

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

**held at the Fakenham Community Centre, Oak Street, Fakenham**

**on WEDNESDAY 19<sup>th</sup> MAY 2021 at 7:00pm**

**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, D Andrews and J Rockett

Town Clerk: L Jennings

District Councillors: C Cushing, J Punchard

County Councillor: T Fitzpatrick

Police: Inspector Teri Cooper-Barnes and PC Rich Dawson

Press: A McMillan (EDP)

Public: None

		<b>Action (initials)</b>
	<b>Cllr Foortse welcomed everyone to the first face-to-face meeting, the office staff were thanked for the work to make this meeting safe and Adrian Vertigan of the Community Centre for all his help with also making the venue safe. She also thanked Cllr John Griffiths for his help and guidance producing Risk Assessments.</b>	
<b>1</b>	<b>TO ALLOW FAKENHAM POLICE TO GIVE A REPORT</b> PC Rich Dawson introduced the new Police Inspector Teri Cooper – Barnes and they have both been out and about on foot in Fakenham especially on Market Day. The first face-to-face SNAP meeting has been held with priorities being to continue to look at Anti-Social Behaviour (ASB), drugs, speeding vehicles. 10 Officers are currently undergoing training to operate speed guns. The commercial premises on Norwich Street that has been causing problems with parking, the Police have a problem-solving policy in place for this. There has been inappropriate vehicle behaviour on Oak Street. The Clerk confirmed that the Town Council has been awarded part funding from Norfolk County Council (NCC) for a SAM 2 sign. Councillors will be given the contact details for Inspector Cooper-Barnes and PC Dawson. A Councillor has concerns that several delivery vans are breaking the road closure on a Thursday and coming through Norwich Street into Bridge Street. Vehicle registration numbers are needed to be passed onto the Police.	<b>Clerk</b>
<b>2</b>	<b>TO ADJOURN THE MEETING FOR ELECTORS' QUESTIONS</b> a) Two members of the public have been litter picking around the town and will be joining Councillors and other members of the public for the 'Great British Litter Pick' in June. Information will be circulated, and Councillors should inform Cllr Foortse if they are attending. b) An elector has asked for more information regarding the future of Trap Lane.	
<b>3</b>	<b>TO ALLOW 10 MINUTES FOR DISTRICT/COUNTY COUNCILLORS TO ADDRESS THE MEETING</b>	

	<p><b>Cllr Punchard</b> – reported that some of the Planning rules are being eased by Government although this should not affect Fakenham with the plans already in place for future housing.</p> <p><b>Cllr Cushing</b> – The MP Jerome Mayhew will be joining the litter pick in June.</p> <p><b>Cllr Fitzpatrick</b> – Delighted to have been voted County Councillor for Fakenham again. Cllr Fitzpatrick updated Councillors on the following: The Duke of Lancaster (SEN) School, speeding on Norwich Street, new Police and Crime Commissioner – Giles Orpen-Smellie, SAM 2, new roundabout at Hempton, Norwich Road resurfacing, COVID, Queens’s speech and how it effects Norfolk residents, EU Settlement Scheme – 50 days to apply and all schools are reopened.</p>	
<b>AGENDA</b>		
<b>4</b>	<p><b>TO ELECT THE TOWN MAYOR AND RECEIVE THE TOWN MAYOR’S DECLARATION OF ACCEPTANCE OFFICE AS REQUIRED BY LAW</b></p> <p>Cllr Andrews proposed, seconded by Cllr Griffiths that Cllr Foortse should continue as Town Mayor. A counter proposal that Cllr Holdom should be Town Mayor was made by Cllr Dutton. Cllr Holdom declined to stand as Town Mayor. Therefor on a vote of 11 for with 1 against, Cllr Foortse was duly elected as Town Mayor.</p>	
<b>5</b>	<p><b>TO CONSIDER FOR ACCEPTANCE APOLOGIES FOR ABSENCE.</b></p> <p>Apologies for absence were received and accepted from Cllrs Thorpe and Hannon.</p>	
<b>6</b>	<p><b>DECLARATIONS OF INTEREST</b></p> <p>Cllr Duffy declared a pecuniary interest in item 16 d).</p>	
<b>7</b>	<p><b>TO ELECT THE DEPUTY MAYOR AND RECEIVE THE DEPUTY MAYOR’S ACCEPTANCE OF OFFICE AS REQUIRED BY LAW</b></p> <p>Cllr Griffiths proposed, seconded by Cllr Campbell that Cllr Glynn is elected to Deputy Town Mayor. A counter proposal by Cllr Duffy, seconded by Cllr Coates that Cllr Dutton is elected to Deputy Town Mayor. The counter proposal for Cllr Dutton received 6 votes for with 7 against therefore the motion was not carried. The proposal for Cllr Glynn was on 9 votes for with 3 against was upheld. Cllr Glynn was duly elected the Deputy Mayor.</p>	
	<p><b>Cllrs Fitzpatrick, Cushing and Punchard left the meeting.</b></p>	
<b>8</b>	<p><b>TO CONFIRM THE MINUTES OF THE MEETINGS HELD ON 20<sup>TH</sup> APRIL AND 6<sup>TH</sup> MAY 2021.</b></p> <p><b>8.1</b> The minutes of the meeting held on 20<sup>th</sup> April 2021 were on the proposition of Cllr Coates and seconded by Cllr Griffiths, AGREED, and signed by the Chairman.</p> <p><b>8.2</b> The minutes of the Extraordinary Meeting held on 6<sup>th</sup> May 2021 were on the proposition of Cllr Coates, seconded by Cllr Campbell, AGREED, and signed by the Chairman.</p>	
<b>9</b>	<p><b>TO RECEIVE UPDATE ON ACTIONS TAKEN AFTER THE LAST COUNCIL MEETING IF THESE MATTERS ARE NOT ON THE AGENDA</b></p> <p>Nothing to report.</p>	
<b>10</b>	<p><b>TO CONSTITUTE THE COMMITTEES OF THE COUNCIL FOR THE ENSUING YEAR</b></p> <p>Representatives were appointed as follows:</p> <p><b>Development &amp; Market:</b></p> <p>Cllrs Duffy, Acheson, Rockett, Thorpe, Campbell, Hunter, Andrews, Foortse and Glynn.</p> <p><b>Leisure &amp; Environment:</b></p> <p>Cllrs Coates, Dutton, Hannon, Bucknell, Griffiths, Joslin, Holdom, Foortse and Glynn</p>	

	<p><b>Policy &amp; Resources Committee:</b> Cllrs Foortse and Glynn, plus chairs of Development and Leisure committees and one elected member from these committees</p> <p><b>Finance Sub-Committee:</b> Cllrs Foortse, Glynn, Holdom, Dutton and Andrews.</p> <p><b>To assist the Clerk with the management of Estate land:</b> Cllr Coates</p>	
11	<p><b>TO APPOINT REPRESENTATIVES TO THE FOLLOWING OUTSIDE BODIES:</b></p> <p><b>Fakenham Olivet twinning club:</b> Cllr Foortse</p> <p><b>Fakenham Museum of Gas:</b> Cllrs Acheson &amp; Griffiths</p> <p><b>Fakenham Police SNAPS:</b> Cllr Campbell</p> <p><b>Fakenham Town Band:</b> Cllr Coates</p> <p><b>Fakenham Charities:</b> Cllrs Foortse and Andrews</p>	
12	<p><b>TO RECEIVE THE MAYORS' ANNOUNCEMENTS</b></p> <p>Attended (virtually) North Norfolk Renewal Fund meeting on 29<sup>th</sup> April 2021, and a follow-up meeting on 12<sup>th</sup> May 2021. Church service for the Duke of Edinburgh and a meeting with the new Police and Crime Commissioner Giles Orpen-Smellie.</p>	
13	<p><b>TO RECEIVE ANY REPORTS FROM COUNCILLORS WHO HAVE ATTENDED MEETINGS OUTSIDE THE COUNCIL</b></p> <p>Cllr Joslin attended a virtual training course given by Norfolk ALC on Building Resilience.</p> <p>Cllr Duffy had a meeting with North Norfolk District Council (NNDC) to discuss the proposed new map to be placed on the wall of the Red Lion in the Market Square.</p>	
14	<p><b>DECISION LOG AND CLERKS REPORT</b></p> <ul style="list-style-type: none"> <li>D &amp; M 158 – The MP Jerome Mayhew has been in contact with NNDC regarding No 9 Norwich Street and the condition it is still in.</li> </ul> <p>Cllr Campbell asked if anyone is available to help with raising the flag on the Church tower. Cllr Griffiths volunteered.</p>	
15	<p><b>TO RECEIVE AND COMMENT UPON ANY ITEMS FOR INFORMATION AND ACTION</b></p> <p>Nothing received.</p>	
16	<p><b>TO RECEIVE AND ADOPT THE MINUTES OF THE DEVELOPMENT &amp; MARKET COMMITTEE ON 26<sup>th</sup> APRIL 2021 AND 10 MAY 2021</b></p> <p>16.1 The minutes of the meeting held on 26 April 2021 were moved for reception and adoption by Cllr Duffy Seconded by Cllr Acheson and agreed unanimously.</p> <p>16.2 The minutes of the meeting held on 10 May 2021 were moved for reception and adoption by Cllr Duffy Seconded by Cllr Hunter and agreed unanimously.</p>	
17	<p><b>TO RECEIVE AND ADOPT THE MINUTES OF THE LEISURE &amp; ENVIRONMENT COMMITTEE HELD ON 27<sup>th</sup> April 2021</b></p> <p>17.1 The minutes of the meeting held on 27<sup>th</sup> April 2021 were moved for reception and adoption by Cllr Dutton Seconded by Cllr Coates and agreed unanimously.</p>	
18	<p><b>TO RECEIVE SOLICITORS' ADVICE RE QUESTIONNAIRE AND PREPARATORY WORK ON CHARITABLE INCORPORATED ORGANISATION CONSTITUTION FOR A CHARTER MARKET TRUST</b></p> <p>A Working Party meeting with Cllrs Holdom, Acheson and Dutton will be held in the next week or so.</p>	
19	<p><b>FINANCIAL MATTERS</b></p> <p><b>19.1 To receive and approve Fakenham Town Council Statutory Balance Sheet and Income &amp; Expenditure Account, year ending 31 March 2021.</b></p>	

	<p>On the proposition of Cllr Holdom, seconded by Cllr Acheson RESOLVED to receive and approve the accounts as reviewed by the finance committee for year ending 31<sup>st</sup> March 2021. Agreed by all.</p> <p><b>19.2 To receive and approve Fakenham Charter Market Statutory Balance Sheet and Income &amp; Expenditure Account, year ending 31 March 2021.</b> On the proposition of Cllr Holdom, seconded by Cllr Acheson RESOLVED to receive and approve the accounts as reviewed by the finance committee for year ending 31<sup>st</sup> March 2021. Agreed by all.</p> <p><b>19.3 To Receive Minutes of Finance Committee Meetings held 10<sup>th</sup> May 2021.</b> The minutes of the meeting held on 10<sup>th</sup> May 2021 were moved for reception and adoption by Cllr Holdom, seconded by Cllr Dutton and agreed unanimously.</p> <p><b>19.4 To receive a report and recommendation on the reimbursement of remedial IT works at a cost £839.95.</b> As this has happened to a Councillors personal computer equipment there should be a proviso that any future applications that need to be installed on Councillors own equipment will be at their own risk. This will be an agenda item for the next P &amp; R meeting. On the proposition of Cllr Acheson, seconded by Cllr Holdom, RESOLVED that this payment is approved. All in favour.</p> <p><b>19.5 To appoint an Internal Control Officer</b> On the proposition of Cllr Acheson, seconded by Cllr Coates, RESOLVED that Cllr Dutton will continue as Internal Controller. All in favour.</p> <p><b>19.6 To appoint the Internal Auditor 2021/2022</b> On the proposition of Cllr Acheson, seconded by Cllr Dutton, RESOLVED that Trevor Brown is appointed Internal Auditor. All in favour.</p> <p><b>19.7 To Receive Finance Team Report</b> Cllr Holdom reported that the April and May routine financial reports will be presented at the next meeting.</p>	
<b>20</b>	<b>TO DISCUSS SPORTING FACILITIES IN FAKENHAM</b> Nothing new to report.	
<b>21</b>	<b>TO APPROVE THE DATE OF THE ANNUAL ASSEMBLY</b> The Annual Assembly will be held in the Community Centre on Wednesday 23 <sup>rd</sup> June 2021 at 7pm.	
<b>22</b>	<b>TO RECEIVE FURTHER ITEMS FOR THE NEXT AGENDA</b> Nothing to add.	
<b>23</b>	<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> On the proposition of Cllr Coates seconded by Cllr Griffiths 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.	
<b>24</b>	<b>TOWN COUNCIL ACCOMODATION</b> See confidential minutes	
<b>25</b>	<b>TO MOVE INTO OPEN SESSION</b> On the proposition of Cllr Coates seconded by Cllr Acheson RESOLVED the Council moves into Open Session.	
	The Clerk will arrange for Full Council papers to be sent to: Cllrs: Footse, Holdom, Duffy, Acheson, Joslin, Griffiths, Bucknell and Andrews.	

There being no further business the meeting closed at 20:30

Confirmed this                      day of    2021.

**CHAIRMAN**