

**DOWNHAM MARKET TOWN COUNCIL MEETING**

**MINUTES OF MEETING HELD TUESDAY 11<sup>TH</sup> SEPTEMBER 2012 AT 7.00PM**

Present:	The Mayor	Cllr R A Pegg
	The Deputy Mayor	Cllr D J Sharman
	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
		C Pyatt
		J J Reed
		M C Ross
		A D Stacey
		V F Starling
		M D Starreveld
		D P Sutton
	Borough Councillors	K A Mellish
	Police Representative	Inspector M Bates
	Town Clerk	Mrs J M Markwell
	Deputy Clerk	Mrs S D Porter
	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

A Minutes silence was held in Honour of Honorary Alderman, John Legg, ex Town and Borough Councillor who recently passed away.

**2238. To receive Members' Apologies for Absence**

Apologies for absence had been received from Cllr Mrs S M Nunn (Illness), Cllr Mrs P B Sharp (Holiday), Borough Cllrs D A Tyler (Prior Meeting), A M Lovett (Holiday) and County Councillor Mrs S E L Hutson (Prior Engagement)

The apologies were accepted.

**2239. To receive Members' Declarations of Interest**

No declarations of interest had been received.

**2240. To approve the minutes**

Cllr Reed commented that the resolution contained in item 2237 was invalid and should be deleted. The Mayor replied that the minutes were only being approved, the item would be discussed under item 14.

The minutes of the meeting held on Tuesday 10<sup>th</sup> July 2012 (pages 3965-3970) were approved and signed as a true and accurate record.

## **Adjourn meeting for public participation and reports**

The Mayor, Cllr Pegg, adjourned the meeting.

### **Police Representative**

Inspector Bates reported that local crime was at a 5/6 year low. There are some dwelling burglaries occurring in rural areas but there have only been two in Downham Market.

The growing of cannabis plants is becoming a problem throughout the area.

There were four other burglaries in Downham Market in the last three months.

Car crime is nearly nonexistent.

There have been twenty one crimes of violence, ten of which were domestic.

There have been ten cases of criminal damage in the last three months.

Purses are still being stolen.

There have been seven thefts from shops.

Inspector Bates commented that these were very good figures indeed.

There were no questions.

### **County Councillor**

County Councillor, Mrs S Hutson was unable to be at the meeting, but had submitted a report, (Appendix 1).

It was commented that use might be made of the Community Construction Fund for the Town Hall and the Jubilee Community Centre.

### **Borough Councillor Reports**

There were no reports from Borough Councillors

### **Public Participation**

A representative of 'Downham Market Online' (Mr Phil Peads) enquired why the Town Council had not replied to his email on the subject of the future of the commercial interests and plans for Downham Market.

It was replied that in the first instance the email had been delivered to the Borough Council and only forwarded to the Town Council. The Clerk has also recently been on holiday and was unable to send a reply. Cllr Fox also replied that the Town Council were not duty bound to deal with any local websites and that the Town Council had its own website to keep people informed.

The email would be considered again and a reply issued.

**Clerk**

The Mayor, Cllr Pegg, resumed the meeting.

### **Proposed – The Mayor, Cllr Pegg**

“To invoke Standing Order 18 in order to vary the order of business and allow the Mayor’s Address item to be placed after agenda item 14.”

**2241. To receive Correspondence**

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

There were no questions

**2242. To receive Councillors' Questions**

Q. It was commented that the Heritage Society were of the view at their open day that they were to have ownership of the Old Fire Station car park, is this correct?

A. The car park is owned and operated by the Town Council, this will remain the case.

**2243. To Adopt the Standing Committee Minutes**

**Property Committee**

**Proposed – Cllr Doyle**

**Seconded - Cllr Mrs Judge**

**‘That the minutes of the Property Committee meetings of Tuesday 19<sup>th</sup> June 2012 (pages 3943-3947) and Tuesday 17<sup>th</sup> July (pages 3976-3980) be approved.’**

**For 16      Abstentions 1**

**Finance Committee**

**Proposed – Cllr Pyatt**

**Seconded – Cllr Cllr Ford**

**‘That the minutes of the Finance Committee meetings of Tuesday 26<sup>th</sup> June, 2012 (pages 3952-3956) and Tuesday 24<sup>th</sup> July (pages 3981-3986) be adopted.’**

**For 16      Abstentions 1**

**Planning and Environmental Committee**

**Proposed – Cllr Daymond**

**Seconded - Cllr Starreveld**

**‘That the minutes of the Planning and Environmental Committee meetings of Wednesday 6<sup>th</sup> June 2012 (pages 3924-3930), Wednesday 20<sup>th</sup> June 2012 (pages 3948-3951) and Wednesday 4<sup>th</sup> July 2012 (pages 3962-3964) be approved.’**

**For 16      Abstentions 1**

**Town Hall Committee**

**Proposed – Cllr Sharman**

**Seconded - Cllr Mrs Botham**

**‘That the minutes of the Town Hall Committee meeting of Wednesday 11<sup>th</sup> July 2012 (pages 3971-3975) be approved.’**

**For 16      Abstentions 1**

**2244. To receive the Clerk's Report**

The Clerk had nothing to report at this time.

**2245. To approve the Payment of Bills**

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

Cllr Starling asked about the Christmas light bulbs. These are purchased for the Chamber of Trade who reimburse the Council from its annual grant. Any spend over £500 is covered by the Chamber of Trade.

**i. Town Council**

**Proposed – Cllr Pyatt**

**Seconded – Cllr Mrs Botham**

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

**For 16      Abstentions 1**

**ii. Town Hall**

**Proposed – Cllr Sharman**

**Seconded – Cllr Sutton**

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

**For 16      Abstentions 1**

**iii. Jubilee Community Centre**

**Proposed – Cllr Doyle**

**Seconded – Cllr Pyatt**

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

**For 16      Abstentions 1**

**2246. Downham Market Festival**

Cllr Groom had circulated her report. (Appendix 4)

**2247. To receive report on the Joint Burial Board**

There was nothing to report.

**2248. To receive report on the Old Fire Station Building**

There was nothing to report.

**2249. To receive recommendations from the Internal Audit Committee:**

- i. To approve the ‘Letter of Engagement’ from the newly appointed Internal Auditor. Price Bailey.

The Letter of Engagement and for comparison the Letter of Engagement from previous Internal Auditors, Mapus-Smith and Lemmon had been circulated, (Appendix 5).

Cllr Ford explained that the new auditors needed to have the letter of engagement signed and asked members to proceed with this matter.

**Proposed – Cllr Ford**

**Seconded – Cllr Starling**

**‘That the Letter of Engagement from Internal Auditors, Price Bailey be approved.’**

**For 16**

**Against 0**

**Abstentions 1**

ii. To Confirm the signatories of the letter – Town Clerk and Mayor

**Proposed – Cllr Fox**

**Seconded Cllr Sharman**

**‘That the signatories of the letter be The Clerk and the Mayor.’**

**2250. To decide what action is to be taken regarding the proposition put by Chairman of the Human Resources Committee (and on which a vote was taken), which was in clear breach of 2 standing orders (20a and 32). This was concerning lieu hours and extra days off. Obviously the motion cannot stand, nor be put into effect – Cllr J J Reed**

A full discussion took place on this matter.

Cllr Fox commented that it was the responsibility of all Councillors to check that standing orders were being adhered to.

The Mayor, Councillor Pegg made members aware that the Clerks were in full knowledge that the matter was to be discussed.

Cllr Doyle made the point that the whole subject had been fully and properly discussed.

**Proposed – Cllr Fox**

**Seconded – Cllr Sharman**

**‘That no further action be taken.’**

**For 15**

**Against 1**

**Abstentions 1**

**2251. Mayor’s Address**

The Mayor read his address to the Council (Appendix 6)

Cllr Reed commented that he felt uncomfortable that the Mayor had made his speech in public and that he felt it should have taken place under confidentiality.

Following the address, a member of the public and Borough Councillor Mrs Mellish left the meeting.

**2252. To accept the updated Standing Orders with an alteration to the Code of Conduct Date (items 26 and 40 change date from 15<sup>th</sup> May 2007 to 9<sup>th</sup> July 2012)**

Cllr Fox noted that this item needed to be put on the table at this meeting and be voted upon at the October Full Council meeting.

**2253. To receive report from the Human Resources Committee – Cllr Mrs R L Judge to report**

A report had been circulated (Appendix 7).

**2254. To discuss any urgent items as agreed by the Mayor**

Cllr Pyatt reported that there were problems at the skate park with football field and Community Centre users being subject to foul and abusive language and behaviour. One user is requesting compensation for lost income and Cllr Pyatt reported that revenue is being lost from the centre.

Cllr Starling asked about the possibility of larger signage for CCTV and unacceptable behaviour, this is in hand.

Cllr Sharman reported that the 'Noise' report is due in October and no decisions should be made until then.

Members were keen that the facility should remain open if possible.

Cllr Pyatt requested that the matter be discussed again at the November Full Council meeting, after the noise report has been received.

**2255. Mayor's Announcements**

Cllr Groom showed members her certificate for cycling from London to Paris, there is a report which mentions Cllr Groom on the Royal British Legion website. The Mayor, Cllr Pegg congratulated Cllr Groom on her efforts.

**Proposed – The Mayor Cllr Pegg**

**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**

Members of public left the Council Chamber at 8.32pm

The Mayor resumed the meeting.

The Mayor thanked everyone for attending and closed the meeting at 8.39pm.

**Chairman**

**Date**