



Press Correspondent

Ms E Maslin

Members of Public

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**1086. To receive members Apologies for Absence**

Apologies had been received from Cllr C Pyatt (holiday), Cllr C T Sampson (prior meeting) and Borough Cllr Mrs K Mellish.

Apologies had also been received from the press correspondent Mrs S Hewitt.

The apologies were accepted.

**1087. Evacuation Procedures**

The Mayor, Cllr Doyle, notified those present of the Town Council offices' emergency evacuation procedure.

**1088. To receive members Declarations of Interest**

The Mayor, Cllr Doyle, Cllr Leach, Cllr Fox, Cllr Mrs Roberts and Cllr Starling declared a prejudicial interest in Item 1094, to approve the Payment of Bills.

The Mayor, Cllr Doyle, adjourned the meeting for public participation and reports.

Police Report

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PC Deadman made the following report:

There had been 88 offences since 1<sup>st</sup> May, 2007.

4 Burglaries to dwellings

6 Burglaries to garage/sheds

- 20 Reports of criminal damage
- 1 Damage to gravestones
- 7 Drive offs
- 7 Theft from motor vehicles
- 1 Theft of motor vehicle
- 21 Theft others (8 detected)
- 21 Violence against the person (10 detected)

PC Deadman advised that he had secured the use of the MIND building to start a youth club, but was still looking for helpers and funding.

Pupils from Downham Market High School would be visiting Rolls Royce in Derby and motorcycle trips had been arranged for young people of the Town.

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#### Public Participation

Members of the public did not wish to address the meeting.

#### County Councillor Report

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Cllr Mrs Hutson had nothing to report.

#### Borough Councillor Reports and Questions

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The Borough Councillors had nothing to report.

Cllr Legg and Lovett introduced themselves to the new members of the Council. Cllr Lovett advised members that he was to have a meeting with Sue Metcalfe, the coach for the Tennis Club, to discuss the possible move of the tennis courts from the War Memorial Playing Field to the High School. Concern was raised that the current site of the tennis courts was to be changed into a multi use games area (muga); it was the view of Council that the Town deserved to have both, with a separate site to be found for the muga. There had been no consultation with the Town Council so representation needed to be made to both Cllr N Daubney, Leader of the BCKL&WN and Cllr E Nockolds, Portfolio Holder for Leisure and Public Spaces.

Cllr Stacey arrived at the meeting at 7.50pm.

It was commented on that the publication 'Your Council' had no mention of Downham Market, 95% was about King's Lynn with the remaining 5% relating to Hunstanton. It was suggested that this should be brought to the attention of Cllr Daubney at the next joint meeting.

The Mayor, Cllr Doyle, resumed the meeting.

**1089. To approve the Minutes of the Full Council Meeting**

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The minutes of the Town Council meeting held on Tuesday, 12<sup>th</sup> June 2007 (pages 2167-2174) were approved and signed as a true and accurate record.

**1090. To receive Correspondence**

A list of correspondence had been circulated (Appendix 1).

**L W Gray** – A letter had been received from Mr Gray asking if his fair could come to Downham Market and be sited on the Howdale. It was agreed that Cllrs Reed and Mrs Roberts would investigate this matter further and report back to Full Council in September.

**BCKL&WN** – Flood Sirens in Norfolk. The contractual arrangement to maintain the flood sirens in Norfolk had been extended to July 2008. It was agreed that Cllrs Sampson and Sharp would investigate the Town Council involvement in the future maintenance and use of the current flood sirens.

**1091. Councillor's Questions**

Q: Could a letter be written regarding the recycling centre at Crimplasham, as when the site is closed for the removal of waste the traffic backs onto the main road which not only causes congestion, but is dangerous? (JWD).

A: Yes.

**1092. To Adopt the Standing Committee Minutes**

Development Committee

**Proposed – Cllr Ford**

**Seconded – Cllr Mrs Roberts**

**‘That the minutes of the Development Committee meeting of Tuesday, 5<sup>th</sup> June 2007 (pages 2158-2162) be adopted.’**

**All in favour**

Finance and General Purposes Committee

**Proposed – Cllr Stacey**

**Seconded – Cllr Mrs Sharp**

**‘That the minutes of the Finance and General Purposes Committee meeting of Wednesday, 6<sup>th</sup> June 2007 (pages 2163-2166) be adopted.’**

**All in favour**

**1093. To receive the Clerk’s Report**

The Clerk’s report had been circulated (Appendix 2).

Not on Agenda

Fire Station Site – the final documents were being drawn up and signatories were required.

**Proposed – Cllr Mrs Roberts Seconded – Cllr Reed**

**‘That the signatories for the contract for the purchase of the Fire Station site are The Mayor, Cllr Doyle, Cllr J K Fox and The Clerk.’**

**All in favour**

Office Cleaning and Howdale Community Centre Cleaning – the current contractors had advised that they would no longer be able to do the cleaning for both the office and the Community Centre after Friday 13<sup>th</sup> July, 2007. Quotes were being obtained for new contract cleaners and in order to have new contractors in place as soon as possible the Property Working Party would need the power to engage a new company immediately.

**Proposed – Cllr Fox**

**Seconded – Cllr Mrs Roberts**

**‘That the Property Working Party be given delegated powers to engage a new contract cleaner for the offices and the Community Centre as soon as possible.’**

**All in favour**

**1094. To approve the Payment of Bills**

A list of bills had been circulated (Appendix 3).

The Mayor, Cllr Doyle, Cllr Leach, Cllr Fox, Cllr Mrs Roberts and Cllr Starling had declared a prejudicial interest in this item.

Proposed – Cllr Stacey

Seconded – Cllr Mrs Sharp

**‘That the bills be paid as per the attached list.’**

For – 13 Against – 0

5 (Declared Interests)

**1095. To discuss the upgrading of the area surrounding the War Memorial**

A letter had been forwarded to Anglian Water regarding the survey which highlighted a possible leak. There had been no response to date.

**1096. Report on the Howdale Community Centre**

There was no report for this meeting.

Due to the confidential nature of the report for the Town Hall it was agreed to move this item to the end of the agenda.

**Proposed – The Mayor, Cllr Doyle**

**Seconded – Cllr Groom**

**‘To invoke Standing Order 17, in order to vary the order of business and allow the confidential items to be discussed under confidentiality at the end of the meeting.’**

**All in favour**

**1097. Report on Anglia in Bloom**

The judging for Anglia in Bloom would take place on Thursday 12<sup>th</sup> July, 2007 in the afternoon. Comments were made that some parts of the Town still needed weeding and tidying. It was stated that the BCKL&WN would be having teams of men in Town over the next two days to litter pick, weed and generally tidy the town. It was noted that the banners in the Town Hall Car Park were excellent and very colourful. These would remain up for about another three weeks.

**1098. Recommendation from the Development Committee – ‘That the Terms of Reference as for the Development Committee be adopted and referred to Full Council for ratification’**

**Proposed – Cllr Ford**

**Seconded – Cllr Mrs Roberts**

**‘That the Terms of Reference for the Development Committee be adopted.’**

**All in favour**

It was agreed that all Standing Committees should produce their Terms of Reference and then they would be included in the Standing Orders.\_

**1099. Cllr Starling to report on the Music Festival on the Howdale 21<sup>st</sup> July, 2007**

Cllr Starling reported that everything was organised for the Music Festival. The event would start at 1pm and finish about 8pm. Eight bands would be playing and volunteers had been put on a rota to help with the setting up, marshalling throughout the day and tidying up in the evening.

Cllr Mrs Starling was congratulated for all her hard work in organising the Festival.

**1100. Update on the Water Festival**

The site was now full for charity stalls and catering vans. Aside from the dragon boats there were Newfoundland Dogs and possibly the East Anglia Air Ambulance. There had been some sponsorship from local companies and also a grant from Fenland Arts. Volunteers were still needed for the day and Cllr Blyth had agreed to do a risk assessment of the site.

**1101. To agree amendment to standing order relating to para 5c to read ‘All meetings of the Council the Chairman **may at their discretion and** at a convenient time in the transaction of business, adjourn the meeting so as to allow any members of the public **and those Councillors with a prejudicial interest in items on the agenda** to address the meeting **in relation to the business to be transacted at that meeting.** (Amendments in bold)**

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It was agreed to change the word ‘their’ to ‘his’ (2<sup>nd</sup> line 5<sup>th</sup> word).

**Proposed – Cllr Fox**

**Seconded – Cllr Stacey**

**‘That Standing Order paragraph 5c is amended in order to incorporate the new wording relating to the Model Code of Conduct.’**

**All in favour**  
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**1102. To discuss Sports Issues**

As discussed earlier in the agenda it was agreed that a letter should be forwarded to Cllr E Nockolds with regard to the tennis courts and a multi use games area.

**Proposed – Cllr Ford**

**Seconded – Cllr Blyth**

**‘That a letter is sent to Cllr E Nockolds about the tennis courts at the War Memorial Playing Field and the multi use games area.’**

**All in favour**

**1103. To discuss the future management and maintenance of the Willows**

With the concern that the new housing development would seriously affect the ecology of the Willows Nature Reserve and having been recently informed that the developer would not be asked to provide an independent flora and fauna study, it was agreed that this Council should commission its own study.

**Proposed – Cllr Teverson**

**Seconded - Cllr Mrs Roberts**

**‘That a sum of up to £2500 is spent on a full flora and fauna survey of the Willows Nature Reserve.’**

**All in favour**

The BCKL&WN had asked the Town Council for its input on how best to manage the Willows Nature Reserve in the future. It was agreed that a working party should be set up to investigate the future management of the Willows. Cllrs Groom (Chairman), Sharp, Fox and Sampson agreed to be on the working party.

**Proposed – Cllr Doyle**

**Seconded – Cllr Fox**

**‘That a cross committee working party is formed to investigate the future management of the Willow Nature Reserve.’**

**All in favour**

**Proposed – The Mayor, Cllr Doyle**

**Seconded Cllr Fox**

**‘To invoke Standing Order 17, in order to vary the order of business and allow the confidential items to be discussed under confidentiality at the end of the meeting.’**

**1104. Mayors Announcements**

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- Anglia in Bloom - Thursday 12<sup>th</sup> July
- Music Festival - Saturday 21<sup>st</sup> July
- Twinning Reception - Wednesday 1<sup>st</sup> August
- Water Festival - Sunday 12<sup>th</sup> August
- Awards for Young People - this would take place later this year and publicity would begin soon.

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**1105. To discuss any urgent items as agreed by the Mayor**

It was agreed that a plaque should be presented to Cllr R J R Baker, MBE, who retired at the last election, to commemorate his 32 years of service on the Town Council.

Proposed – The Mayor, Cllr Doyle

**‘To invoke Standing Order 5a, that in the view of the confidential nature of the business about to be transacted, it is advisable in the public interest, that the public and/or the press be temporarily excluded and they are instructed to withdraw.’**

All in favour

Cllr Mrs Hutson, Cllr Legg, Cllr Lovett and Ms Maslin left the Council Chambers at 9.05pm.

**1106. Update on the acquisition of the Town Hall (confidential)**

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See Confidential Report.

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**1107. Human Resources Report (confidential)**

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**Proposed – Cllr Mrs Roberts**

**Seconded – Cllr Groom**

**‘That the Community Development Officer’s salary be increased to spinal point 23, with effect from the 1<sup>st</sup> July, 2007.’**

**For – 17**

**Against – 0**

**Abstention – 1**

The Mayor, Cllr Doyle, closed confidentiality and resumed the meeting.

The Mayor thanked everyone for attending and closed the meeting at 9.28pm.

**Chairman**

**Date**