

DOWNHAM MARKET TOWN COUNCIL MEETING

MINUTES OF MEETING HELD TUESDAY 13TH MARCH 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 S M Nunn
		C Pyatt
		J J Reed
		M C Ross
		D J Sharman
		Mrs P B Sharp
		A D Stacey
	County Councillor	Mrs S Hutson
	Borough Councillors	A M Lovett
		D A Tyler
	Town Clerk	Mrs J M Markwell
	Deputy Clerk	Mrs S D Porter
	Minute Secretary	Mr S W Nunn
	Member of the Press	Mr D Blackmore
	Members of Public	5

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

Those in attendance at the meeting were notified that the meeting was being recorded for the benefit of the Minute Secretary

2121. To receive Members' Apologies for Absence

Apologies for absence had been received from Mrs R L Judge (Work Commitment), P W Neate (Holidays), Mrs K A Mellish (Borough Council meeting) and M D Starreveld (Family commitment) Cllr S C Teverson did not attend the meeting.

The apologies were accepted.

2122. To receive Members' Declarations of Interest

There were no declarations of interest.

2123. To approve the minutes

The minutes of the meeting held on Tuesday 14th February 2012 (pages 3797-3805) were approved and signed as a true and accurate record.

Adjourn meeting for public participation and reports

The Mayor, Cllr Starling, adjourned the meeting.

County Councillor

County Councillor Mrs S Hutson reported that the bus stop situation is ongoing with complaints being voiced by members of the public. Grouting of the pavement has not happened yet and the actual bus stop still needs to be re-sited.

Following the County Council's decision to freeze Council tax for 2011/2012, £8.5 million was released to the Council from national government and this has helped particularly with children's services.

Mrs Hutson made the Council aware that there are funding of up to £500 to assist with Diamond Jubilee celebrations.

Anyone who has a diamond wedding anniversary in this current year can be invited to an event that County Councillor Mrs Hutson is hosting at County Hall.

Councillor Mrs Nunn asked about disabled parking outside Barclays Bank in Bridge Street, no parking or unloading is permitted as this is space for vehicles to overtake parked buses.

Borough Councillors

There were no Borough Councillor reports.

Public Participation

No Members of the public or Councillors wished to address the meeting at this time.

The Mayor, Cllr Starling, resumed the meeting.

2124. To receive Correspondence

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

There were no questions,

2125. To receive Councillors' Questions

Q. Councillor Fox made the Council aware of a notice from the Lynn News with regard to a parcel of land in Church Road being offered for sale by the Borough Council. (Appendix 2)

Q. Councillor Mrs Botham expressed concern over the amount of broken glass around the Hollies recycling area.

A. One of the General Duties Officers will be asked to clear this area.

Q. Councillor Groom enquired whether there was any further news on the future of the Downham Market Club's bowling green.

A. Not at present.

2126. To Adopt the Standing Committee Minutes

There was an amendment to the Planning and Environmental Committee Minutes of Tuesday 7th February 2012 (pages 3785-3790).

Amendment to Item 328 of the above minutes:

Cllr Starreveld advised that he had not yet written a draft policy..... *as sustainability is underpinned by compliance processes which are currently under review.*

This item is therefore a work in progress item and as such should remain as a regular reporting item on this agenda. It also relates to the working party being set up under Community Development

Planning and Environmental Committee

Proposed – Cllr Daymond

Seconded - Cllr Ford

‘That the minutes of the Planning and Environmental Committee meeting of Tuesday, 7th February 2012 (pages 3785–3790) be adopted with the amendment made.’

All in favour

Town Hall Committee

Proposed – Cllr Fox

Seconded - Cllr Stacey

‘That the minutes of the Town Hall Committee meeting of Wednesday 8th February 2012 (pages 3791-3796) be adopted.’

All in favour

Property Committee

Proposed – Cllr Doyle

Seconded - Cllr Pegg

‘That the minutes of the Property Committee meeting of Tuesday 21st February 2012 (pages 3806-3810) be adopted.’

All in favour

Finance Committee

Proposed – Cllr Pyatt

Seconded – Cllr Pegg

‘That the minutes of the Finance Committee meeting of Tuesday 28th February, 2012 (pages 3811-3815) be adopted.’

All in favour

2127. To receive the Clerk’s Report

The Clerk’s report had been circulated (Appendix 3)

The Clerk and Deputy Clerk will be attending a finance training day on 11th April 2012.

2128. To approve the Payment of Bills

A list of bills had been circulated (Appendix 4).

i. Town Council

Proposed – Cllr Pyatt Seconded – Cllr Pegg

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

All in favour

ii. Town Hall

Proposed - Cllr Fox Seconded – Cllr Stacey

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

All in favour

iii. Howdale Community Centre

Proposed – Cllr Doyle Seconded – Cllr Sharman

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

All in favour

2129. Youth Council

No report.

2130. To Receive report on Norfolk ALC and NALC – Cllr Teverson to report

No report, Councillor Teverson was not at the meeting. It was decided to delete this item from future agendas.

2131. Downham Market Festival

Cllr Groom reported that preparations were ongoing although there is a shortage of floats at present. Any community groups can have a float.

The programme will be launched on 28th April 2012, Norfolk Green bus company will be carrying advertising in their buses.

All Festival Committee meetings are open to Councillors; they are on the second Thursday of each month. Councillor Groom reported that there will be less ‘Big’ arena events and more from the local area.

2132. To receive report from the working party to look at the current minute taking procedures (Cllr Reed – Chair)

There was no further report; Councillor Reed is satisfied with the current minute taking procedure. It was reported that if the Council wished to publish Standing Committee minutes on the website, there would be no additional cost.

Proposed – Cllr Reed

Seconded – The Mayor Cllr Starling

‘That Standing Committee minutes be published on the Council’s website once they have been approved by the relevant Standing Committees.’

All in favour

It was decided to delete this item from future agendas

2133. Newsletters

A discussion took place about production dates for the next newsletter. It was decided to publish the next edition in early June 2012.

2134. To discuss future education needs within Downham Market

No further response has been received.

2135. To receive report from the subcommittee for taking forward the recommendation from the Full Audit

The working party met on 7th March, no report has yet been formulated. Some proposed changes will be implemented in the new financial year

2136. To discuss a future ‘Press Policy’

It was asked whether the Council needed a press policy. Members thought it preferable that a policy was instigated.

Councillor Groom commented that guidelines were needed for Councillors to deal with the press. Councillor Stacey suggested that an annexe for Standing Orders might be required.

A working party was formed which will report to Full Council, members are Councillors Mrs P B Sharp (Chair), Mrs S M Nunn, M D Starreveld, J Groom and J J Reed.

2137. To receive report on the Joint Burial Board

Cllr Fox, (Chairman of the Downham Market and Downham West Joint Burial Board) had prepared a report for Councillors which he read through. (Appendix 5).

2138. To receive report on the Old Fire Station Building

Cllr Fox had produced a report about allowing the Heritage Society to use the Old Fire Station for storage. (Appendix 6).

Proposed – Cllr Fox

Seconded - Cllr Doyle

‘That the Council’s solicitor is instructed to draw up an appropriate document which could be “Tenancy at will” or “Licence to occupy” between the Town Council and the Heritage Society to cover the period of time between now and when the Heritage Society take over the building.

All in favour

Cllr Stacey thanked Cllr Fox for all his efforts with regard to the Old Fire Station Building.

2139. St Winnolds Fair – Friday 16th March 2012

There will be a hosting timetable for Councillors at the Council office.
Councillors should be at the office by 8.15am as guests will be arriving from 8.30am.

Mr Blackmore (press) left the meeting at 20.00

2140. To discuss the Town Meeting Thursday 29th March 2012

There will be an open session from 18.30 – 19.00 and the formal business will begin at 19.00.
County Councillor Mrs Hutson offered her apologies as she is hosting a Civic Service on that evening.

2141. To receive report from the Human Resources Committee.

Councillor Doyle had produced a report from the Human Resources Committee (Appendix 7)
Cllr Doyle welcomed Nikki Hannan to the Council and Sarah Mawby to her new position.

2142. To discuss any urgent items as agreed by the Mayor

The Mayor, Cllr Starling reminded members about the Royal British Legion parade on 25th March. This is the 90th anniversary of the Downham Market branch.

The Mayor, Cllr Starling had a total of ninety feet, made from cardboard by local Rainbows, Brownies and Guides. They all had comments from the children on them. Suggestions on how they could be displayed should go to the Environmental Committee. It was suggested to involve the Downham in Bloom organisers who are looking for display items.

The Sport Relief Mile takes place on the 25th March, Councillors are invited to watch or take part.

The Mayor, Cllr Starling had recently been to her first one hundredth birthday party and will soon be attending another.

2143. Mayor's Announcements

A list of Mayoral visits had been circulated (Appendix 8)

The Mayor thanked everyone for attending and closed the meeting at 8.20pm.

Chairman

Date