

DOWNHAM MARKET TOWN COUNCIL

MINUTES OF FULL COUNCIL MEETING HELD

Tuesday 17th January 2023 at 7.00pm at the Town Hall

	<p>Present</p> <p>Chair – Cllr Pyatt</p> <p>Cllrs Buxton, Daymond, Hobbs, Jordan, Lane, Lawson, Leach, Leivers, Lewis, Marsay, B Moyses and S Moyses (13)</p> <p>Town Clerk – Claire Dornan</p> <p>County Councillor – Tony White</p> <p>Borough Councillor – Andy Bullen & Josie Ratcliffe</p> <p>13 Members of the Public were present</p>
	<p>There was a one-minute silence in memory of Mrs Jean Sharman who had previously been the Mayoress of Downham Market and had died at the end of December 2022.</p>
Number	Item
001	<p><u>To receive Members’ Apologies for Absence</u></p> <p>Apologies were received from:</p> <p>Cllr Doyle – Family Commitment Cllr Pegg – Family Commitment Cllr D Pennington – Family Commitment Cllr T Pennington – Work Commitment Cllr Wiles – Attending the Police (SNAP) Meeting in the Assembly Room</p> <p>These apologies were accepted.</p>
002	<p><u>To receive Members’ Declarations of Interest</u></p> <p>Declarations were received from:</p> <p>Cllr Jordan - Agenda Item 8 – Winter Maintenance is contained in the budget Cllr Pyatt – Agenda Item 12 – Payment of Bills</p>

003	<p><u>Mayors Announcements</u></p> <p>The Mayor confirmed that the:</p> <ol style="list-style-type: none"> 1) Annual Town Meeting will be held on 23 March 2023 at 6pm in the Town Hall 2) Barkers DBS have offered their building to host a Community Defibrillator. Thanks go to all the supports of this defibrillator. 3) The Mayor enjoyed being Caesar at the Churches Together event 4) Wednesday Community Hub continued successfully after the Christmas break and is open to all 5) Community Cinema will host a free showing next Wednesday at 2:30pm & 7pm
004	<p><u>Public participation, written reports and written questions</u></p> <p><u>County Councillor report and questions – Cllr Tony White</u></p> <p>Cllr White advised that the Highway Rangers were due into Downham Market and to report anything that requires work.</p> <p>Cllr Pyatt queried the leaves in the drains. Cllr White advised that the Council should contact Alison Jasper, the inspector.</p> <p>The Town Clerk asked for an update on a member of the public’s query regarding bus routes which had been emailed previously. Cllr White did not remember the email and it was agreed that the email would be resent.</p> <p>Cllr Leivers asked if there was any money available for bus routes. Cllr White asked Cllr Leivers to be emailed to him so that he could take the matter forward.</p> <p><u>Borough Councillors reports and questions</u></p> <p>Borough Cllrs Bullen & Ratcliffe did not have a report however welcomed questions. There were no questions raised.</p> <p>Borough Cllr Tyler and Patel did not send a report into Council.</p> <p><u>Police report</u></p> <p>There were no Police Reports. The Police were holding a meeting upstairs in the Town Hall.</p>

	<p><u>Public Participation</u></p> <p>A member of the public queried Highways work completed during December 2022. Cllr White will take this matter forward.</p> <p>A member of the public requested CCTV to be made available on her property to combat vandalism. It was suggested that the member of the public speak with the Police. The member of the public was taken to the Police meeting occurring in the Assembly Room.</p> <p>A member of the public asked whether the Council supported the right to peaceful protest. The Mayor confirmed that Council did support this however at the previous meeting, The Mayor considered the protest to be inciteful hence the comments he made.</p>
005	<p><u>To approve the minutes of the Full Council meetings held on 13 December 2022</u></p> <p>Proposer: Cllr Daymond Seconder: Cllr Lawson</p> <p>‘To approve the minutes of the Full Council meeting on 13 December 2022.’</p> <p>All In Favour</p>
006 006.1 006.2	<p><u>To accept the recommendation from the following Committees:</u></p> <p><u>Downham In Bloom Committee – 24 October 2022</u></p> <p>Proposer: Cllr Daymond Seconder: Cllr S Moyses</p> <p>‘To accept the recommendation from the Downham In Bloom Committee meeting held on 24 October 2022.’</p> <p>All In Favour</p> <p><u>Planning and Environment Committee – 01 November 2022 & 24 November 2022</u></p> <p>Proposer: Cllr Daymond Seconder: Cllr Lawson</p> <p>‘To accept the recommendation from the Planning and Environment Committee meetings held on 01 November 2022 and 24 November 2022.’</p> <p>All In Favour</p>

006.3	<p><u>Property Committee – 13 October 2022, 24 November 2022 & 22 December 2022</u></p> <p>Proposer: Cllr Jordan Seconder: Cllr Lane</p> <p>‘To accept the recommendation from the Property Committee meetings held on 13 October 2022, 24 November 2022 and 22 December 2022.’</p> <p>All In Favour</p>
006.4	<p><u>Town Hall Committee (Prior to merge) – 05 October 2022</u></p> <p>Proposer: Cllr Pyatt Seconder: Cllr Lane</p> <p>‘To accept the recommendation from the Town Hall Committee meeting held on 05 October 2022.’</p> <p>12 In Favour</p> <p>2 Abstentions – Cllr Daymond & Cllr S Moyses</p>
006.5	<p><u>Finance Committee – 19 October 2022</u></p> <p>Proposer: Cllr Lawson Seconder: Cllr Buxton</p> <p>‘To accept the recommendation from the Finance Committee meeting held on 19 October 2022.’</p> <p>All In Favour</p>
006.6	<p><u>Human Resources Committee – 30 September 2022, 14 October 2022 & 21 October 2022</u></p> <p>Proposer: Cllr Jordan Seconder: Cllr Hobbs</p> <p>‘To accept the recommendation from the Human Resources Committee meetings held on 30 September 2022, 14 October 2022 and 21 October 2022.’</p> <p>10 In Favour</p> <p>3 Abstentions - Cllr Daymond, Cllr B Moyses and Cllr S Moyses</p>

006.7	<p><u>Community Development & Events Committee – 05 October 2022</u></p> <p>Proposer: Cllr Leivers Seconder: Cllr Lane</p> <p>‘To accept the recommendation from the Community Development and Events Committee meeting held on 05 October 2022.’</p> <p>All In Favour</p>
006.8	<p><u>Car Park Management Committee – 26 July 2022 & 30 August 2022</u></p> <p>Proposer: Cllr Lawson Seconder: Cllr S Moyses</p> <p>‘To accept the recommendation from the Car Park Management Committee meetings held on 26 July 2022 and 30 August 2022.’</p> <p>12 In Favour</p> <p>1 Abstention – Cllr Daymond</p>
007	<p><u>Councillors Questions</u></p> <p>Cllr B Moyses requested that agenda items proposed by Cllrs have their names against them. Agreed by Town Clerk.</p> <p>All items placed on the agenda without a name can be assumed as being placed on the agenda by the Town Clerk, the author of the agenda.</p>
008	<p><u>To consider the 2023/2024 Budget and Precept request and agree actions</u></p> <p>Cllr Pyatt passed the item to the Chair of Finance, Cllr Lawson</p> <p>Band D Precept last financial year - £141.62</p> <p>Band D Precept proposed - £141.36 (decrease of £0.26)</p> <p>Cllr Lawson advised that a Treasury Loan could be obtained for the Town Hall roof over a 20 year period at a beneficial rate.</p> <p>The Town Clerk advised that a 3% Precept increase for a Band D property would be £145.60 (increase of £3.98)</p> <p>Cllr Daymond asked for clarification on the winter gritting. The Town Clerk confirmed that £8,000 was set aside for winter gritting in 2023/2024.</p>

	<p>The Town Clerk raised concerns over the car park surface works and whether £50,000 is sufficient. There is potential for £100,000 being required. A 3% increase in Precept would raise an additional £16,000.</p> <p>Cllr Pyatt raised concerns regarding using a significant amount of the reserves.</p> <p>Cllr Leach stated that with the current economic climate as it is, the Town Council should keep any precept increase minimal.</p> <p>The Town Clerk confirmed that reserves were sitting at £280,000.</p> <p>Cllr Moyses asked for an update on the Town Hall roof. The Town Clerk confirmed that the roof would be unlikely to last another year and water ingress would cause damage to the fabric of the building. Although not emergency expenditure, it is a high priority item.</p> <p>Cllr Moyses asked for an overview of the car park condition. Cllr Jordan confirmed the condition of the car park was poor in the Hollies Car Park main strip and Paradise Road.</p> <p>Proposer: Cllr Lawson Seconder: Cllr S Moyses</p> <p>‘To keep the precept at the same level as 2022/2023 and fund the budget requirements via the reserves and project items via Treasury Loans.’</p> <p>7 In Favour 4 Against – Cllrs Lewis, Marsay, Buxton, Lane</p> <p>Cllr Pyatt did not raise his hand in favour or against</p> <p>Cllr Jordan wanted to vote against however he had already declared a pecuniary interest in the budget under Winter Maintenance.</p>
009	<p><u>To discuss Professional Services Provision and agree actions</u></p> <p>Proposer: Cllr Leach Seconder: Cllr Lawson</p> <p>‘To change Professional Services Provision in 2023/2024 to Norfolk Parish Training and Support from Norfolk Association Of Local Councils.’</p> <p>All In Favour</p>

010	<p><u>To discuss Legal Services Provision and agree actions</u></p> <p>Cllr Hobbs asked the Town Clerk to investigate whether our insurer provides legal advice as an addition to our current policy.</p> <p>Council did not wish to vote on changing the Legal Services Provision and asked that Finance Committee take the matter forward and complete a full review.</p>
011	<p><u>To consider the request for the purchase of a Downham Market Webcam and agree actions</u></p> <p>Proposer: Cllr Leivers Seconder: Cllr Lane</p> <p>‘That a Community Infrastructure Levy Application be made to finance the purchase of a new Webcam for Downham Market.’</p> <p>All In Favour</p>
012	<p><u>To agree payment of Bills</u></p> <p>Proposer: Cllr Lawson Seconder: Cllr Daymond</p> <p>‘That bills 685 – 742 be approved for payment.’</p> <p>11 In Favour</p> <p>Cllr Jordan & Pyatt did not vote as they had declared an interest.</p>
013	<p><u>To discuss Community Infrastructure Levy Applications (CIL) and agree actions</u></p> <p>Proposer: Cllr Leivers Seconder: Cllr Leach</p> <p>‘That the following Community Infrastructure Levy Application be made:</p> <p>Town Hall Kitchen (resubmit) Surround Sound & PA System for the Town Hall Bus Shelters for Trafalgar Road and Clackclose / Wimbotsham Road Toilets for the Howdale.’</p> <p>All In Favour</p>
014	<p><u>To discuss request for support from Downham Market Police Station for CIL support</u></p> <p>Proposer: Cllr Leach Seconder: Cllr Lane</p>

	<p>‘That Downham Market Town Council support the Community Infrastructure Levy Application to be made by Downham Market Police Station.’</p> <p>3 In Favour</p> <p>10 Against</p>
015	<p><u>To receive an update on Parking Orders on Town Council Owned Car Parks</u></p> <p>The report provided to the Property Committee following the meeting with the Borough Council was provided to Full Council. The recommendation from Borough was to delay updating the Parking Orders until the Council were in a position to implement paid parking. Decisions were needed on free parking periods and periods of operation.</p> <p>Proposer: Cllr Jordan Seconder: Cllr Lane</p> <p>‘That Downham Market Town Council suspend any work on Parking Orders on Town Council Owned Car Parks until after the May 2023 local elections.’</p> <p>All In Favour</p>
016	<p><u>To note the resignation of Cllr Incorvaia and Cllr Sharman and agree Co-option Policy prior to May 2023 elections</u></p> <p>Cllrs were advised that the Borough Council will not run an election for a vacancy within 6 months of a local election. Councillors were given the option to start the co-option process or decide to have a no co-option policy prior to the May 2023 local elections. This was suggested due to training and associated time costs which come with the recruitment of a new Councillor.</p> <p>Proposer: Cllr Leach Seconder: Cllr Pyatt</p> <p>‘That Downham Market Town Council do not co-opt any new Councillors prior to the May 2023 local election.’</p> <p>All In Favour</p>
017	<p><u>To consider the proposal of Cllr Buxton regarding Town social media provision and agree actions</u></p> <p>It was agreed that Cllr Buxton’s idea had merit but needed the ideas to be bottomed out prior to a vote on the provision of a new social media platform.</p> <p>There were concerns that information posted could be out of date very quickly.</p>

	<p>Council was reminded that a Cllr cannot act alone so any Cllr led provision would need to be via a working party with sufficient membership so that the provision could continue if a Cllr who was involved in the provision resigned.</p> <p>Cllr Marsay stated that provision should focus on Instagram as Facebook had fallen out of favour and suggested that the provision should be information only and not allowing for comments.</p> <p>It was felt that Council should not run a debate page.</p> <p>Proposer: Cllr Lawson Seconder: Cllr Marsay</p> <p>‘That Downham Market Town Council form a working party to explore the idea of extending the current social media provisions so that more detail can be provided in the next pitch to allow Council to vote on the idea.’</p> <p>All In Favour</p>
018	<p><u>To discuss the current provision of IT Services and agree actions</u></p> <p>Council did not wish to vote on changing the IT Service Provision and asked that Finance Committee take the matter forward and complete a full review.</p>
019	<p><u>To submit items for next agenda</u></p> <p>There were no items submitted.</p>
020	<p><u>To confirm the date of the next Full Council meeting</u></p> <p>Tuesday 21 February 2023 at 7pm in the Town Hall</p>
	Meeting closed: 20:08
	SIGNED
	DATE