) **To discuss Human Resources report** – All items within the report were confidential and would be discussed under Item 1685, Confidential items.

1685. Confidential items

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

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 Borough Councillors left the Council Chambers at 8.43pm.

a) To discuss any Human Resource confidential items

The Clerk and Deputy Clerk left the Council Chambers at 8.47pm.

See Confidential Report.

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

Proposed – Cllr Sampson

Seconded – Cllr Blyth

‘That this Council pays the Clerk and Deputy Clerk an additional one month’s salary at the end of the financial year to cover all lieu hours owed for 1st January 2010 to 31st March 2010.’

All in favour

The Clerk and Deputy Clerk returned to the Council Chambers at 8.59pm.

The Mayor, Cllr Doyle, resumed confidentiality.

b) To receive report from Complaints Panel

See Confidential Report.

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

The Mayor thanked everyone for attending and closed the meeting at 9.05pm.

Chairman

Date