

MINUTES of the proceedings at a Meeting of the

FULL COUNCIL

WHO MET VITUALLY VIA ZOOM

Tuesday 20th April 2021 AT 6PM

PRESENT:

Councillor G Foortse (Chairman, Presiding)

Cllrs: V Joslin, J Holdom, M Campbell, J Griffiths, D Hunter, M Dutton, T Duffy, G Acheson, M Coates, P Bucknell, A Glynn, P Hannon, D Andrews

Town Clerk: L Jennings

District Councillors: J Rest, C Cushing, J Punchard

County Councillor: T Fitzpatrick

Chief Executive to North Norfolk District Council: S Blatch

PA to Chief Executive of North Norfolk District Council: L McElligott

Police: None

Press: A McMillan (EDP)

Public: Two

		Action (initials)
	The meeting commenced with a minute's silence in memory of His Royal Highness, Prince Philip, the late Duke of Edinburgh.	
232	TO ALLOW FAKENHAM POLICE TO GIVE A REPORT Crime figures and Police Newsletters have been sent to all Councillors. In response to PC Dawson's patrol report, Councillor Holdom requested that when the next SNAP meeting takes place that the Police are asked to carry out a daily patrol of Millennium Park, preferably out of school hours. There are many reports of anti-social behaviour, noise and drug taking. This request will also be brought to the attention of the new Police and Crime Commissioner when he/she is elected.	M Camp
233	TO ADJOURN THE MEETING FOR ELECTORS' QUESTIONS a) To receive a request from a member of the public that the Skate Park on Millennium Park is moved. A group of Councillors has had a meeting at the Park and has already spoken to the resident. Cllr Campbell will arrange a meeting with the resident and the Police Beat Officer and Inspector for Fakenham. b) A member of the public asked for the towns play areas to be updated with more equipment for all ages. Due to poor internet quality the gentleman could not give his full report. The Council will write to the gentleman.	M Camp
234	TO ALLOW 10 MINUTES FOR DISTRICT/COUNTY COUNCILLORS TO ADDRESS THE MEETING Steve Black Chief Executive for North Norfolk District Council (NNDC) addressed the meeting regarding the UK Community Renewal Fund. In his budget speech of the 3 rd March 2021, the Chancellor of the Exchequer the Rt.	

	<p>Hon. Rishi Sunak MP announced a new £220million funding programme, the UK Community Renewal Fund, for 100 Priority Areas of the country, including the North Norfolk District. This represents an exciting opportunity for North Norfolk with up to a maximum of £3million available to support project delivery in the District over the eight months August 2021 - March 2022. North Norfolk District Council has therefore considered the objectives of the programme and believes that particularly under the Investment in Communities and Place theme a strong list of proposals could be developed for Fakenham, building on their status in the adopted and emerging North Norfolk Local Plans as locally significant centres of service provision, housing growth and employment / business development for extensive rural hinterlands where a further concentration of new well-planned development will support investment in new enabling infrastructure at relevant scale – e.g. new health and education facilities, new transport and green infrastructure - as well as having regenerative benefits in terms of strengthening and supporting the adaptation of their town centres in response to changing consumer behaviours and the impacts of COVID, particularly with respect to online shopping.</p> <p>The deadline for the submission of proposals to Government under the UK Community Renewal Fund is incredibly tight with bids having to be submitted to Government through Norfolk County Council on 18th June. Many of the 100 Priority Areas identified as eligible to apply under this programme by Government also have a “head start” over North Norfolk in that they have been identified for support under other programmes such as the Town Fund and Future High Street Fund and have therefore already established Strategic Stakeholder Boards through which local investment priorities and projects have previously been agreed. The District Council would therefore propose working with local partners in Fakenham to establish a local Steering Group and a Strategic Stakeholder Board over the next few weeks to develop and “own” the North Norfolk proposals under the UK Community Renewal Fund for submission to the County Council during May and then refinement for submission to Government by the 18th June.</p> <p>NNDC are inviting the Mayor and one other member of the Town Council to serve on the Fakenham Steering Group. The first meeting has been arranged on the 29 April at 10am – 1pm and will be delivered via TEAMS. Councillors agreed that Cllr M Campbell would represent the Town Council with the Mayor.</p> <p>Mr Blatch and Mrs McElligott left the meeting.</p> <p>Cllr Punchard – Nothing new to report Cllr Rest – Had submitted his report which has been circulated to all Councillors. Cllr Cushing – Nothing new to report.. Cllr Fitzpatrick – Had submitted his report which has been circulated to all Councillors.</p>	
AGENDA		
235	<p>TO CONSIDER FOR ACCEPTANCE APOLOGIES FOR ABSENCE. Apologies for absence were received and accepted from Cllrs Thorpe and Rockett.</p>	
236	<p>DECLARATIONS OF INTEREST There were none.</p>	

237	<p>TO CONFIRM THE MINUTES OF THE MEETINGS HELD ON 16th FEBRUARY 2021.</p> <p>217.1 The minutes of the meeting held on 16th March 2021 were on the proposition of Cllr Foortse and seconded by Cllr Coates, AGREED and will be signed by the Chairman when the Council is next able to meet.</p>	
238	<p>TO RECEIVE UPDATE ON ACTIONS TAKEN AFTER THE LAST COUNCIL MEETING IF THESE MATTERS ARE NOT ON THE AGENDA</p> <p>The Book of Messages and Thanks – Cllr Campbell has been in contact with the Principle of the Sixth Form Centre, and they are happy to take this on as a project and will be working with the year below. This will be an electronic book of thanks. Is there an empty shop in the Town which could be utilised to advertise the Book? This will be investigated.</p>	M Camp
239	<p>TO RECEIVE THE MAYORS' ANNOUNCEMENTS</p> <p>The piece of land at the corner of White Lion Street and Norwich Street has been leased to the Town Council. This will be an agenda item for the next Development & Market (D & M) meeting.</p>	Clerk
240	<p>TO RECEIVE ANY REPORTS FROM COUNCILLORS WHO HAVE ATTENDED MEETINGS OUTSIDE THE COUNCIL</p> <p>Cllr Duffy has met with the company completing the designs for the planning Application to erect a Notice Board in the Market Place and also to discuss the repair of the pedestal information table.</p> <p>Cllrs Andrews and Foortse attended the Fakenham Charities meeting. Mr Nigel Westmancott who is the current Chairman of the Charity and his wife who is Secretary are moving from the Town. Cllr Andrews Is taking over as Chairman and Cllr Joslin is the new Secretary. A letter of thanks will be sent to Mr Westmancott.</p> <p>It was also reported that the Rector of Fakenham Parish Church is retiring.</p>	GF/Clerk
241	<p>DECISION LOG AND CLERKS REPORT</p> <ul style="list-style-type: none"> • Full Council 99 – Trap Lane Pavilion. Meeting held 29th March 2021. The notes from the meeting will be circulated and discussed at the next L & E meeting on 27th April 2021. • Full Council 164.4 – NNDC business rates. A Working Party comprising of Cllrs Holdom, Acheson, Dutton, and the Clerk will coordinate all requirements for the Solicitor. • D & M 16 – County Councillor Tom Fitzpatrick is discussing this at a County meeting and will discuss the outcome with Cllrs Duffy and Acheson. • Full Council 97 – Holt Road. The Clerk has submitted a new quotation as the previous Norfolk County Council (NCC) specifications have changed. Awaiting an outcome. • Full Council 112- Trap Lane Field. Cllr Campbell is joining the Trap Lane Group. • L&E 72 – Trap Lane Depot – new trailer. This has been approved. • L & E 83 – Cllr Griffiths and the Clerk continue to work on the Audit report. The Legionella report has been received with no problems identified. • L & E 83 – Cllr Glynn has organised a carpenter to inspect and report next week. • P & R 66 – Sharepoint needs to be chased. • P & R 68 – New Town Council website – The Clerk will have her training mid-May and the Deputy Clerk shortly afterwards. 	

	<ul style="list-style-type: none"> • P & R 67 – This is now complete and can be removed. • D & M 158 – Cllr Foortse will follow this item up with District Councillor John Rest. • L & E 122 – The Clerk will contact the District Council to report that more damage is occurring because of vandalism. They will be asked to secure the area. The groundsman will be asked to remove any loose bricks and store them. • L & E 122 – The Clerk is waiting to hear from NCC Highways for permission to use the speed sign. She will ask County Councillor Fitzpatrick to chase this. • L & E 122 – The repairs to the swings will happen next week. • P & R 93 – The forming of a Sub-Committee will be added to this point. 	
242	<p>TO RECEIVE AND COMMENT UPON ANY ITEMS FOR INFORMATION AND ACTION</p> <p>A letter has been received from the Olivet twinning Committee offering condolences on the death of HRH Prince Philip, Duke of Edinburgh.</p>	
243	<p>TO RECEIVE AND ADOPT THE MINUTES OF THE DEVELOPMENT & MARKET COMMITTEE ON 29 March and 12 April 2021.</p> <p>243.1 The minutes of the meeting held on 29 March 2021 were moved for reception and adoption by Cllr Duffy Seconded by Cllr Joslin and agreed unanimously.</p> <p>243.2 The minutes of the meeting held on 12 April 2021 were moved for reception and adoption by Cllr Duffy Seconded by Cllr Griffiths and agreed unanimously.</p>	
244	<p>TO RECEIVE AND ADOPT THE MINUTES OF THE LEISURE & ENVIRONMENT COMMITTEE HELD ON 23rd March 2021.</p> <p>244.1 The minutes of the meeting held on 23rd March 2021 were moved for reception and adoption by Cllr Dutton Seconded by Cllr Coates and agreed unanimously.</p>	
245	<p>TO RECEIVE AND ADOPT THE MINUTES OF THE POLICY & RESOURCES COMMITTEE HELD ON 6th April 2021.</p> <p>245.1 The minutes of the meeting held on 6th April 2021 were moved for reception and adoption by Cllr Foortse Seconded by Cllr Coates and agreed unanimously.</p>	
246	<p>TO RECEIVE SOLICITORS' ADVICE RE QUESTIONNAIRE AND PREPARATORY WORK ON CHARITABLE INCORPORATED ORGANISATION CONSTITUTION FOR A CHARTER MARKET TRUST</p> <p>Cllr Holdom had produced a summary of the current position and 'next step' procedures. She offered to continue with this process but suggested a small team including the Clerk would be helpful to collate the information for draft documents and a report to next full council. Additional working Party nominations were agreed from Cllrs Dutton and Acheson.</p>	
247	<p>FINANCIAL MATTERS</p> <p>247.1 To receive and approve Fakenham Town Council & Charter Market Receipts & Payments March 2021</p> <p>On the proposition of Cllr Holdom, seconded by Cllr Acheson RESOLVED to receive and approve the receipts and payments of the accounts as reviewed by the finance committee for March 2021. Agreed by all.</p> <p>247.2 To receive and approve Fakenham Town Council and the Charter Market Consolidated Bank reports for March 2021.</p>	

	<p>On the proposition of Cllr Holdom, seconded by Cllr Acheson RESOLVED to receive and approve the bank reconciliation statements as reviewed by the finance committee for March 2021. Agreed by all.</p> <p>247.3 To receive and approve 4th quarter Income and Expenditure Report On the proposition of Cllr Holdom, seconded by Cllr Acheson RESOLVED to receive and approve the 4th quarter Income and Expenditure Report as reviewed by the finance committee for March 2021. Agreed by all.</p> <p>247.4 To receive and approve 4th quarter Budget versus Actuals Variance report On the proposition of Cllr Holdom, seconded by Cllr Acheson RESOLVED to receive and approve the 4th quarter Budget versus Actuals Variance Report as reviewed by the finance committee for March 2021. Agreed by all.</p> <p>247.5 To Receive Minutes of Finance Committee Meetings held 12th April 2021. The minutes of the meeting held on 12th April 2021 were moved for reception and adoption by Cllr Holdom, seconded by Cllr Acheson and agreed unanimously.</p> <p>247.6 To Receive Finance Team Report Cllr Holdom reported that a payment of £662 from Fakenham Area Partnership had been refunded to the Market Tolls Account against the grant awarded for the Christmas Lights switch on. On the proposition of Cllr Holdom, seconded by Cllr Foortse, this is accepted. Agreed by all.</p>	
248	<p>TO RECEIVE NOTIFICATION FROM NNDC REGARDING THE EXTENSION OF THE PUBLIC SPACE PROTECTION ORDERS No information was available, and this item will be brought to the next meeting,</p>	Clerk
249	<p>TO RECEIVE AND APPROVE POLICIES REVIEWED AND AMENDED 249.1 – Social Media Policy. On the proposition of Cllr Acheson, seconded by Cllr Griffiths and agreed by all that this policy should be approved. 249.2 Receive the annual review of the Risk Management Policy. On the proposition of Cllr Foortse, seconded by Cllr Griffiths and agreed by all that this policy should be approved. 249.5 – Updated Standing Orders. This was deferred to the next P&R meeting.</p>	
250	<p>TO DISCUSS SPORTING FACILITIES IN FAKENHAM Cllr Hunter gave a brief report. Cllrs Campbell and Hunter, the Fakenham Schools Facilities Manager and a representative from Sport England met recently to discuss future sporting facilities.</p>	
251	<p>TO APPROVE THE PURCHASE OF A NEW TRAILER AT A COST OF £2600 + VAT On the proposition of Cllr Coates, seconded by Cllr Griffiths that the purchase of a new trailer is approved. All in favour. Cllr Coates left the meeting</p>	
252	<p>TO APPROVE THE DATE OF THE ANNUAL ASSEMBLY The Annual Assembly will be held virtually on Wednesday 12th May 2021.</p>	
253	<p>WHAT RELIEF FROM COVID-19 RESTRICTIONS WILL MEAN Nothing to report.</p>	
254	<p>TO RECEIVE FURTHER ITEMS FOR THE NEXT AGENDA Cllr Andrews reported that there is no Lollipop Lady outside the School. He will investigate.</p>	DA
255	<p>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.</p>	

	On the proposition of Cllr Dutton seconded by Cllr Acheson 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.	
256	TO CONFIRM THE CONFIDENTIAL MINUTES OF THE POLICY & RESOURCES MEETING The minutes of the meeting held on 6 th April 2021 were moved for reception and adoption by Cllr Foortse Seconded by Cllr Acheson and agreed unanimously.	
257	TOWN COUNCIL ACCOMODATION A meeting has been arranged for this Thursday. Cllr Acheson asked that an item is added to the next P & R agenda to discuss the amount of emails.	
258	TO MOVE INTO OPEN SESSION On the proposition of Cllr Dutton seconded by Cllr Griffiths RESOLVED the Council moves into Open Session.	
	There being no further business the meeting closed at 20:00 Confirmed this day of 2021. <p style="text-align: center;"><u>CHAIRMAN</u></p>	