

**MINUTES of the proceedings at a Meeting of the**

**FULL COUNCIL**

**WHO MET VITUALLY VIA ZOOM**

**Tuesday 16<sup>th</sup> March 2021 AT 6PM**

**PRESENT:**

Councillor G Footse (Chairman, Presiding)

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

Town Clerk: L Jennings

Deputy Town Clerk: A Kerrison

District Councillors: J Rest, C Cushing, J Punchard

County Councillor: T Fitzpatrick

Police: None

Press: A McMillan (EDP)

Public: None

|            |   | <b>Action<br/>(initials)</b> |
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|            | <p>The Chairman noted that it is one year since the Coronavirus pandemic started in this country and we were put in to the first lockdown. A national day of reflection is planned for next week and with this in mind the meeting observed a minute's silence to reflect on the events of the last year.</p> <p>It was suggested that a book of messages of thanks should be set up. Councillors should email suggestions to the office and Cllr Footse and the Clerk will look in to setting this up.</p>   | <b>Clerk/GF</b>              |
| <b>212</b> | <p><b>TO ALLOW FAKENHAM POLICE TO GIVE A REPORT</b></p> <p>Crime figures and Police Newsletters have been sent to all Councillors. The Clerk informed the meeting that the police are not able to access meetings via Zoom on police equipment as this is a security issue. They are only allowed to use Teams.</p>   |                              |
| <b>213</b> | <p><b>TO ADJOURN THE MEETING FOR ELECTORS QUESTIONS</b></p> <p>District Cllr Punchard asked about the grass cutting and whether the edges of the grass areas will be cut to prevent grass growing over footpaths. This is to be looked in to.</p> <p>Cllr Punchard also asked about streetlighting. He said several lights around the town were not working. It was suggested that an article should be written for the Council Corner section of the Fakenham Sun letting people know to contact the office to report lights that are not working.</p> |                              |
| <b>214</b> | <p><b>TO ALLOW 10 MINUTES FOR DISTRICT/COUNTY COUNCILLORS TO ADDRESS THE MEETING</b></p> <p><b>Cllr Punchard</b> – Nothing new to report</p> <p><b>Cllr Rest</b> - Nothing new to report.</p> <p>Cllr Holdom asked about the community renewal fund and whether NNDC will be putting in a bid for this. Cllr Rest said they are awaiting more details.</p>  |                              |

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|               | <p>Cllr Thorpe asked about the land between PMC and Heath Rise. This has been used as a walk-way for many years but is now being fenced off. Cllr Rest explained that this area is being investigated by the planning department.</p> <p><b>Cllr Cushing</b> – Nothing new to report but are awaiting the details of the lifting of lockdown.</p> <p><b>Cllr Fitzpatrick</b> – gave an update on the COVID-19 situation, Duke of Lancaster school, Road markings, education and school meals, social care, business and the economy and fire service recruitment. He will send a report to the office to be forwarded to all Councillors. Cllr Fitzpatrick thought that the book of thanks was a good idea. Cllr Joslin asked about renewing of cycle way markers on the pavements. Cllr Holdom asked if NCC would be bidding for post COVID funding for local areas. Cllr Fitzpatrick said that they would and ideas as to how this could be used should be sent to him. Cllr Foortse said she would send the report from FTC's regeneration group to all Councillors, District Councillors and County Councillor.</p> <p>Cllrs Rest, Cushing and Fitzpatrick left the meeting.</p> | <b>GF</b>                                  |
| <b>AGENDA</b> |  |  |
| <b>215</b>    | <p><b>TO CONSIDER FOR ACCEPTANCE APOLOGIES FOR ABSENCE.</b><br/>Apologies for absence were received and accepted from Cllr D Andrews</p>   |  |
| <b>216</b>    | <p><b>DECLARATIONS OF INTEREST</b><br/>There were none.</p>  |  |
| <b>217</b>    | <p><b>TO CONFIRM THE MINUTES OF THE MEETINGS HELD ON 16<sup>th</sup> FEBRUARY 2021.</b><br/><b>217.1</b> The minutes of the meeting held on 16<sup>th</sup> February 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>  |  |
| <b>218</b>    | <p><b>TO RECEIVE UPDATE ON ACTIONS TAKEN AFTER THE LAST COUNCIL MEETING IF THESE MATTERS ARE NOT ON THE AGENDA</b><br/>There were none</p>   |  |
| <b>219</b>    | <p><b>TO RECEIVE THE MAYORS ANNOUNCEMENTS</b><br/>Cllr Foortse attended the regeneration group meeting and will get a report out as listed above. Woodspring House raised funds to purchase 2 defibrillators for the town, one of which has been put in one of the telephone boxes on Upper Market, the other on the front of the General Townshend Club. An official letter of thanks will be sent from the Council. An email has been received from the Nurture project about creating a community garden. This is to be an agenda item for the next L&amp;E meeting.</p>  | <p><b>Clerk/GF</b></p> <p><b>Clerk</b></p> |
| <b>220</b>    | <p><b>TO RECEIVE ANY REPORTS FROM COUNCILLORS WHO HAVE ATTENDED MEETINGS OUTSIDE THE COUNCIL</b><br/>There was nothing to report</p>   |  |
| <b>221</b>    | <p><b>DECISION LOG AND CLERKS REPORT</b></p> <ul style="list-style-type: none"> <li>• Full Council 99 – Trap Lane Pavilion. This is ongoing. Cllr Dutton will liaise with Cllr Duffy.</li> <li>• Full Council 164.4 – NNDC business rates. A reply has been received from Hansell's solicitors and this is ongoing.</li> <li>• Full Council 97 – Holt Road. Cllr Fitzpatrick is dealing with this. The Clerk is still waiting for the outcome of the Parish Partnership bid.</li> <li>• Full Council 112- Trap Lane Field. This is ongoing.</li> <li>• L&amp;E 72 – Trap Lane Depot – new trailer. The Clerk is to liaise with the Groundsman.</li> </ul>  | <p><b>TD/MD</b></p> <p><b>Clerk</b></p>    |

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| 222 | <p><b>TO RECEIVE AND COMMENT UPON ANY ITEMS FOR INFORMATION AND ACTION</b></p> <p>a) Email from Art UK group regarding a painting owned by FTC. It was agreed that this could be put in the Art UK catalogue.</p> <p>b) Anglian Water project to upgrade Fakenham Water Recycling centre. For information .</p>  |  |
| 223 | <p><b>TO RECEIVE AND ADOPT THE MINUTES OF THE DEVELOPMENT &amp; MARKET COMMITTEE ON 1<sup>st</sup> and 15<sup>th</sup> February 2021.</b></p> <p>223.1 The minutes of the meeting held on 1<sup>st</sup> March 2021 were moved for reception and adoption by Cllr Duffy Seconded by Cllr Acheson and agreed unanimously.</p> <p>223.2 The meeting scheduled for 15<sup>th</sup> March 2021 was cancelled.</p>  |  |
| 224 | <p><b>TO RECEIVE AND ADOPT THE MINUTES OF THE LEISURE &amp; ENVIRONMENT COMMITTEE HELD ON 23<sup>rd</sup> February 2021.</b></p> <p>224.1 The minutes of the meeting held on 23<sup>rd</sup> February 2021 were moved for reception and adoption by Cllr Dutton Seconded by Cllr Coates and agreed unanimously.</p>  |  |
| 225 | <p><b>TO RECEIVE AND ADOPT THE MINUTES OF THE POLICY &amp; RESOURCES COMMITTEE HELD ON 15<sup>th</sup> March 2021.</b></p> <p>225.1 The minutes of the meeting held on 23<sup>rd</sup> February 2021 were moved for reception and adoption by Cllr Dutton Seconded by Cllr Coates and agreed unanimously.</p>  |  |
| 226 | <p><b>FINANCIAL MATTERS</b></p> <p><b>226.1 To receive and approve Fakenham Town Council &amp; Charter Market Receipts &amp; Payments February 2021</b></p> <p>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 February 2021.</p> <p><b>226.2 To receive and approve Fakenham Town Council and the Charter Market Consolidated Bank reports for February 2021.</b></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 February 2021.</p> <p><b>226.3 To Receive Minutes of Finance Committee Meetings held 8<sup>th</sup> March 2021.</b></p> <p>The minutes of the meeting held on 8<sup>th</sup> March 2021 were moved for reception and adoption by Cllr Holdom, seconded by Cllr Acheson and agreed unanimously.</p> <p><b>226.4 To Receive Finance Team Report</b></p> <p>Cllr Holdom has dealt with a query that came to the office regarding the FTC element of the 2021-22 Council tax, and the role of the finance committee in that matter. She had also sent a report to everyone explaining the primary function of the Finance Committee and its responsibilities with regard to External Funding. There was nothing further to report.</p> |  |
| 227 | <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> <p>1) NARS</p> <p>On the proposition of Cllr Coates seconded by Cllr Foortse and agreed by all that £250 should be awarded to the NARS.</p>   |  |

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| 228 | <p><b>TO RECEIVE A REQUEST FROM ST JOHNS AMBULANCE TO CELEBRATE ST JOHNS AMBULANCE DAY</b><br/>St Johns have requested to light up various parts of the town such as the war memorial and church tower, in the St Johns colours of green and white on 24<sup>th</sup> June 2021. This was agreed. The Deputy Clerk will liaise with St Johns.</p>  | <b>Deputy Clerk</b> |
| 229 | <p><b>TO RECEIVE AND ADOPT POLICIES REVIEWED AND AMENDED</b><br/> <b>229.1 – Social Media Policy.</b> This is to be edited by Cllr Acheson and taken to the next P&amp;R meeting<br/> <b>229.2 Receive the annual review of the Risk Management Policy.</b> This was deferred to the next P&amp;R meeting<br/> <b>229.3 – NEST pension policy.</b> On the proposition of Cllr Holdom, seconded by Cllr Foortse and agreed by all that this policy should be approved.<br/> <b>229.4 – GDPR policy.</b> On the proposition of Cllr Holdom, seconded by Cllr Acheson and agreed by all that the policy should be approved.<br/> <b>229.5 – Updated Standing Orders.</b> This was deferred to the next P&amp;R meeting.</p> | <b>GA</b>           |
| 230 | <p><b>TO DISCUSS SPORTING FACILITIES IN FAKENHAM</b><br/>There was nothing new to report at this time.</p>   |                     |
| 231 | <p><b>TO RECEIVE FURTHER ITEMS FOR THE NEXT AGENDA</b></p> <ul style="list-style-type: none"> <li>• What relief from COVID-19 restrictions will mean</li> <li>• Dates for the annual assembly</li> </ul>   | <b>Clerk</b>        |
|     | <p>There being no further business the meeting closed at 19:00</p> <p>Confirmed this                      day of    2021.</p> <p style="text-align: center;"><b><u>CHAIRMAN</u></b></p>  |                     |