

	<p>Cllr Fitzpatrick was asked about schools affected by COVID-19 remaining open. He commented that this would depend on National guidelines. Current guidance is to keep schools open, but if there is an outbreak this will be dealt with appropriately.</p> <p>The District Councillors were asked about a licence application for a proposed Deli/wine bar on Oak Street. It was agreed that new business was to be encouraged in the Town, but it was felt that this was an inappropriate location for such a business. Cllr Rest stated that this application was not on the agenda for the next licence meeting. The building would need to be accepted as suitable for this kind of business before an application for a licence would be considered.</p> <p>The District & County Councillors introduced themselves to the new members of the Council and then left the meeting.</p>	
AGENDA		
122	<p>TO CONSIDER FOR ACCEPTANCE APOLOGIES FOR ABSENCE. Apologies for absence were received and accepted from Cllrs P Hannon and P Bucknell</p>	
123	<p>DECLARATIONS OF INTEREST There were none</p>	
124	<p>TO CONFIRM THE MINUTES OF THE MEETING HELD ON 20th October 2020. 124.1 The amended minutes of the meeting held on 20th October 2020 were on the proposition of Cllr Coates and seconded by Cllr Glynn, AGREED and will be signed by the Chairman when the Council is next able to meet.</p>	
125	<p>TO RECEIVE UPDATE ON ACTIONS TAKEN AFTER THE LAST COUNCIL MEETING IF THESE MATTERS ARE NOT ON THE AGENDA Minute 95 – Fakenham Police presence in the Town The Clerk has written to the police about this matter but has not heard anything back. It has been noted that there has been an increased presence of Traffic Wardens in the Town who have been ticketing cars that are illegally parked. Minute 101 (30,9,290, 264,237) – Library Triangle seats – update from Cllr Duffy. The plinth is in place and the seat should be installed on Wednesday 24th November 2020. Minute 101(30,9,290, 264,237) – Councillor Training. – Virtual training for the whole Council has been confirmed for Wednesday 27th January 2021 at 4:30pm. Councillors were also encouraged to undertake individual training on offer from NALC. Councillors should contact the Clerk to book.</p>	
126	<p>TO RECEIVE THE MAYORS ANNOUNCEMENTS</p> <ul style="list-style-type: none"> • Cllr Foortse welcomed new Councillors to the Council. There is now a full complement of Councillors. • Made a short film for Active Fakenham virtual Christmas. This will be able to be viewed on Active Fakenham's YouTube channel • Distributed posters regarding the Christmas window competition for local businesses. The judging date for this will need to be moved to after lockdown has been lifted. • A much-reduced remembrance event was held round the war memorial on 11th November which incorporated the wreath laying that would normally have happened at the cancelled event on remembrance Sunday 	

127	<p>TO RECEIVE ANY REPORTS FROM COUNCILLORS WHO HAVE ATTENDED MEETINGS OUTSIDE THE COUNCIL</p> <p>Cllr Joslin – Attended a webinar on allotments health and safety</p> <p>Cllr Campbell - passed on information regarding a policeman who deals with licencing issues for Norfolk. He may be able to help with the licence application for the Deli on Oak Street. He will send contact details to the Clerk.</p> <p>Cllr Holdom – gave an update on what has been happening at NALC. Fakenham Area Partnership are putting up the Town’s Christmas lights as usual and there will be a virtual switch-on 26th November at 5:30pm Cllr Holdom thanked Councillors who had sent messages for various community groups for the virtual switch-on event.</p> <p>Cllr Coates – The Christmas art competition has had very few entries, but judging will go ahead.</p>	MCamp
128	<p>DECISION LOG AND CLERKS REPORT</p> <p>Full Council 164.4 –NNDC Business rates Details have been received from Hansell’s solicitors. This is to be an agenda item for December P&R meeting.</p> <p>Full Council 99 – Trap Lane Pavilion. This is ongoing. The carpenter has been engaged to repair the windows and will liaise with the Clerk for a convenient time.</p> <p>L&E 10 – Railway Cutting. A quote from Serco for clearing the litter has been received for £380 + VAT. This will not include clearing the bank due to safety reasons.</p> <p>Finance 9 – Road closure. As the Remembrance Day parade was cancelled, the road closure was not used. It will be used for next year’s event.</p> <p>L&E 19 – concrete bins. These will be delivered when lockdown is lifted.</p> <p>D&M 16 – Tunn Street triangle. The deeds have been found establishing boundaries.</p> <p>L&E 29 – Trap Lane Container - Struggling to find a contractor to undertake the work. Cllr Duffy to contact the Clerk with suggestions.</p> <p>Full Council 97 – Road markings for Holt Road – The Clerk will contact Cllr Fitzpatrick</p>	<p>Clerk</p> <p>Clerk</p> <p>TD</p> <p>Clerk</p>
129	<p>TO RECEIVE AND COMMENT UPON ANY ITEMS FOR INFORMATION AND ACTION</p> <p>None received</p>	
130	<p>TO RECEIVE AND ADOPT THE MINUTES OF THE DEVELOPMENT & MARKET COMMITTEE ON 26th October and 9th November 2020</p> <p>130.1 The minutes of the meeting held on 26th October 2020 were moved for reception and adoption by Cllr Duffy Seconded by Cllr Acheson and agreed unanimously.</p> <p>130.2 The minutes of the meeting held on 9th November 2020 were moved for reception and adoption by Cllr Duffy Seconded by Cllr Thorpe and agreed unanimously.</p>	
131	<p>TO RECEIVE AND ADOPT THE MINUTES OF THE LEISURE & ENVIRONMENT COMMITTEE HELD ON 27th October 2020</p> <p>131.1 The minutes of the meeting held on 27th October 2020 were moved for reception and adoption by Cllr Dutton Seconded by Cllr Coates and agreed unanimously.</p>	
132	<p>TO RECEIVE AND ADOPT THE MINUTES OF THE POLICY & RESOURCES COMMITTEE HELD ON 10th November 2020</p> <p>132.1 The minutes of the meeting held on 10th November 2020 were moved for reception and adoption by Cllr Foortse Seconded by Cllr Coates and agreed unanimously.</p>	

133	<p>FINANCIAL MATTERS</p> <p>133.1 To receive and approve Fakenham Town Council & Charter Market Receipts & Payments October 2020 On the proposition of Cllr Holdom, seconded by Cllr Dutton RESOLVED to receive and approve the receipts and payments of the accounts as reviewed by the finance committee for October 2020</p> <p>133.2 To receive and approve Fakenham Town Council and the Charter Market Consolidated Bank reports for October 2020 On the proposition of Cllr Holdom, seconded by Cllr Dutton RESOLVED to receive and approve the bank reconciliation statements as reviewed by the finance committee for October 2020.</p> <p>133.3 To Receive Minutes of Finance Committee Meetings held 9th November 2020 The minutes of the meeting held on 9th November 2020 were moved for reception and adoption by Cllr Holdom, seconded by Cllr Andrews and agreed unanimously.</p> <p>133.4 To Receive Finance Team Report There was nothing to add to the finance meeting minutes</p> <p>133.5 To Receive an update from North Norfolk District Council regarding the Parish Precept 2021/2022 NNDC relayed Government concerns regarding extra pressure on tax-payers due to COVID-19 and urging restraint when setting the precept request. They anticipate little or no increase in precept funding and encourage Councils not to look for anything above 0.5% inflation rate.</p> <p>133.6 To discuss the Budget for 2021/2022 Schedules are being prepared and will be presented at the December P&R meeting. Individual committees will need to identify any specific expenditure.</p> <p>133.7 To receive the Annual Governance and Accountability Return (AGAR) for Fakenham Town Council year ending 31 March 2020 – sections 1,2 and 3 as approved by the external auditors PFK Littlejohn AGAR section 3 has been received from the External auditor PFK Littlejohn. Cllr Holdom passed on her thanks to the accounts assistant for her work on the end of year accounts and AGAR. A question was asked as to who signs off and authorises the payment of invoices. This is done electronically by signatories of the bank accounts.</p>	
134	<p>TO RECEIVE AND ADOPT THE ZOOM MEETINGS POLICY A discussion was had about how long recordings of the Zoom meetings needed to be kept. Whether the recordings should be deleted once the minutes had been ratified or whether they should be kept for 6 months. After discussion it was agreed to keep them for 6 months, and the Clerk will investigate the storage implications. On the proposition of Cllr Foortse, seconded by Cllr Coates and agreed by all that the policy should be adopted.</p>	Clerk
135	<p>TO REVIEW THE DECISION TAKEN AT THE MARCH 17TH 2020 MEETING (MINUTE 283) THAT DELEGATED AUTHORITY WAS GIVEN TO THE CHAIRMAN, VICE CHAIRMAN, CLERK OR DEPUTY CLERK On the proposition of Cllr Acheson, seconded by Cllr Coates and agreed by all, that this decision should be rescinded as Zoom meetings mean that this is no longer needed.</p>	
136	<p>TO APPOINT A REPRESENTATIVE FROM THE TOWN COUNCIL TO ATTEND OCCASIONAL (VIRTUAL) MEETINGS OF THE NORFOLK ASSOCIATION OF LOCAL COUNCILS (NfKALC)</p>	

	On the proposition of Cllr Foortse, seconded by Cllr Holdom and agreed by all that Cllr Joslin should be appointed.	
137	TO DISCUSS SPORTING FACILITIES IN FAKENHAM This is to be discussed by the Trap Lane working party	
138	TO RECEIVE ANY FURTHER ITEMS FOR THE NEXT AGENDA None were received.	
139	TO MOVE THAT THE PUBLIC & PRESS BE EXCLUDED FROM THE MEETING UNDER THE PROVISIONS OF SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960. On the proposition of Cllr Coates seconded by Cllr Foortse RESOLVED that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that Public & Press be excluded from the Meeting, as publicity would be prejudicial to the public interest by reason of the nature of the business to be transacted.	
140	TO CONFIRM THE CONFIDENTIAL MINUTES OF THE FOLLOWING MEETINGS 140.1 The minutes of the Full Council meeting held on 20 th October 2020 were moved for reception and adoption by Cllr Foortse Seconded by Cllr Coates and agreed by all. 140.2 The minutes of Policy & Resources meeting held on 10 th November 2020 were moved for reception and adoption by Cllr Foortse Seconded by Cllr Coates and agreed by all.	
141	TO DISCUSS TOWN COUNCIL ACCOMMODATION See Confidential Minute	
142	TO MOVE INTO OPEN SESSION On the proposition of Cllr Coates seconded by Cllr Griffiths RESOLVED the Council moves into Open Session.	
	There being no further business the meeting closed at 19:45 Confirmed this day of 2020 <u>CHAIRMAN</u>	