

MINUTES of the FULL COUNCIL MEETING of FAKENHAM TOWN COUNCIL

held at the Fakenham Community Centre, Oak Street, Fakenham

on WEDNESDAY 16th June 2021 at 7:00pm

PRESENT:

Councillor G Foortse (Chairman, Presiding)

Cllrs: D Andrews, J Rockett, D Hunter, T Duffy, J Holdom, V Joslin, J Griffiths, M Dutton, G Acheson, A Glynn,

Town Clerk: L Jennings

Deputy Clerk: A Kerrison

District Councillors: C Cushing, J Rest

County Councillor: None

Police: None

Press: A McMillan (EDP)

Public: None

		Action (initials)
26	TO ALLOW FAKENHAM POLICE TO GIVE A REPORT There were no police present. The Clerk read out a report send by the beat manager of Fakenham. The report will be sent to all Councillors. Police will be at the Annual Assembly of the Town next week.	Clerk
27	TO ADJOURN THE MEETING FOR ELECTORS' QUESTIONS a) Cllr Rest has received numerous complaints about the recent resurfacing of Norwich Road. This was done after the previous surface brook down. The road has been left in an appalling state and Cllr Rest has written to Highways and County Councillor Fitzpatrick about it. The Clerk will also write to Cllr Fitzpatrick. b) The Clerk read out a letter from the Fakenham and District Community Archive who are looking for suggestions for somewhere to store their equipment and archive material. They have asked for suggestions for suitable locations. c) Cllr Rest reported on the new public toilets planned for the Queens Road car park. Offsite works are due to commence the first week in November and are likely to take 20 weeks to complete. During this time the old toilets will be demolished ready for the new ones to be installed. Signs will be in place directing people to alternative facilities. d) Cllr Rest was asked to give an update on the Newman building in Norwich Street. He reported that a schedule of works as identified in a recent structural survey, has been sent to the owners. They have 28 days to comply with the enforcement notice. At the end of that time NNDC enforcement team will make a decision as to what happens next.	Clerk
28	TO ALLOW 10 MINUTES FOR DISTRICT/COUNTY COUNCILLORS TO ADDRESS THE MEETING Cllr Cushing – Cllr Cushing gave an update on progress with the planning of the Northern Development. Progress is being made with regards the roundabout to	

	<p>be installed, and work should commence in the Autumn of 2022. Cllr Hunter asked that this work does not coincide with the construction of the roundabout in Hempton as this would cause serious traffic problems for the Town. Cllr Cushing will speak to Highways.</p> <p>Cllr Rest – Nothing further to add.</p> <p>Cllrs Rest and Cushing left the meeting.</p>	CC
AGENDA		
29	<p>TO CONSIDER FOR ACCEPTANCE APOLOGIES FOR ABSENCE. Apologies for absence were received and accepted from Cllrs Campbell, Thorpe, Coates and Hannon and Cllrs Punchard and Fitzpatrick.</p>	
30	<p>DECLARATIONS OF INTEREST There were none.</p>	
31	<p>TO CONFIRM THE MINUTES OF THE MEETINGS HELD ON 19th MAY 2021. 31.1 The minutes of the meeting held on 19th May 2021 were on the proposition of Cllr Foortse and seconded by Cllr Acheson, AGREED, and signed by the Chairman. 31.2 The confidential minutes of the meeting held 19th May 2021 were on the proposition of Cllr Hunter and seconded by Cllr Holdom, AGREED, and signed by the Chairman.</p>	
32	<p>TO RECEIVE UPDATE ON ACTIONS TAKEN AFTER THE LAST COUNCIL MEETING IF THESE MATTERS ARE NOT ON THE AGENDA There were none.</p>	
33	<p>TO RECEIVE THE MAYORS' ANNOUNCEMENTS 4th June Litter picking, 7th June visited film company at West Raynham Business Park, 9th June took part in interviewing for a new Groundman.</p>	
34	<p>TO RECEIVE ANY REPORTS FROM COUNCILLORS WHO HAVE ATTENDED MEETINGS OUTSIDE THE COUNCIL Cllr Acheson – litter picking Cllr Joslin – Litter picking Cllr Holdom – Installation of Fakenham Area Partnership hanging baskets in the Town Cllr Hunter – visit to Film company at West Raynham Business Park Cllr Glynn – Visit to Film Company at West Raynham Business Park.</p>	
35	<p>DECISION LOG AND CLERKS REPORT Full Council 99 – Trap Lane pavilion windows – this is ongoing. D&M 16 – Parking in the Town Centre - Awaiting information from Cllr Fitzpatrick. L&E 122 – Church yard wall near the Community Centre – This is being dealt with by NNDC and is awaiting a faculty from the Church. L&E 122 – CCTV Millennium Park – The Clerk has had no reply to countless emails to Highways regarding permission to put the camera on a speed awareness sign. The Clerk will write again to Cllr Fitzpatrick. P&R 93 – List of Data protection Officers. This will be an agenda item for the P&R meeting in July. P&R 106 – Bullying and harassment policy. This will be an agenda item for the P&R meeting in July.</p>	Clerk Clerk Clerk
36	<p>TO RECEIVE AND COMMENT UPON ANY ITEMS FOR INFORMATION AND ACTION Nothing received.</p>	

37	<p>TO RECEIVE AND ADOPT THE MINUTES OF THE DEVELOPMENT & MARKET COMMITTEE ON 24th MAY 2021 AND 7th JUNE 2021</p> <p>37.1 The minutes of the meeting held on 24th May 2021 were moved for reception and adoption by Cllr Duffy Seconded by Cllr Hunter and agreed unanimously.</p> <p>37.2 The minutes of the meeting held on 7th June 2021 were moved for reception and adoption by Cllr Duffy Seconded by Cllr Hunter and agreed unanimously.</p>	
38	<p>TO RECEIVE AND ADOPT THE MINUTES OF THE LEISURE & ENVIRONMENT COMMITTEE HELD ON 25th MAY 2021</p> <p>38.1 The minutes of the meeting held on 25th May 2021 were moved for reception and adoption by Cllr Griffiths Seconded by Cllr Joslin and agreed unanimously.</p>	
39	<p>TO RECEIVE AN UPDATE ON CHARTER MARKET TRUST PREPARATIONS</p> <p>A draft document has been received., and work is being done on it. It was explained that this was being done to allow for business rates relief and will not impact on the functioning of the market.</p>	
40	<p>FINANCIAL MATTERS</p> <p>40.1 To receive and approve Fakenham Town Council & Charter Market Receipts & Payments April and May 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 April 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 May 2021.</p> <p>40.2 To receive and approve Fakenham Town Council and the Charter Market Consolidated Bank reports for April and May 2021.</p> <p>On the proposition of Cllr Holdom, seconded by Cllr Glynn RESOLVED to receive and approve the bank reconciliation statements as reviewed by the finance committee for April 2021.</p> <p>On the proposition of Cllr Holdom, seconded by Cllr Glynn RESOLVED to receive and approve the bank reconciliation statements as reviewed by the finance committee for May 2021.</p> <p>40.3 To Receive Minutes of Finance Committee Meetings held 14th June 2021.</p> <p>The minutes of the meeting held on 14th June 2021 were moved for reception and adoption by Cllr Holdom, seconded by Cllr Dutton and agreed unanimously.</p> <p>40.4 To Receive Finance Team Report</p> <p>There was nothing further to report.</p>	
41	<p>YEAR END REPORTS AND ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)</p> <p>41.1 To receive the Annual Internal Audit Statement</p> <p>On the proposition of Cllr Holdom, seconded by Cllr Acheson and agreed by all to receive and adopt the annual internal audit statement.</p> <p>41.2 To Receive and approve Section 1 Annual Governance Statement</p> <p>This has been signed by the RFO. On the proposition of Cllr Holdom, seconded by Cllr Dutton and agreed by all to approve and sign the Annual Governance statement.</p> <p>41.3 To receive and approve Section 2 Accounting Statement</p> <p>On the proposition of Cllr Holdom, seconded by Cllr Acheson and agreed by all to receive and approve section 2 of the Accounting statement.</p> <p>41.4 To receive Statutory Income and Expenditure report and Balance Sheet for signing</p>	

	<p>On the proposition of Cllr Holdom, seconded by Cllr Griffiths and agreed by all to approve and sign the Statutory Income and Expenditure report and balance Sheet.</p> <p>41.5 To receive 31 March 2021 year-end Reserves schedule</p> <p>On the proposition of Cllr Holdom, seconded by Cllr Acheson and agreed by all to adopt the reserves schedule.</p>	
42	<p>TO AGREE DATES FOR EXERCISE OF PUBLIC RIGHTS NOTICE</p> <p>On the proposition of Cllr Holdom, seconded by Cllr Dutton it was agreed that the exercise of public rights should take place between 1st July 2021 and 11th August 2021.</p>	
43	<p>TO RECEIVE FINAL ANNUAL INTERNAL AUDIT REPORT YEAR ENDING 31 MARCH 2021</p> <p>On the proposition Cllr Holdom, seconded by Cllr Glynn and agreed by all to receive and adopt the final annual internal audit report for year ending 31 March 2021.</p>	
44	<p>TO RECEIVE AND APPROVE INDEPENDENT EXAMINERS REPORT ON CHARTER MARKET ANNUAL ACCOUNTS AT 31 MARCH 2021</p> <p>On the proposition of Cllr Holdom, seconded by Cllr Dutton and agreed by all to approve and sign the independent examiners report on the charter market annual accounts as at 31 March 2021.</p>	
45	<p>TO DISCUSS SPORTING FACILITIES IN FAKENHAM</p> <p>There was nothing new to report. Cllr Glynn updated the meeting of the progress of the Community Regeneration Fund bid.</p>	
46	<p>TO IDENTIFY POTENTIAL LOCATIONS WHERE ADDITIONAL CYCLE PARKING COULD BE INSTALLED IN FAKENHAM</p> <p>It was agreed that there is already ample cycle parking in the town and more is not needed.</p>	
47	<p>TO NOTE THE DATE FOR THE ANNUAL ASSEMBLY – WEDNESDAY 23RD JUNE 2021 AT 7PM AT THE FAKENHAM COMMUNITY CENTRE</p> <p>This is to be a reduced version due to COVID-19 restrictions still in place. A further event is to take place later in the year when restrictions are lifted.</p>	
48	<p>TO RECEIVE FURTHER ITEMS FOR THE NEXT AGENDA</p> <p>Nothing to add.</p>	
49	<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> <p>On the proposition of Cllr Duffy seconded by Cllr Andrews 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.</p>	
50	<p>TOWN COUNCIL ACCOMODATION</p> <p>The Town Council Accommodation was discussed.</p>	
51	<p>TO MOVE INTO OPEN SESSION</p> <p>On the proposition of Cllr seconded by Cllr RESOLVED the Council moves into Open Session.</p>	

There being no further business the meeting closed at 20:40

Confirmed this day of 2021.

CHAIRMAN