

DOWNHAM MARKET TOWN COUNCIL MEETING

MINUTES OF MEETING HELD TUESDAY 14TH FEBRUARY 2012 AT 7.00PM

Present:	The Mayor	Cllr V F Starling
	The Deputy Mayor	Cllr R A Pegg
	Councillors	Mrs V I Botham
		F E Daymond
		J W Doyle
		M P Ford
		J K Fox
		J Groom
		Mrs R L Judge
		P W Neate
		Mrs K A Mellish
		C Pyatt
		J J Reed
		M C Ross
		D J Sharman
		A D Stacey
		M D Starreveld
	County Councillor	Mrs S Hutson
	Borough Councillors	A M Lovett
	Police Representative	Inspector M Bates
	Town Clerk	Mrs J M Markwell
	Deputy Clerk	Mrs S D Porter
	Minute Secretary	Mr S W Nunn
	Member of the Press	Mrs R M Bodle
	Members of Public	4

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

2097. To receive Members' Apologies for Absence

Apologies for absence had been received Cllr Mrs P B Sharp (Holidays) and Mrs S M Nunn (Illness). Cllr S C Teverson did not attend the meeting.

The apologies were accepted.

2098. To receive Members' Declarations of Interest

Cllr Pyatt, declared a personal interest in Item 2104 (ii), to approve the Payment of Bills (Town Hall bills), Cllr Mrs Mellish declared an interest in item 2110 (To discuss future education needs in Downham Market), and Cllr Starling & Cllr Daymond declared interest in item 2104(i) Payment of Bills (Town Council bills)

2099. To approve the minutes

The minutes of the meetings held on Wednesday 2nd November 2011 (pages 3703-3705) and Tuesday 10th January 2012 (pages 3760-3767) were approved and signed as a true and accurate record.

Adjourn meeting for public participation and reports

The Mayor, Cllr Starling, adjourned the meeting.

Police Report

Inspector Bates reported that the new model of policing began on the 9th January and that it was working very well. The safer neighbourhood scheme was to be encouraged as well.

Reported crimes were down by 250 cases in the last twelve months, a reduction of 13.2%.

Rural crime is still a problem as is metal theft and theft of diesel oil.

There had been a break in at the building site adjacent to Lawnboy, but two arrests have been made.

Distraction offences are occurring locally and shoplifting offences are on the increase, although detection rates are considered good.

At the recent SNAP meeting shoplifting was discussed, more police patrols in Town would be laid on. Parking problems in the Sandringham Drive area continue.

So far this year there has been one local burglary and one instance of car crime, one arrest has been made in connection with the burglary.

It was commented that now there is not a taxi rank outside Barclays Bank, illegal parking is a problem. Inspector Bates reminded members that yellow line parking offences are not now matters for the police.

Cllr Groom asked if shoplifting was mainly expensive items, Inspector Bates replied that it covered all kinds of items.

Cllr Pyatt commented that he was being asked to unlock more mobile telephones than usual.

Inspector Bates confirmed that theft of these items is a common crime

Inspector Bates left the meeting.

County Councillor

County Councillor Mrs S Hutson reported that the bus stop in Bridge Street has now been moved although the actual sign still needs to be relocated. Complaints however about the new location are beginning to be received.

Caroline House in Ryston End will be closing on Friday due to the end of the lease; the team will be relocating to Priory House in King's Lynn.

Mrs Hutson asked that members support the Better Broadband for Norfolk campaign.

Borough Councillors

Borough Councillor Mrs Mellish reported that the grouting of the kerbs at the new bus stop will be completed this coming weekend. Parking enforcement officers will be in Town one day a week, but the days, times and officers will vary. The new bus stop sign has been ordered. Mr Martin Chisholm who is in charge of the parking department of the Borough Council attended the recent SNAP meeting and could attend a Council meeting and speak to members if required.

Public Participation

Mr R Starling spoke on the subject of the proposed incinerator at the Willows Business Park in King's Lynn. Mr Starling reminded members that 65,000 members of the Borough Council electorate voted against the proposed plant. He let members know that Norwich City Council provide householders with five recycling bins, a practise that could be repeated in this area.

Mr Starling also commented that he thought it bizarre that a Councillor would criticize fellow Councillors in the press. Cllr Reed replied that he had no qualms about what he had said or done.

He spoke to the press because he has been voted down in Council. His views are not against individuals.

Mr M Howland asked that the Council supports a proposal to change the crossing adjacent to Tesco's car park entrance into a pelican crossing with traffic lights as there are traffic problems with the current system. This will be passed to the Property Committee.

Mrs Leach said her question had been asked by Mr Starling and she supported his views.

The Mayor, Cllr Starling, resumed the meeting.

2100. To receive Correspondence

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

There were no questions,

2101. To receive Councillors' Questions

Q. Cllr Fox commented that little seems to be happening locally with regard to the Queen's Diamond Jubilee celebrations. He was in favour of re-siting the damaged beacon to the Howdale for lighting on the 4th June.

A. This will go to the Events Committee.

Q. Cllr Ford commented that following the article in the EDP, referred to at the last Full Council meeting, the Councillor involved had spoken to the press again. Is the Councillor involved in order to mention a fellow Councillor by name in the press when it wasn't a named vote?

A. Cllr Mrs Mellish reported that issues between Councillors should be addressed through the Code of Conduct.

Q. Cllr Starreveld commented that he considered items 319 and 328 in the planning meeting of 7th February to be incorrect

A. It was agreed that the Planning and Environment Committee meeting minutes of the 7th February, 2012 be deferred to the next Full Council Meeting.

Q. The Mayor, Cllr Starling reported that she had been contacted by a representative of the Lynn News before the recent Finance Committee meeting asking about the Council being prepared to spend £5,000 on a Human Resources contract. This was incorrect information. The Mayor asked Cllr Reed why he was quoting these figures to the press. Also a figure of £60,000 was mentioned as having been spent on the Town Hall roof in this current financial year, whereas this figure has been spent over the last four years. Mention was also made that the Council was considering renting out offices in Priory Road whereas the Council doesn't have offices in that road.

A. Cllr Reed accepted that there were errors within the article.

2102. To Adopt the Standing Committee Minutes

The minutes of the meeting of 7th February will be considered at the next Full Council meeting.

Planning and Environmental Committee

Proposed – Cllr Daymond

Seconded - Cllr Neate

‘That the minutes of the Planning and Environmental Committee meetings of Wednesday, 4th January 2012 (pages 3757–3759) and Wednesday 18th January 2012 pages 3778-3779) be adopted.’

All in favour

Finance Committee

Proposed – Cllr Pyatt

Seconded – Cllr Neate

‘That the minutes of the Finance Committee meeting of Tuesday 6th December, 2011 (pages 3732-3735), Tuesday 13th December, 2011 (pages 3742-3744) (deferred from previous meeting) and Tuesday 24th January 2012 (pages 3780-3784), be adopted.’

All in favour

Town Hall Committee

Proposed – Cllr Fox

Seconded - Cllr Stacey

‘That the minutes of the Town Hall Committee meeting of Wednesday 11th January 2012 (pages 3768-3772) be adopted.’

All in favour

Property Committee

Proposed – Cllr Doyle

Seconded - Cllr Daymond

‘That the minutes of the Property Committee meeting of Tuesday 17th January 2012 (pages 3773-3777) be adopted.’

All in favour

Community Development Committee

Proposed – Cllr Groom

Seconded - Cllr Judge

‘That the minutes of the Community Development Committee meeting of Tuesday 3rd January 2012 pages (3753-3756) be adopted.’

All in favour

2103. To receive the Clerk’s Report

The Clerk’s report had been circulated (Appendix 2)

Permission was required to change utility suppliers. A saving of £3652 could be achieved for the Town Hall alone in a calendar year. The proposed contracts will last until May 2013.

Proposed – Cllr Stacey

Seconded – Cllr Fox

‘That subject to a final check of the figures by the Mayor and/or the Deputy Mayor the utility suppliers be changed to those proposed.’

All in favour

A request has been received for a stall on the Town Square on Saturday to publicise the proposed incinerator at the Willows Business Park. A discussion took place and a vote on the subject was taken.

For 8

Against 9

The stall will not be allowed.

For information, a film company will be in Town next Wednesday to film a programme called ‘Long Lost Family.’ Would Councillors give permission for the company to film on Council property? This was considered a good opportunity for publicity.

2104. To approve the Payment of Bills

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

i. Town Council

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

Proposed – Cllr Pyatt

Seconded – Cllr Pegg

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

For – 15

Against – 0

Abstentions – 2

ii. Town Hall

Cllr Pyatt had declared a personal interest in this item.

Proposed - Cllr Fox

Seconded – Cllr Stacey

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

For – 16

Against – 0

Abstentions – 1

iii. Howdale Community Centre

Proposed – Cllr Doyle

Seconded – Cllr Groom

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

All in favour

2105. Youth Council

No report, the last meeting was cancelled..

2106. To Receive report on Norfolk ALC and NALC – Cllr Teverson to report

No report, Councillor Teverson was not at the meeting.

2107. Downham Market Festival

Cllr Groom was unable to attend the last meeting due to a work commitment. The Festival Committee would like to know what the Council is doing on Sunday and Tuesday of Festival week. Cllr Doyle reported that it is hoped that all events will be shown on the screen in the Town Hall, (with the cooperation of the Twinning Club on Sunday).

2108. To receive report from the working party to look at the current minute taking procedures (Cllr Reed – Chair)

A report had been circulated (Appendix 4).

Cllr Stacey wanted to disassociate himself from the third paragraph from the end of the document as he felt that this would just return the minute taking situation to a point similar to that before Mr Nunn joined the council. Cllr Groom supported Cllr Stacey's comments and commented what a good job she felt that Mr Nunn did as Minute Secretary.

Cllr Starreveld felt that recorded minutes should be available to Councillors and also that for continuity the Deputy Clerk should attend Full Council meeting, in order to be kept up to date in case the situation arose that she would need to Clerk a Full Council meeting.

Cllr Mellish was concerned that any recommendations should be precise and to the point.

A short discussion took place with regard to whether all minutes should be placed on the website, with some members feeling that as an open Council all minutes should be published whereas some felt that it might be a problem with web space and cost. It was agreed that concise propositions should be brought back to the Full Council meeting in March, 2012.

2109. Newsletters

The Newsletter is being printed and will be distributed shortly.

2110. To discuss future education needs within Downham Market

Cllr Mrs Mellish had declared a personal interest in this item.

A meeting is to be arranged shortly.

2111. To receive report from the subcommittee for taking forward the recommendation from the Full Audit

A report had been circulated (Appendix 5)

Cllr Mrs Mellish commented that it was not her that felt the Clerk needed a basic bookkeeping course but this came from a recommendation from the audit.

It was asked whether the tender limit of £50,000 was too high. At the last Finance meeting it was agreed to keep the tender figure as recommended by NALC, but every new contract should be looked at individually and if it was felt necessary the tender process could be implemented at a lower threshold.

2112. To discuss new appendix to the current policy on use of IT equipment

Cllr Groom reported that comments had been received from Cllr Mrs Mellish, it was noted that not all Councillors have email facilities and this is considered a work in progress.

After a full discussion it was agreed to take the existing policy and develop it further.

2113. Request from the Community Development Committee for additional member(s) to sit on the working party, chaired by Ms Rachel Bodle, to take forward ‘Sustainability of Events for the Town - Cllr Groom to report

Cllr Groom reported that everything the Council does has sustainability issues. Mrs R Bodle will chair the Council’s Sustainability working party. Volunteers for the working party were Cllrs Starreveld, Groom, Ross and Judge (when available). All Councillors will be welcome at meetings.

2114. To advise on future Social Care in Downham Market – from April 2013 local GP’s will be commissioning Social Care. The Council needs to appoint a Councillor to liaise locally with Carers who may be having problems. This was discussed at the Community Development Committee meeting of the 3rd January, 2012. Cllr Pegg has volunteered and this therefore needs to be ratified by the Full Council

Cllr Mrs Judge reported that ‘Social’ in the first sentence should actually read ‘Health’.

It was asked if this was a statutory commitment, as there was a concern that no further work load was put onto staff.

Some members felt that the Council should be assisting people in need but on the other hand it was everyone’s responsibility to report bad care, not just the Council’s.

Cllr Pegg confirmed that it is not a statutory responsibility but that it was needed in Town. Cllr Pegg was thanked for wanting to take this position on.

It was stated that any advice given should be accurate, but it was stated that this role was not giving detailed advice just giving information of where to find the correct advice and help.

Cllr Mrs Mellish called for a named vote.

Proposed – Cllr Fox

Seconded – Cllr Daymond

‘That Cllr Pegg be recommended as Council contact for care issues.

For

Cllr Mrs Botham

Cllr Daymond

Cllr Doyle

Cllr Ford

Cllr Fox

Cllr Groom

Cllr Neate

Cllr Pegg

Cllr Pyatt

Cllr Reed

Cllr Ross

Cllr Sharman

Cllr Stacey

The Mayor, Cllr Starling

Against

Cllr Mrs Mellish

Abstention

Cllr Mrs Judge

Cllr Starreveld

The Proposal was carried.

2115. To discuss 'Better Broadband for Norfolk' and how this Council wishes to support this initiative.

County Councillor Mrs S Hutson urged the Council to support this issue; funds may be available to support better broadband.

Proposed – Cllr Doyle

Seconded – Cllr Groom

'That the Council should register its support in 'Better Broadband'.

All in favour

2116. To discuss a future 'Press Policy'

This item was deferred to the next meeting.

2117. To discuss the following proposition from the Planning and Environmental Committee

'That the application (Proposed Power and Recycling Centre) be presented to Full Council with comments from members of this committee.'

A copy of Members comments had been circulated (Appendix 6)

A short discussion was held.

Proposed – The Mayor, Cllr Starling

Seconded – Cllr Mrs Botham

'This Council states that its position on the proposed power and recycling centre has not changed since submission of its comments in July 2011.'

For 16

Against 1

2118. To discuss any urgent items as agreed by the Mayor

There were no urgent items.

2119. Mayor's Announcements

The Mayor, Cllr Starling thanked those members who attended the Youth Awards and Civic Service.

St Winnolds Fair is on March 16th 2012.

Royal British Legion 90th Anniversary March and Service is on 25th March 1.15pm for 1.45pm.

Town Meeting is on 29th March 6.30pm for 7.00pm

Proposed – The Mayor Cllr Starling

Seconded – Cllr Fox

'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

Borough, County Councillors, Public and Press left the Council Chamber.

The Mayor resumed the meeting

2120. Report from the Human Resources Committee (confidential Item)

Proposed – Cllr Doyle

Seconded - Cllr Mrs Botham

‘That the Council employ a part time receptionist for 24 hours a week’

For 16

Against 0

Abstentions 1

Proposed – Cllr Doyle

Seconded - Cllr Groom

‘That the Events Coordinator/Administrator’s salary be increased to spinal point 10 per annum.’

For 15

Against 1

Abstentions 1`

The Mayor thanked everyone for attending and closed the meeting at 9.26pm.

Chairman

Date