

**DOWNHAM MARKET TOWN COUNCIL MEETING**

**MINUTES OF MEETING HELD TUESDAY, 12<sup>TH</sup> OCTOBER 2010 AT 7.30PM**

|          |                     |                   |
|----------|---------------------|-------------------|
| 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         |
|          |                     | M Howland         |
|          |                     | Mrs K Mellish     |
|          |                     | Mrs S M Nunn      |
|          |                     | R A Pegg          |
|          |                     | C Pyatt           |
|          |                     | J J Reed          |
|          |                     | C T Sampson       |
|          |                     | D J Sharman       |
|          |                     | A D Stacey        |
|          |                     | Mrs Y A Thompson  |
|          | Borough Councillor  | Mr J R Legg       |
|          |                     | Mr A M Lovett     |
|          | County Councillor   | Mrs S E L Hutson  |
|          | Town Clerk          | Mrs J M Markwell  |
|          | Deputy Clerk        | Mrs S D Porter    |
|          | Press Correspondent | Ms R M Bodle      |
|          | Members of Public   | 1                 |

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

All Members stood for a one-minute silence in memory of past Town Councillor and Mayor, Mr John Haylett, who had sadly passed away.

**1836. To receive Members' Apologies for Absence**

Apologies for absence had been received from Cllr J Groom (family commitment), Cllr R Leach (holiday), Cllr S C Teverson (illness) and Cllr W A Wallace (illness).

The apologies were accepted.

**1837. To receive Members' Declarations of Interest**

The Mayor, Cllr Fox and Cllr Starling declared a personal interest in Item 1843(i), To approve the Payment of Bills (Town Council bills).

**1838. To Approve the Minutes**

The Mayor, Cllr Fox, advised that the heading of Item 1827, Page 3264, Tuesday, 14<sup>th</sup> September 2010 had been amended to read 'Reports from Working Parties'.

The minutes of the meetings held on Tuesday, 29<sup>th</sup> June 2010 (pages 3184-3185) and Tuesday, 14<sup>th</sup> September 2010 (pages 3258-3268) were signed as a true and accurate record with the above amendment noted.

**Adjourn meeting for public participation and reports**

The Mayor, Cllr Fox, adjourned the meeting.

Police

No representatives from Norfolk Constabulary were present at the meeting.

Borough Councillors

Cllr Mrs Mellish reported that the next Safer Neighbourhood Area Partnership (SNAP) meeting would be held on Thursday, 4<sup>th</sup> November 2010, not Friday, 5<sup>th</sup> November 2010 due to police being required for bonfire night. The antisocial issues relating to Cannon Square and Civray Avenue had been addressed and were being monitored. The pavement adjacent to Cannon Square had been resurfaced. The roadway leading to St Edmund's Church would be made good and EDF had vowed that the lights by the wall would be working before the clocks go back in October. The tree by the wall, which had been broken by vandals, appeared to be growing well.

Cllr Legg reported that there were proposals to reduce or completely cease the cashiering services at Downham Market and Hunstanton (cash transactions for Council Tax, Benefit Services, etc).

Cllr Lovett reported that the green areas on Rosemary Way were not being cut by Persimmon Homes and he was pursuing this matter with them.

County Councillor

Cllr Mrs Hutson reported that the Leader of Norfolk County Council (Mr Daniel Cox) had announced he would be leaving to pursue another vocation abroad. The Downham Market library would be closed for refurbishment from Monday, 1<sup>st</sup> November 2010 and would reopen on Monday, 22<sup>nd</sup> November 2010. The proposal for the Saddlebow incinerator had triggered a huge response, both for and against it. A decision would be made shortly. Trading standards had issued a press release relating to electric blankets as 50% of them had reported to be faulty. People could take their electric blankets to King's Lynn for a free testing.

Members raised concern that testing was not being done in Downham Market. Cllr Mrs Hutson would report this to Trading Standards but felt the location of King's Lynn had been chosen because it was more central.

Cllr Daymond wished to know which authority was responsible for the maintenance of Cock Drove (A30 Cycle Path) because it was now completely overgrown and almost unusable. Cllr Mrs Hutson would investigate.

SELH

Cllr Starling asked if the land at the corner of Nelson Avenue could be cut back in order for children to play on it. Cllr Mrs Hutson confirmed that the land belonged to Norfolk County Council and planning permission for housing on the site had been given. A 'Tidy Order' had previously been served on the site; this would be pursued again.

SELH

### Public Participation

The member of public did not wish to address the meeting.

The Mayor, Cllr Fox, resumed the meeting.

### **1839. To receive Correspondence**

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

There were no questions.

### **1840. To receive Councillors' Questions**

Q. Are there 'no parking' notices on Town Square? (SMN).

A. Both wooden bollards at the entrance state 'No Parking'. However, these signs are ignored. It had previously been suggested that notices stating 'No Parking' were printed for Councillors to place on windscreens; the Clerk would deal with this.

Clerk

Q. Could a salt bin be purchased for King's Walk? (CTS).

A. This would be referred to the Property Committee.

Clerk

Q. Could Cllr Mrs Mellish, as the Borough Councillor responsible for Ryston End, arrange for the Chestnut and Lime trees to be cut back because they have grown significantly? (CTS).

A. Yes.

KM

Q. Can all agendas and relating reports be emailed to Cllr Mrs Mellish? (KM).

A. Yes.

Clerk

Q. Are there any planning applications relating to Hamilton Way? (VIB).

A. The Clerk will investigate.

Clerk

### **1841. To Adopt the Standing Committee Minutes**

#### Property Committee

The minutes of the meeting held on Tuesday, 21<sup>st</sup> September 2010 (pages 3272-3275) had only been circulated today. This item would be deferred to the next Full Council meeting.

Clerk

Planning Committee

**Proposed – Cllr Reed**

**Seconded – Cllr Daymond**

**‘That the minutes of the Planning Committee meetings of Wednesday, 1<sup>st</sup> September 2010 (pages 3250-3252) and Wednesday, 15<sup>th</sup> September 2010 (pages 3269-3271) be adopted.’**

**All in favour**

Community Development Committee

The Chairman had not yet checked the minutes for distribution. This item would be deferred to the next Full Council meeting.

Clerk

**1842. To receive the Clerk’s Report**

The Clerk had nothing to report to this meeting.

**1843. To approve the Payment of Bills**

A list of bills had been circulated (Appendix 2).

**i. Town Council**

The Mayor, Cllr Fox, and Cllr Starling had declared a personal interest in this item.

**Proposed – Cllr Sampson**

**Seconded – Cllr Stacey**

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

**For – 14**

**Against – 0**

**Abstentions – 2 (Declared interests)**

**ii. Town Hall**

**Proposed – Cllr Doyle**

**Seconded – Cllr Mrs Botham**

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

**All in favour**

**iii. Howdale Community Centre**

**Proposed – Cllr Pyatt**

**Seconded – Cllr Sharman**

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

**All in favour**

**1844. Howdale Community Centre**

i. **To receive report** – There was nothing to report to this meeting.

**1845. To receive report on Youth Council – Cllr S C Teverson to report**

Cllr Teverson was not present at the meeting.

**1846. To receive reports from Working Parties**

i. **Old Fire Station site – Heritage Centre** – The Mayor, Cllr Fox, reported that a meeting had been held with representatives from the Heritage Society. The Solicitors were preparing the final documents. The Town Hall Committee had agreed for the Heritage Society to remain in the Town Hall until 31<sup>st</sup> March 2011; the Town Hall Committee would review this in January 2011.

**1847. To receive report from the Property Committee on Car Park Charging**

Cllr Doyle confirmed that the consultation was ongoing. Cllr Sampson reported that businesses were holding a meeting this evening at which car park charging would be discussed.

**1848. To receive report on NorfolkALC and NALC – Cllr S C Teverson to report**

Cllr Teverson was not present at the meeting.

**1849. To receive reports from representatives of Outside bodies**

i. **Joint Burial Committee** – Cllr Fox reported that a meeting had been held and an inspection of Rouses Lane cemetery revealed that a number of the curbs around the graves had been disturbed; it was believed this has been done by grass cutting contractors. It had been agreed for the 2011/2012 precept to remain the same as this year.

ii. **West Norfolk Sports Forum** – Cllr Pyatt reported a meeting had been held. The Ryston Runners came 4<sup>th</sup> out of 54 teams in the Norfolk relay run; the team ran it in 21 hours. A partnership with the schools was being developed. KLFM and the Lynn News were looking at nominations for Sports Awards. It was suggested that the local cricket club be nominated.

**Proposed – Cllr Pyatt**

**Seconded – The Mayor Cllr Fox**

**‘That the Town Council nominates the Downham Town Cricket Club for the West Norfolk Sports Awards in conjunction with the Lynn News and KLFM.’**

**All in favour**

Cllr Pyatt had been informed by Tony Devonish that a skateboard park was being erected at the Howdale Community Centre. He informed Tony Devonish that this had not been agreed.

Cllr Starling confirmed that a meeting was taking place with Tony Devonish, Cllr Sharman and Cllr Doyle to discuss the structure of the proposed skateboard park. There had been suggested sites but these would need to be discussed at a Property Committee meeting.

**iii. Southern Area Road Safety Committee** – Cllr Pegg reported that there had been a high volume of cars broken into during recent weeks.

**iv. Festival Committee** – Cllr Starling reported that the theme for the 2011 Festival would be The Wild West. A meeting had taken place with Inspector Bates and it was established that the police would not be able to marshal the parade but may be able to supply a lead car. The Festival would therefore need at least 20 people to marshal the parade and 10 people to marshal activities on The Howdale.

**1850. To review the New Council Structure which was implemented in May 2010**

The Mayor, Cllr Fox, asked Councillors to put their comments in writing to him, Cllr Stacey or the Clerk regarding the new Council structure and/or Standing Orders.

Cllr Sharman read a report from the Human Resources Sub Committee regarding the new Council structure (Appendix 3).

Cllr Stacey reported that you could not have a Sub Committee of the Full Council; it would need to be a Working Party or a Committee. This would be discussed at the next Full Council meeting.

Clerk

**1851. To discuss Borough Council of King's Lynn and West Norfolk 'Mini Services Review – Parish Council Elections'**

A copy of a letter received from the Borough Council regarding the 'Mini Services Review – Parish Council Elections' had been circulated (Appendix 4).

A short discussion took place and Members agreed that a letter should be sent to the Borough Council advising that it was regretful they were having to take this action and that the Town Council would need to know when a decision would be made by Cabinet in order for election costs to be precepted for by this Council. The Clerk would write to Mr Ray Harding, BCKL&WN Chief Executive.

**1852. To discuss any urgent items as agreed by the Mayor**

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

**1853. Mayor's Announcements**

A copy of the Mayor's announcements was circulated (Appendix 5).

The Mayor, Cllr Fox, added:

- No Councillor should be with vulnerable people at any time and should consider obtaining a CRB check if they are. Cllr Mrs Nunn requested a CRB; the Clerk would organise this.

Clerk

- All Councillors are encouraged to read and abide by the Standing Orders.
- An informal meeting is taking place on Friday, 19<sup>th</sup> November at 3.00pm in the Town Council offices with Elizabeth Truss MP; all Councillors are invited to attend.
- There had been very few members of the Planning Committee or Full Council at the previous Planning Liaison Meeting with the Borough Council planning officers. The date of the next meeting will be Monday, 14<sup>th</sup> March 2011 at 3.00pm.
- The Community Fair is taking place on Saturday, 16<sup>th</sup> October 2010 from 10.00am-2.00pm in the Town Hall. The Town Council has a stall and volunteers are needed to man the stall. Cllr Mrs Nunn confirmed she would attend. Cllr Daymond would be manning the Water Festival stall.

**Proposed – The Mayor Cllr Fox**

**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**

The member of public, press correspondent, County Councillor and Borough Councillors left the Council Chambers at 8.04pm.

**1854. Human Resources Sub Committee**

- i. To ratify Human Resources proposal as agreed at the Finance Committee meeting of Tuesday 28<sup>th</sup> September, 2010**

See Confidential Report.

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

**Proposed – Cllr Sampson**

**Seconded – Cllr Pyatt**

**‘That the report from the Human Resources Sub Committee dated 28<sup>th</sup> September, 2010 is ratified by this Council.’**

**All in favour**

The Mayor, Cllr Fox, resumed confidentiality.

**1855. 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 further confidential items to be discussed at this meeting.

**ii. To consider proposal from the Finance Committee**

This had been discussed under Item 1854, Human Resources Sub Committee, To ratify Human Resources proposal as agreed at the Finance Committee meeting of Tuesday 28<sup>th</sup> September, 2010.

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

The Mayor thanked everyone for attending and closed the meeting at 8.17pm with a quote, 'Be careful with your criticism and generous with your praise. The benefits will manifest themselves'.

**Chairman**

**Date**