

**MINUTES of the FULL COUNCIL MEETING of FAKENHAM TOWN COUNCIL**

**held at the Prince of Wales Stand, Fakenham Racecourse, Fakenham**

**on TUESDAY 21<sup>st</sup> SEPTEMBER 2021 at 7:00pm**

**PRESENT:**

Councillor G Foortse (Chairman, Presiding)

Cllrs: J Griffiths, V Joslin, J Holdom, D Andrews, A Glynn, J Rockett, M Dutton, G Acheson, P Bucknell, M Coates, G Thorpe, T Duffy.

Town Clerk: L Jennings

Deputy Clerk: A Kerrison

District Councillors: J Rest, J Punchard

County Councillor: T Fitzpatrick

Police: None

Press: A McMillan (EDP) by Zoom

Public: None

		Action (initials)
78	<b>TO ALLOW FAKENHAM POLICE TO GIVE A REPORT</b> There were no police present. No report was sent, but all newsletters and emails from the police have been sent to Councillors.	
79	<b>TO ADJOURN THE MEETING FOR ELECTORS' QUESTIONS</b> a) The white lines at the traffic lights on Greenway Lane were painted back in the wrong place, too close to the lights, the last time the road was dug up. This has caused problems with large vehicles coming from Claypit Lane cannot get around the vehicles stopped at the lights. The highways engineer is due to look at this tomorrow. b) The footbridge on Holt Road is very dark at one end. The Council had previously talked about putting a new light at that end. Councillors agreed that the Clerk should have delegated powers to get this sorted.	<b>CLERK</b>
80	<b>TO ALLOW 10 MINUTES FOR DISTRICT/COUNTY COUNCILLORS TO ADDRESS THE MEETING</b> <b>Cllr Cushing</b> – was not at the meeting but sent a report that was forwarded to all Councillors. This included an update on the Fakenham urban extension, fence repair between the Cricket club and St Peters Road and the verge between Eckersley Drive and Seppings Road. <b>Cllr Fitzpatrick</b> – sent a report that was forwarded to all Councillors before the meeting. This included an update on various highways issues, COVID-19 information, A47 dualling, Active Norfolk and Norfolk Fire and Rescue Service. Cllr Fitzpatrick was asked about the trees overhanging the footpath outside the old college site which make it difficult to walk the path. Cllr Fitzpatrick will investigate this and report back. <b>Cllr Rest</b> – Updated the meeting on WaffleOpolis on Norwich Street applying for retrospective change of use, the rubbish bin at the top of Constitution Hill being removed. Cllr Foortse requested an extra bin outside the police station on	<b>TF</b>  <b>JR</b>

	<p>Norwich Road as there isn't one on that side of the road between Aldiss distribution centre and Aldi. Cllr Rest also gave an update on the Cosmic Roots festival at East Raynham. The last one has just taken place, and there were no complaints received about noise.</p> <p>Councillors commented about the WaffleOpolis application – There are more bins under Newman's Arch for this business, and there will be much more trade effluent going into the drains as compared to the previous business.</p> <p>Cllr Punchard was asked how the Council could maximise the S106 monies. Cllr Punchard suggested asking Mark Ashwell to attend a development and Market meeting.</p> <p>It was also pointed out that at Fox Grove, the new development on Claypit Lane, an electricity pole is sited in the middle of the footpath and the guy rope for this is in the middle of one of the parking spaces. Cllr Fitzpatrick will pass this on to Cllr Cushing to investigate.</p> <p>Cllrs Rest, Punchard and Fitzpatrick left the meeting.</p>	<b>TF</b>
<b>AGENDA</b>		
<b>81</b>	<p><b>TO CONSIDER FOR ACCEPTANCE APOLOGIES FOR ABSENCE.</b> Apologies for absence were received and accepted from Cllrs D Hunter, M Campbell, P Hannon, and District Councillor C Cushing.</p>	
<b>82</b>	<p><b>DECLARATIONS OF INTEREST</b> Cllr G Thorpe declared a pecuniary interest in item 11 on the agenda. Cllr V Joslin declared a pecuniary interest in item 11 on the agenda Cllr J Holdom declared a non-pecuniary interest in item 14 on the agenda.</p>	
<b>83</b>	<p><b>TO CONFIRM THE MINUTES OF THE MEETINGS HELD ON 20<sup>th</sup> JULY 2021</b> <b>83.1</b> The minutes of the meeting held on 20<sup>th</sup> July 2021 were on the proposition of Cllr Coates and seconded by Cllr Glynn, AGREED, and signed by the Chairman.</p>	
<b>84</b>	<p><b>TO RECEIVE UPDATE ON ACTIONS TAKEN AFTER THE LAST COUNCIL MEETING IF THESE MATTERS ARE NOT ON THE AGENDA</b> There were none.</p>	
<b>85</b>	<p><b>TO RECEIVE THE MAYORS' ANNOUNCEMENTS</b> <b>29<sup>th</sup> July</b>– Attended the last communion service conducted by Francis Mason. The church hope to appoint his successor quickly. <b>5<sup>th</sup> August</b> – attended with Cllr Glynn the opening of the Red Lion <b>23<sup>rd</sup> August</b> – along with Cllr Glynn met Maxine Collis the project manager of the Community Renewal Fund. <b>8<sup>th</sup> September</b> – along with Cllr Glynn met Peter Bellman from CGBA Robson. The hoops on the White Horse street car park are being replaced.MR Bellman is investigating the ownership of the land between McColls and Get Smart. <b>16<sup>th</sup> September</b> – met with Cllr Wilbey regarding the parking, road markings and other highways issues in the town. Mr Wilbey has suggested carrying out a traffic management survey. This is to be an agenda item for the next D&amp;M meeting. Cllr Foortse has been investigating the ownership of the BT building in Queens Road with the object of getting this smartened up. The email received is to be sent to all Councillors. Invitations to the Town Assembly have gone out. There is to be an article in the EDP and the Fakenham Sun to encourage people to attend. Anyone wishing to attend should contact the office, as numbers are limited. All questions should be submitted to the office before the event.</p>	<b>Clerk</b>  <b>GF</b>

86	<p><b>TO RECEIVE ANY REPORTS FROM COUNCILLORS WHO HAVE ATTENDED MEETINGS OUTSIDE THE COUNCIL</b></p> <p><b>Cllr Coates</b> – along with the Clerk and the groundsman, attended the funeral of Geoff Lemon, one of the long serving allotment holders, who died at the age of 99.</p> <p><b>Cllr Holdom</b> – attended a NALC garden party event. The Lord Lieutenant of Norfolk is providing a commemorative plaque for all Councils who are members of NALC, to commemorate resilience during the Coronavirus pandemic.</p> <p><b>Cllr Acheson</b> – attended the funeral of Dr APJ Preece who was a long serving GP in the town.</p>	
87	<p><b>DECISION LOG AND CLERKS REPORT</b></p> <p><b>Full Council 99</b> – Trap Lane Pavilion – this is ongoing</p> <p><b>Full Council 164.4</b> – NNDC business rates – this is item 12 on today’s agenda</p> <p><b>D&amp;M 16</b> – Traffic management – to be an agenda item at the next D&amp;M meeting</p> <p><b>Full Council 112</b> – Trap Lane Field – there has been no news regards the Community renewal Fund</p> <p><b>P&amp;R 66</b> – IT equipment- The deputy Clerk is to update Stephenson Smart as to what’s happening with SharePoint.</p> <p><b>L&amp;E 122</b> – CCTV Millennium Park – The camera should be fitted on the on the speed sign by the end of the week.</p> <p><b>P&amp;R 106</b> – Bullying, harassment, and dignity at work policy – a meeting is to be arranged with the Clerk, Deputy Clerk and Cllr Bucknell.</p> <p><b>L&amp;E 32</b> – Greenway Lane allotments – the quote should arrive by tomorrow.</p>	
88	<p><b>TO RECEIVE AND COMMENT UPON ANY ITEMS FOR INFORMATION AND ACTION</b></p> <p>Cllr Bucknell asked about the pipelines bringing power from the offshore windfarms. The laying of these pipes and the distribution hub are going to be very disruptive. The Clerk will re-circulate the paperwork to all Councillors and add this item to the next L&amp;E agenda.</p>	Clerk
89	<p><b>TO RECEIVE AND ADOPT THE MINUTES OF THE DEVELOPMENT &amp; MARKET COMMITTEE ON 2<sup>nd</sup> &amp; 16<sup>th</sup> AUGUST AND 6<sup>th</sup> &amp; 20<sup>th</sup> SEPTEMBER 2021</b></p> <p>89.1 The minutes of the meeting held on 2<sup>nd</sup> August 2021 were moved for reception and adoption by Cllr Acheson Seconded by Cllr Andrews and agreed unanimously.</p> <p>89.2 The minutes of the meeting held on 16<sup>th</sup> August 2021 were moved for reception and adoption by Cllr Duffy Seconded by Cllr Rockett and agreed unanimously.</p> <p>89.3 The minutes of the meeting held on 6<sup>th</sup> September 2021 were moved for reception and adoption by Cllr Duffy Seconded by Cllr Acheson and agreed unanimously. Minute 67 regarding the parish partnership application was brought to the meetings attention. This was agreed.</p> <p>89.4 The minutes of the meeting held on 20<sup>th</sup> September 2021 were not yet ready and will be presented at the next Full Council meeting for ratification.</p>	Clerk
90	<p><b>TO RECEIVE AND ADOPT THE MINUTES OF THE LEISURE &amp; ENVIRONMENT COMMITTEE HELD ON 27<sup>th</sup> JULY &amp; 24<sup>th</sup> AUGUST 2021</b></p> <p>90.1 The minutes of the meeting held on 27<sup>th</sup> July 2021 were moved for reception and adoption by Cllr Griffiths Seconded by Cllr Coates and agreed unanimously.</p> <p>90.2 The minutes of the meeting held on 24<sup>th</sup> August 2021 were moved for reception and adoption by Cllr Griffiths Seconded by Cllr Coates and agreed unanimously. Three items from this meeting were highlighted.</p> <p>To receive and approve the repair of the remaining 2 pencil lights in the Market place – this was agreed</p>	

	<p>To agree the tree and hedge work to be carried out at Greenway Lane allotments – this was agreed.</p> <p>To agree the repair of streetlight no 365, St Peters Road. This was agreed.</p> <p>Cllr Holdom asked about Minute 43 which suggested that the Community Centre Garden might be a good place for a community garden. This is to be an agenda item for the next L&amp;E meeting.</p>	Clerk
91	<p><b>TO RECEIVE THE MINUTES OF 13<sup>TH</sup> SEPTEMBER ALLOTMENT SUB-COMMITTEE MEETING AND RESOLUTION FOR APPROVAL OF AN ANNUAL NOTICE OF ALLOTMENT FEE INCREASE OCTOBER 2022</b></p> <p>91.1 The minutes of the meeting held on 13<sup>TH</sup> September 2021 were moved for reception and adoption by Cllr Coates Seconded by Cllr Thorpe and agreed unanimously. After discussion on the proposition of Cllr Dutton, seconded by Cllr Foortse and agreed with 9 votes for, 1 against and 3 abstentions, that the rent should increase to 20p per square metre from 11<sup>th</sup> October 2022. The level of deposit paid for new tenancies is to be an agenda item for the next Allotments meeting.</p>	Clerk
92	<p><b>TO RECEIVE AN UPDATE ON CHARTER MARKET TRUST PREPARATIONS</b></p> <p>This matter was deferred to a time when there is more time to discuss it. It is to be discussed at an extraordinary meeting of the Council at a date to be determined.</p>	Clerk
93	<p><b>FINANCIAL MATTERS</b></p> <p><b>93.1 To receive and approve Fakenham Town Council &amp; Charter Market Receipts &amp; Payments July and August 2021</b></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 July and August 2021.</p> <p><b>93.2 To receive and approve Fakenham Town Council and the Charter Market Consolidated Bank reports for July and August 2021.</b></p> <p>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 July and August 2021.</p> <p><b>93.3 To Receive Minutes of Finance Committee Meeting held 13<sup>th</sup> September 2021.</b></p> <p>The minutes of the meeting held on 13<sup>th</sup> September 2021 were moved for reception and adoption by Cllr Holdom, seconded by Cllr Dutton and agreed unanimously. Cllr Holdom drew attention to minute 27 (19) regarding the Financial Risk Management policy and the addition to 6) management of risks through a third party. On the proposition of Cllr Holdom, seconded by Cllr Glynn and agreed by all, that this amendment should be adopted.</p> <p>To receive and approve proposals raised at this meeting,</p> <ul style="list-style-type: none"> <li>(i) To continue with the Barclaycard machine reader contract on discounted terms. Charges only for transactions processed plus £4.80 +VAT monthly fee for 6 months. Confirm by September 23<sup>rd</sup> for back dating of September charges. On the proposition of Cllr Holdom seconded by Cllr Griffiths and agreed by all to continue with this.</li> <li>(ii) To publish the 2020-21 AGAR sections 1,2 and 3 and Notice of Conclusion of Audit by 30<sup>th</sup> September for public inspection. On the proposition of Cllr Holdom, seconded by Cllr Griffiths and agreed by all.</li> <li>(iii) To confirm details on Notice attached re public access., length of time for public notice display and hours of business when inspection rights might be exercised. It was agreed that access for the public</li> </ul>	

	<p>would be on 2 days per week between 10am and 12:30pm by appointment only.</p> <p>(iv) Update on Internal Auditor arrangements for 2021-22. Revised terms have been submitted by Trevor Brown. On the proposition of Cllr Holdom, seconded by Cllr Coates and agreed by all to accept the revised terms.</p> <p>(v) To receive the final copy of V6028 submitted to HMRC August 2021. This has been done.</p> <p><b>93.4 To Receive Finance Team Report</b></p> <p>Preparations for the 2022-23 budget are underway. This matter needs to be an agenda item for all committee meetings with final approval of the budget taking place in December.</p>	<b>Clerk</b>
<b>94</b>	<p><b>TO AWARD A GRANT UNDER THE LOCAL GOVERNMENT ACT 1972, S137</b></p> <p>Under the provisions of Section 137 of the Local Government Act 1972 the following expenditure should be incurred which, in the opinion of the Council is in the interests of the area of its inhabitants and will benefit them in a manner commensurate with the expenditure:</p> <ol style="list-style-type: none"> <li>1) EP Youth – Street life project plan</li> <li>2)</li> </ol> <p>Cllr Holdom declared a non-pecuniary interest and left the meeting.</p> <p>EP Youth requested £9354.80. There was a long discussion about the amount of money that had been awarded to the group over previous years, and whether this should continue. It was also noted that the requested reports on how the money has been spent have not been forthcoming. Cllr Foortse proposed, seconded by Cllr Coates that £4000 should be given, at a rate of £1000 per quarter on receipt of a quarterly report.</p> <p>A counter proposal from Cllr Duffy, seconded by Cllr Acheson suggested giving 50% of the money requested, paid quarterly on receipt of a report the parameters of which would be provided by the Council. This would be on the understanding that during the next year the organisation must try and find funding from other sources and not rely on the Town Council, or funding will be withdrawn This proposal was agreed with 9 votes for, 1 against and 2 abstentions.</p> <p>Cllr Holdom re-joined the meeting.</p>	
<b>95</b>	<p><b>TO DISCUSS JOINING THE NORTH NORFOLK TOWN AND PARISH FORUM</b></p> <p>On the proposition of Cllr Acheson seconded by Cllr Foortse and agreed by all that this was not something the Council wished to join at this time.</p>	
<b>96</b>	<p><b>TO DISCUSS AN EMAIL RECEIVED FROM CYCLING UK DEVELOPMENT OFFICER FOR NORFOLK</b></p> <p>This item was deferred to the next meeting</p> <p>Cllr Bucknell left the meeting</p>	
<b>97</b>	<p><b>TO APPROVE THE PRINTING OF THE HERITAGE BOOKLET</b></p> <p>This matter was deferred to the next meeting</p>	
<b>98</b>	<p><b>TO RECEIVE FURTHER ITEMS FOR THE NEXT AGENDA</b></p> <p>Nothing was noted</p>	
<b>99</b>	<p><b>TO MOVE THAT THE PUBLIC &amp; PRESS BE EXCLUDED FROM THE MEETING UNDER THE PROVISIONS OF SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960.</b></p>	

