

DOWNHAM MARKET TOWN COUNCIL

MINUTES OF FULL COUNCIL MEETING HELD

Tuesday 21st February 2023 at 7.00pm at the Town Hall

	<p>Present</p> <p>Chair – Cllr Pyatt</p> <p>Cllrs Buxton, Daymond, Doyle, Hobbs, Jordan, Lane, Leach, Leivers, Lewis, B Moses, S Moses, D Pennington and Wiles</p> <p>Cllr T Pennington arrived at 7:08pm (15)</p> <p>BCKLWN – David Ousby (Programme & Project Delivery Manager) arrived at 7:05pm</p> <p>Town Clerk – Claire Dornan</p> <p>County Councillor – Tony White</p> <p>7 Members of the Public were present</p>
Number	Item
001	<p><u>To receive Members’ Apologies for Absence</u></p> <p>Apologies were received from:</p> <p>Cllr D Lawson – Work Commitment Cllr Marsay – Work Commitment Cllr Pegg – Family Commitment (Standing Apology) Borough Cllr Bullen – Borough Meeting Borough Cllr Ratcliffe – Borough Meeting</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 10 – Payment of Bills Cllr Pyatt – Agenda Item 10 – Payment of Bills</p>

003	<p><u>Mayors Announcements</u></p> <p>The Mayor confirmed that:</p> <ol style="list-style-type: none"> 1) The Annual Town Meeting has been postponed due to the pre-election restrictions which begin on 21 March 2023. 2) The meeting with the Borough Council Leader has been postponed until 23 February 2023. 3) The Town Hall defibrillator was used on 14 February 2023 and was off line due to it not being returned to the Town Council. The location is believed to be known and the defibrillator being sought. 4) The Community defibrillator to be positioned at Barkers DBS is due to be installed shortly. 5) The St Winnolds Parade will take place on 17 March 2023 leaving at 9:30am from Paradise Road Car Park. The Car Park will be closed in the morning. 6) The Community Cinema had a bumper audience last week. The next Community Cinema will be on 29 March 2023 and it is Mrs Harris goes to Paris. 7) The Community Hub continues until 29 March 2023 between 10am – 2pm. 8) The next Cllr Surgery will be Saturday 25 February 2023 between 10am – 12 noon 9) He had the pleasure of attending the Civic Mart opening at King’s Lynn last week 10) He has opened a new restaurant called Greenhouse at Stone Cross and wishes them every success with the new venture 11) Fibre Wifi is due to be installed at the Town Hall on Monday 27 February 2023 12) Meet the Mayor and Councillors was very positive meeting last week. 13) That the new bike racks at the Hollies Car Park have been installed <p>David Ousby arrived.</p>
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 Cllr Leivers that he had received a reply from the Sustainable Transport Officer and would continue to liaise and report back.</p> <p>Cllr Wiles thanked Cllr White for using his personal allowance to clear the footpaths.</p> <p>Councillors raised concerns about the safety of the A1122 requesting additional lighting, speed restrictions, new pedestrian crossing, a new footbridge and for the hedges at the Downham Market / Denver junction to be cut back. Cllr White suggested that the Council contact Highways and report the foliage issues to the Highways Rangers.</p> <p>Cllr Pennington arrived.</p>

	<p><u>Borough Councillors reports and questions</u></p> <p>There were no Borough Councillor reports.</p> <p><u>Police report</u></p> <p>There were no Police reports.</p> <p><u>Public Participation</u></p> <p>There were no questions from members of the public.</p>
005	<p><u>To receive a presentation from the Borough Council of King's Lynn and West Norfolk on the proposed Bridge Street Toilet Block</u></p> <p>The Council were given an overview of the refurbishment plans for the toilet block. It was confirmed that the location and foot print would be maintained and the character. The map on the rear is due to be updated. The Borough are to explore if the redundant BT telephone can be removed. The Borough will work with the conservation officer with a view to installing digital boards. The toilet block would be monitored by CCTV 24 hours a day and there would be a remote locking system on the doors.</p> <p>The Council gave their aspirations which included screening across the toilet doors to allow for privacy on exiting the site, ensuring that all the cubicles are unisex, adding a baby change area whether this be a specific cubicle or within the accessible toilet, making the toilets deeper and using the dead space behind to make the toilets more open, using the map area as a tourist information, installing the copper roof that was purchased for the original block, regular cleaning and monitoring and the use of tiles and ceramic for ease of cleaning.</p> <p>Council asked that they are given the design prior to the contract being agreed and work commencing. This was agreed.</p> <p>David Ousby left the meeting.</p>
006	<p><u>To approve the minutes of the Full Council meeting held on 17 January 2023</u></p> <p>Proposer: Cllr Lane Seconder: Cllr Hobbs</p> <p>'To approve the minutes of the Full Council meeting on 17 January 2023.'</p> <p>12 In Favour</p> <p>3 Abstentions – Cllrs D Pennington, T Pennington and Wiles</p>

007	<p><u>To approve the minutes of the extraordinary meeting of Full Council meeting held on 02 February 2023</u></p> <p>Proposer: Cllr Lane Seconder: Cllr Lewis</p> <p>‘To approve the minutes of the extraordinary meeting of Full Council meeting on 02 February 2023.’</p> <p>All In Favour</p>
008	<p><u>To accept the recommendation from the following Committees:</u></p> <p>008.1 <u>Downham In Bloom Committee – 05 December 2022</u></p> <p>Proposer: Cllr Daymond Seconder: Cllr Lane</p> <p>‘To accept the recommendation from the Downham In Bloom Committee meeting held on 05 December 2022.’</p> <p>All In Favour</p> <p>008.2 <u>Planning and Environment Committee – 20 December 2022 & 10 January 2023</u></p> <p>Proposer: Cllr Daymond Seconder: Cllr Leach</p> <p>‘To accept the recommendation from the Planning and Environment Committee meetings held on 20 December 2022 and 10 January 2023.’</p> <p>All In Favour</p> <p>008.3 <u>Property Committee – 11 January 2023</u></p> <p>Proposer: Cllr Jordan Seconder: Cllr Lane</p> <p>‘To accept the recommendation from the Property Committee meeting held on 11 January 2023’</p> <p>11 In Favour</p> <p>4 Abstentions – Cllrs Daymond, B Moyses, S Moyses and Wiles</p> <p>008.4 <u>Finance Committee – 22 November 2022</u></p> <p>Proposer: Cllr S Moyses Seconder: Cllr Pyatt</p>

008.5	<p>‘To accept the recommendation from the Finance Committee meeting held on 22 November 2022.’</p> <p>All In Favour</p> <p><u>Community Development & Events Committee – 16 November 2022 & 10 January 2023</u></p> <p>Proposer: Cllr Leivers Seconder: Cllr Buxton</p> <p>‘To accept the recommendation from the Community Development and Events Committee meeting held on 16 November 2022 and 10 January 2023.’</p> <p>All In Favour</p>
009	<p><u>Councillors Questions</u></p> <p>Cllr Daymond questioned why he was unable to stay in the Human Resources meeting when the meeting went into confidentiality. Cllr Jordan explained that when person specific matters were being discussed, only Committee members were approved to remain.</p> <p>Cllr Daymond questioned why a non-Councillor was present at a Human Resources meeting taking minutes. Cllr Jordan explained that the Committee required an independent person to take minutes.</p> <p>Cllr Wiles questioned why the tender level in the Council’s procedures were set at £25,000 or over. The Town Clerk confirmed that The Office attempt to get 3 quotes on all occasions, regardless of amount however a tender levels were legal requirements to advertise on the website to allow anyone to quote for a job such as the Town Hall roof.</p>
012	<p><u>To agree payment of Bills</u></p> <p>Proposer: Cllr Lane Seconder: Cllr T Pennington</p> <p>‘That bills 777 – 795 be approved for payment.’</p> <p>11 In Favour</p> <p>2 Abstentions – Cllrs Daymond and B Moyses</p> <p>Cllr Jordan & Pyatt did not vote as they had declared an interest.</p>

013	<p><u>To receive an update on Community Infrastructure Levy Applications (CIL) and agree actions</u></p> <p>The Town Clerk gave an overview.</p> <p>Town Hall Kitchen – submitted Webcam – Rejected by Borough Council as below £2K Bus Shelters for Trafalgar Road and Clackclose / Wimbotsham Road – Not submitted as no budget to match fund the application and no budget for maintenance Toilets for the Howdale – Rejected as DMTC not landowner</p> <p>Cllr Daymond stated that Downham In Bloom budget of £500 could be used for the bus shelters. The Town Clerk confirmed that this could be debated ahead of the next round of applications.</p> <p>The historic CIL application for Downham Market Info Signs (FY20_2159) was discussed. There was approximately £5,500 remaining of the £6,500 CIL grant which needed to be allocated. It was agreed that Cllr Pennington would liaise with Discover Downham regarding updating the boards around the railway station and revert back to the Town Clerk by 01 March 2023 with costings.</p> <p>The historic CIL application for Downham Market High Street Lighting and Bunting (FY20_2158) was discussed. There is an unspent CIL grant of £5,000. Councillors asked that the cost of upgrading the Town Clock lights to LED be explored and the street lighters be reviewed. There was a suggestion to review lighting at Brewery Lane and Rabbit Lane. Cllr Leivers is also going to forward on a residents email regarding lighting concerns.</p> <p>The Town Clerk is to check with the Borough Council what is allowed under the grant allocation. It is already known that the grant cannot be used for Christmas lights.</p>
012	<p><u>To receive the recommendations from the Coronation Working Party and agree actions</u></p> <p>This item was withdrawn as the meeting had been delayed until Thursday 23 February 2023.</p>
013	<p><u>To receive an update on the Town Hall Defibrillator and agree actions</u></p> <p>As confirmed in The Mayors announcements. The location of the missing defibrillator was now believed to be known and would be investigated.</p>
014	<p><u>To agree the recommendation from the Property Committee:</u></p> <p>Proposed Cllr Jordan Seconded Cllr Lane</p>

	<p>‘Following the review, on Monday 13 February 2023, of the Paradise Road Car Park and the Priory Road Car Park that patching works be completed on the grounds of Health & Safety at a total cost of £2,095 + VAT.’</p> <p>12 In Favour 3 Abstentions – Cllrs B Moyses, S Moyses and Wiles</p>
015	<p><u>To agree the recommendation from the Property Committee:</u></p> <p>Proposed Cllr Jordan Seconded Cllr Lane</p> <p>‘That following the review, on Monday 13 February 2023, of the Small Hollies Car Park (Hollies No.2) that patching works be completed on the grounds of Health & Safety at a total cost of £7,495 + VAT.’</p> <p>12 In Favour 3 Abstentions – Cllrs B Moyses, S Moyses and Wiles</p>
016	<p><u>To agree the recommendation from the Property Committee:</u></p> <p>Proposed Cllr Doyle Seconded Cllr Pyatt</p> <p>‘That Downham Market Town Council apply for the £1,000 Defibrillator Grant offered by the Borough Council of King’s Lynn and West Norfolk with the aim of siting an externally mounted defibrillator on the Jubilee Community Centre, with Downham Market Town Council funding the difference between the purchase price and the grant funds.’</p> <p>All In Favour</p> <p>Cllr Leivers requested Council to consider requesting the Police to make an application for a defibrillator under the Borough Council’s Community Scheme</p> <p>Cllr Daymond asked The Office to contact the developer at Nightingale Lane and Ryston End to see if they would invest in a defibrillator.</p> <p>Proposed Cllr Leivers Seconded Cllr T Pennington</p> <p>‘That Council ask The Police to make an application for a defibrillator.’</p> <p>All In Favour</p> <p>Cllr D Pennington left the meeting at 7:57pm</p>

017	<p><u>To adopt the new LGA Code of Conduct</u></p> <p>Proposed Cllr Lane Seconded Cllr Doyle</p> <p>‘That the Council adopt the new LGA Code of Conduct.’</p> <p>13 In Favour</p> <p>2 Abstentions – Cllrs B Moyses and S Moyses</p>
018	<p><u>To adopt the new Co-option Policy to be used after the announcement of the local election results in May 2023</u></p> <p>Proposed Cllr Lane Seconded Cllr Hobbs</p> <p>‘That the Council adopt the new Co-option Policy with the addition of a link added to the new LGA Code of Conduct and a line added to advise the under GDPR that the information provided on application forms may be made public.’</p> <p>All In Favour</p>
019	<p><u>To adopt the new Clear Desk Policy as suggested by Human Resources Committee</u></p> <p>Cllr Jordan advised that Human Resources Committee had recommended a Clear Desk Policy as a precaution.</p> <p>Cllr Leivers requested some additions to be made to the Policy however Cllr Jordan wished to propose the document as presented.</p> <p>Cllr Daymond asked whether the Clear Desk Policy would have any effect on Cllr emails. The Town Clerk confirmed that it would not.</p> <p>Proposed Cllr Jordan Seconded Cllr Lane</p> <p>‘That the Council adopt the Clear Desk Policy as presented.’</p> <p>All In Favour</p>
020	<p><u>To submit items for next agenda</u></p> <p>There were no items submitted.</p>

021	<p><u>To confirm the date of the Extraordinary Full Council Meeting to agree the Town Hall Roof Tender</u></p> <p>The meeting date was confirmed as Tuesday 28 February 2023 at 7pm at the Town Council Offices.</p> <p>An agenda will be issued in due course.</p>
022	<p><u>To confirm the date of the next Full Council meeting</u></p> <p>The meeting date was confirmed as Tuesday 21 March 2023 at 7pm in the Town Hall</p>
023	<p>Confidential Items</p> <p>To consider a resolution (under the Public Bodies Admission to Meetings Act 1960) to exclude members of the public and press</p> <p>023.1 To receive an update on a complaint from a member of the public being managed by the Human Resources Committee and agree actions, if necessary</p> <p>This item was withdrawn as the matter had been resolved by the Human Resources Committee on Friday 17 February 2023.</p>
	Meeting closed: 20:04
	SIGNED
	DATE