

DOWNHAM MARKET TOWN COUNCIL MEETING

MINUTES OF MEETING HELD TUESDAY, 14TH SEPTEMBER 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 S M Nunn
		R A Pegg
		C Pyatt
		J J Reed
		D J Sharman
		A D Stacey
		S C Teverson
		W A Wallace
	County Councillor	Mrs S E L Hutson
	Norfolk Constabulary	Inspector M Bates
	Town Clerk	Mrs J M Markwell
	Deputy Clerk	Mrs S D Porter
	Office Administrator	Mrs L A Piper
	Press	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.

1816. To receive Members' Apologies for Absence

Apologies for absence had been received from Cllr Mrs K Mellish (Borough Council commitment), Cllr C T Sampson (Borough Council commitment), Cllr Y A Thompson (health reasons) and Borough Cllr A M Lovett.

The apologies were accepted.

County Cllr Mrs Hutson would be late to the meeting.

1817. To receive Members' Declarations of Interest

Cllr Starling and Cllr Wallace declared a personal interest in Item 1823 (i), To approve the payment of bills (Town Council bills).

1818. To Approve the Minutes

It was noted that the original minutes of the meeting held on Tuesday, 13th July 2010 had been amended to read Cllr Mrs Hutson under Item 1797, 'Apologies for Absence' and Item Public Participation, 'County Cllr Report'. A written apology had been sent to Cllr Mrs Hutson.

The minutes of the Town Council meeting held on Tuesday, 13th July 2010 (pages 3199-3206) were approved and signed as a true and accurate record.

Adjourn meeting for public participation and reports

The Mayor, Cllr Fox, adjourned the meeting.

Police Report

Inspector Bates had not yet arrived at the meeting.

County Councillor report and questions

Cllr Mrs Hutson had not yet arrived at the meeting.

Borough Councillors reports and questions

There were no Borough Councillors present at the meeting.

Public Participation

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

The Mayor, Cllr Fox, resumed the meeting.

1819. To receive correspondence

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

Cllr Groom noted that in conjunction with the Tour of Britain the Borough Council had a cycling event programmed for West Norfolk.

The Mayor, Cllr Fox, reminded Councillors that a Battle of Britain Service would be held at the War Memorial on Sunday, 19th September 2010 at 10.45am. A short service would be held prior to this at the Bexwell War Memorial at 10.00am.

1820. To receive Councillors' questions

Q: Is it legal that 5mph speed signs have been erected in the Trafalgar Industrial Estate? (JJR).

A: The Clerk would investigate this.

Clerk

Q: Could this Council make representation to the Borough Council for the extortionate increases they have imposed on car parking in King's Lynn? (JWD).

A: The Clerk would write to the Borough Council.

Clerk

Q: Has any progress been made regarding the relocation of the bus stop in Bridge Street? (HMC).

A: Norfolk County Council and the Borough Council were still dealing with this matter. The Clerk would investigate the progress.

Clerk

1821. To adopt the Standing Committee Minutes

Property Committee

Proposed – Cllr Sharman

Seconded – Cllr Daymond

‘That the minutes of the Property Committee meetings of Tuesday, 15th June 2010 (pages 3169-3174), Tuesday, 20th July 2010 (pages 3207-3210) and Tuesday, 17th August 2010 (pages 3230-3233) be adopted.’

All in favour

Planning Committee

Proposed - Cllr Reed

Seconded – Cllr Daymond

‘That the minutes of the Planning Committee meetings of Wednesday, 16th June 2010 (pages 3175-3176), Wednesday, 7th July 2010 (pages 3194-3198), Wednesday, 21st July 2010 (pages 3211-3214), Tuesday, 3rd August 2010 (pages 3225-3228) and Wednesday, 18th August 2010 (pages 3234-3236) be adopted.’

All in favour

Community Development

Proposed – Cllr Groom

Seconded – Cllr Mrs Botham

‘That the minutes of the Community Development Committee meetings of Tuesday, 6th July 2010 (pages 3190-3193-3156) and Tuesday, 10th August 2010 (page 3229) be adopted.’

All in favour

Finance Committee

Proposed – Cllr Teverson

Seconded – Cllr Stacey

‘That the minutes of the Finance Committee meetings of Tuesday, 25th May 2010 (pages 3139-3145), Tuesday, 22nd June 2010 (pages 3177-3183), Tuesday, 27th July 2010 (pages 3215-3219) and Tuesday, 24th August 2010 (pages 3237-3243) be adopted.’

All in favour

Town Hall Committee

Proposed – Cllr Leach

Seconded – Cllr Cross

‘That the minutes of the Town Hall Committee meetings of Wednesday, 30th June 2010 (pages 3186-3189) and Wednesday, 28th July 2010 (pages 3220-3224) be adopted.’

All in favour

1822. To receive the Clerk’s Report

The Clerk had nothing to report to this meeting.

1823. To approve the Payment of Bills

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

i. Town Council

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

Cllr Teverson queried whether the invoice from the Downham Market and Downham West Burial Committee for fencing and a stand pipe at the Rouses Lane allotment site exceeded the annual budget. The Clerk would investigate this.

Cllr Howland raised concern that the invoice from C F Underhill for the supply and fitting of a new tap in the Council offices was high. It was confirmed that the tap was for disabled users and had been replaced like-for-like.

Proposed – Cllr Stacey

Seconded – Cllr Howland

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

For – 14

Against – 0

Abstentions – 3 (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 Pyatt advised that the invoice from Andy Melvin for the installation of the security system should not yet be paid as the system had not yet been tested.

Proposed – Cllr Pyatt

Seconded – Cllr Groom

‘That the Howdale Community Centre bills be paid as per the attached list with the exception of the invoice for Andy Melvin.’

All in favour

Inspector Bates arrived at the meeting at 7.22pm.

1824. Howdale Community Centre

i. To receive report

A report regarding the Howdale Community Centre had been circulated (Appendix 3).

The Chairman of the Howdale Community Centre Management Committee thanked Mrs Pam Sharp for facilitating the Community Payback Team to help decorate and tidy up the grounds of the Howdale Community Centre.

Cllr Mrs Hutson arrived at the meeting at 7.25pm.

Cllr Leach informed the Council that none of the Trustees had resigned and would not do so until this Council had accepted the Charity Commission’s report. This was noted.

The Chairman of the Howdale Community Centre Management Committee would produce a report, including costings, regarding the publicity event the Committee wished to hold and refer it to the Finance Committee for approval.

Proposed – The Mayor Cllr Fox

‘To invoke Standing Order 18, in order to vary the order of business and allow the police and County Councillor reports to be received at this time.’

All in favour

The Mayor, Cllr Fox, adjourned the meeting.

Police report

Inspector Bates reported on crimes over the past 2 months:

Serious incidents	3 – (Nordelph shooting of two neighbours, Hilgay machete attack on a neighbour, Feltwell shooting of ex-partner and then himself)
Increased thefts	Agricultural equipment, scrap, diesel oil, metal (copper cable, piping, etc)
Antisocial behaviour problem areas	Civray Avenue, Memorial Playing Field, The Howdale (patrols have been increased in these areas)
Minor thefts	Garden ornaments, pedal cycles
Vehicle thefts	2 – Caravan (London Road), 4x4 (Mill Lane)

A new initiative, 'Safer Schools Partnership', will involve PCSO's working with schools during the coming terms. PCSO Steve Cockrill will be spending one full day every week at Downham Market High School.

In conjunction with this, a further initiative, 'Accelerate', will involve the PCSO's taking disobedient students out of school and attending days out with them.

PCSO Tracy Millburn and PCSO Sara Greene recently organised a woman's safety awareness course at the fire station.

Safer Neighbourhood Awareness Panel (SNAP) meetings were continuing to be held on a bi-monthly basis.

Cllr Leach wished to praise the police for their immediate response to a recent assault incident at Broomhill service garage.

Cllr Stacey wished to commend the PCSO's who assisted at the recent Councillors' Surgery.

Q: Has the drinking ban made any difference? (DJS).

A: It is only a bylaw and although no arrests have been made, alcohol has been removed from some offenders.

Q: Is there a local policy regarding shoplifting? (JJR).

A: Businesses must report all thefts to the police. 'Shopwatch' is currently in abeyance as PC Andy Deadman has been relocated to King's Lynn. If he does not return to Downham Market another PC will take this initiative over.

Q: 'Shopwatch' can sometimes be difficult to deal with if an offender enters a shop and the floor staff resources are limited. A recent example of this was when a shop assistant was on her own and was unable to leave the shop floor to make a phone call; the offender could therefore not be evicted. Could this be looked at when 'Shopwatch' is resurrected? (CP).

A: A meeting will be held with the Council and businesses to iron out any irregularities such as this.

Q: Are the police aware that drugs are being dealt in public places (an incident occurred on the High Street recently)? (MH).

A: The police do concentrate on the known dealers and do make arrests.

Inspector Bates left the Council Chambers at 7.50pm.

County Councillor report and questions

Cllr Mrs Hutson reported that Norfolk County Council will have a shortfall of £155,000,000 in the next three years. The cuts will be announced in October 2010.

In October 2010 the A1122 will be closed for resurfacing for a maximum period of eight weeks, at a cost of £800,000. Traffic diversions will be put in place, although local residents and services will continue to be able to use the route.

Norfolk County Council is introducing a new service in the Autumn 2010 where Highway and Community Rangers will carry out maintenance and improvements requested by Town and Parish Councils. The teams will attend parishes four times a year; dates for Downham Market to be confirmed. Reports of pot holes can still be made to the dedicated department.

In the near future the Downham Market library is due to be closed for refurbishment and the footpath adjacent to Cannon Square and the highway on Cannon Square will be resurfaced. The sun had been responsible for the need for resurfacing of the footpath and the van had dropped hot fat on the surface of Cannon Square.

Cllr Sharman advised that the issues regarding the kebab van on Cannon Square had been raised at the last SNAP meeting. Cllr Mrs Hutson confirmed that Norfolk County Council owned the highway and the Borough Council was responsible for environmental matters including health and noise nuisance.

The Mayor, Cllr Fox, resumed the meeting and the order of the business.

1825. To receive update on Youth Hut

The Chairman of the Youth Hut Working Party reported that the Downham Market Youth Project had completed internal repairs/adjustments to the building and the temporary users of the Youth Hut had moved their storage back into the Howdale Community Centre. The Community Payback Team would be painting and decorating the Youth Hut shortly.

The Mayor, Cllr Fox, thanked the working party for their hard work on this project.

1826. To receive report on Youth Council – Cllr S C Teverson to report

Cllr Teverson reported that the Youth Council had not held a meeting in August. The next meeting would be held on Thursday, 30th September 2010.

1827. To receive reports from Working Parties

- i. Old Fire Station site – Heritage Centre** – The Chairman of the Working Party reported that a meeting had been arranged with members of the Heritage Society to consider and discuss the issues they had with the draft Heads of Terms.
- ii. Policy for Fairs/Circuses** – A draft policy had been circulated (Appendix 4). A long discussion took place and the following concerns were made:
 - That fairs and circuses should not stand on car parks.
 - That animals should not be permitted at local circuses.
 - Fairs and circuses should find the site they wish to operate on; this should not be the responsibility of the Town Council.

Proposed – Cllr Reed

Seconded – Cllr Wallace

‘That this Council adopts the Policy for Fairs and Circuses.’

Amendment to proposal

Proposed – Cllr Stacey

Seconded – Cllr Wallace

‘That this Council adopts the Policy for Fairs and Circuses for one year.’

For – 7

Against – 8

Abstentions – 2

The amendment to the proposal was not carried and therefore Members voted on the original proposal.

Proposed – Cllr Reed

Seconded – Cllr Wallace

‘That this Council adopts the Policy for Fairs and Circuses.’

For – 5

Against – 10

Abstentions – 2

The Working Party would review the draft Policy and refer it back to the Full Council for approval.

WP

iii. MIND Rent Review – A report from the Working Party had been circulated (Appendix 5) The Mayor, Cllr Fox, thanked the Working Party for their hard work on this matter. The Working Party was disbanded.

Clerk

1828. To receive report from the Property Committee on Car Park Charging

There was nothing to report to this meeting.

1829. To receive report on NorfolkALC and NALC – Cllr S C Teverson to report

Cllr Teverson reported that Baroness Shephard had chaired the NorfolkALC AGM on Saturday, 11th September 2010 at which delegates learnt that Councils would almost certainly still be able to write cheques in the future.

The coalition have committed significant funding to ‘Big Society’ led by Paul Twibey (a social entrepreneur who invented the Comic Relief red nose) to support localism and neighbourhood. As yet few details have emerged.

Mr Eric Pickles and Mr Bob Neale had suggested that spirits would be high in all communities when the Olympics and Queen’s Jubilee events took place in 2012.

These events would be referred to the Community Development Committee for the Events Sub Committee to start planning.

Clerk

1830. To receive reports from representatives of Outside Bodies

i. Joint Burial Committee – Cllr Fox reported that a meeting was being held on Wednesday, 22nd September 2010.

ii. **West Norfolk Sports Forum** – Cllr Pyatt reported that the local cricket team had won their league. The cycling race from King’s Lynn to Cromer was taking place on Thursday, 16th September 2010; all were welcome to take part. The Ryston Runners would be taking part in a 24-hour ‘Round Norfolk Relay’ on Saturday, 18th September 2010.

iii. **Southern Area Road Safety Committee** – Cllr Pegg reported that the next meeting would be held on Monday, 20th September 2010. At the previous meeting Members had agreed to display posters on their parish notice boards publicising the Committee. As a result of this the Boys Brigade had enquired about the loan of a bike for their stand at the Community Fair, of which the Committee had obliged.

iv. **Festival Committee** – Cllr Starling reported that the AGM had been held and two new members had joined. A Vice Chairman had not been elected. A meeting had been arranged with Inspector Bates to consider whether the 2011 Festival Parade could take place. The next Committee meeting would be held on Thursday, 30th September 2010.

1831. Recommendation from the Community Development Committee that financial support and/or temporary employment of a Youth Worker prior to the employment of a new Youth Worker by the Methodist Church

This would be deferred and discussed under Item 1834 (i), Human Resources Sub Committee report.

1832. To discuss any urgent items as agreed by the Mayor

There were no urgent items to discuss at this meeting.

1833. Mayor’s Announcements

The Mayor’s announcements had been circulated (Appendix 6).

Additional Announcements:

- Saturday, 18th September 2010 – Coffee Morning, Town Hall, 9.00am-12.00pm in aid of the Town Hall projector fund.
- Councillors should remove the paperwork from their pigeon holes at every given opportunity as more than 50% of the postage budget had already been spent.
- The EDP supplement West and Fens is no longer being edited by Cllr Teverson. Cllr Teverson will instead have full editorial rights to a new bi-monthly magazine called West Norfolk Life.

1834. Human Resources Sub Committee

i. To discuss Human Resources report

The Chairman of the Human Resources (HR) Sub Committee reported that due to administrative delays in the employment of a new youth worker by the Methodist Church it was possible that the youth work in the Town could stop for a period of six weeks.

A full discussion took place at the Community Development Committee meeting and it was agreed (subject to the Clerk obtaining information) that for the short period of six weeks the Town Council either accepted self employed invoices from the current person who was helping with the project or employ this person on a short six week temporary contract.

The Clerk had checked both options and the person involved did not have self employed status. Therefore the only option to take forward would be a short six week temporary contract.

Proposed – Cllr Sharman

Seconded – Cllr Starling

‘That a six week temporary contract for a Youth Worker is arranged to cover the interim period prior to the Methodist Church employing a Youth Worker.’

All in favour

The Chairman of the Human Resources (HR) Sub Committee reported that the Society for Local Council Clerks was holding its Annual Conference in October 2010.

Proposed – Cllr Sharman

Seconded – Cllr Doyle

‘That the Clerk and Deputy Clerk attend the SLCC Annual Conference in Durham from Friday 15th October to Sunday 17th October 2010 at a cost of £380.00 per person.’

All in favour

ii. Superannuation for Assistant General Duties Officer

Proposed – Cllr Sharman

Seconded – Cllr Doyle

‘That it is hereby resolved under Regulation 4 (5) of the Local Government Pension Scheme Regulations 1995 that the Assistant General Duties Officer should be treated as a pensionable employee for the purposes of those regulations (as amended from time to time) with effect from 1st August 2010.’

For – 14

Against – 0

Abstentions – 3

Proposed – Cllr Stacey

Seconded – Cllr Groom

‘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 Office Administrator, member of public, press correspondent and Cllr Mrs Hutson left the Council Chambers at 8.50pm.

Cllr Doyle left the Council Chambers at 8.50pm in order to lock up the Town Hall (due to staff shortages).

1835. 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

See Confidential Report.

ii. To consider proposal from the Finance Committee

See Confidential Report.

The Mayor closed confidentiality and resumed the meeting.

Proposed – Cllr Sharman

Seconded – Cllr Pyatt

‘That the salary for the post of Receptionist/Administrator is increased to spinal point 9 with effect from 1st October 2010.’

For – 16

Against – 0

Abstentions – 1

The Mayor thanked everyone for attending and closed the meeting at 8.54pm.

Chairman

Date