

DOWNHAM MARKET TOWN COUNCIL MEETING

MINUTES OF MEETING HELD TUESDAY, 10TH JUNE 2008 AT 7.30PM

Present:	The Mayor	Cllr R Leach
	Councillors	W A Clark
		J K Fox
		P E Freeman
		S F Geary
		J Groom
		Mrs S M Nunn
		Mrs G S S Purslow
		Mrs P A Roberts
		C T Sampson
		Mrs P B Sharp
		A D Stacey
		S C Teverson
	County Councillor	Cllr Mrs S E L Hutson
	Norfolk Constabulary	Inspector M Bates
	Town Clerk	Mrs J M Markwell
	Deputy Clerk	Mrs S D Porter
	Press Correspondent	Ms S Hewitt

1282. To receive Members' Apologies for Absence

Apologies had been received from Cllr S W Blyth (ill health), Cllr J W Doyle (ill health), Cllr M G Ford (ill health), Cllr Mrs R J Keates (child's illness), Cllr C Pyatt (Council commitment), Cllr V F Starling (holiday), Borough Cllr J R Legg, Borough Cllr A M Lovett and Borough Cllr Mrs K Mellish.

The apologies were accepted.

Cllr J J Reed did not attend.

1283. Evacuation Procedures

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

1284. To receive members Declarations of Interest

Cllr Fox declared a prejudicial interest in Item 1290, to approve the Payment of Bills.

Adjourn meeting for public participation and reports

The Mayor, Cllr Leach, adjourned the meeting.

Public Participation

There were no members of public and Councillors did not wish to address the meeting at this time.

Police

Inspector Bates reported on crimes over the past three months:

- 8 Handbag/purse thefts.
- 7 Drive offs from petrol stations.
- 8 Drug offences.
- 6 Pedal cycles stolen.
- 1 Burglary to occupied flat.
- 1 Burglary to dwelling.
- 3 Theft of motor vehicles.
- 2 Break-ins Ex-Serviceman's Club.

Various shop windows broken in Town.

Various charity bags stolen from outside residential properties.

The Safer Neighbourhood Team priorities are dealing with antisocial behaviour in Upwell, Methwold, The Priory Centre and The Howdale.

PC Deadman had a heart attack on Saturday, 7th June 2008 and he will therefore not be on duty for a considerable amount of time. PCSO Tracey Millburn will resume duty in Downham Market alongside PCSO Steve Ross.

The next Community Action Group meeting will be held on Monday, 30th June 2008 in the Nordelph Village Hall.

Q: At a recent visit to The Blind Club, a PCSO was handing out information leaflets to the elderly. Could this be done for similar organisations in Downham Market, particularly for Silver Threads? (RL).

A: Yes. Any other organisations would need to write requesting this.

Q: A silver van parks at the exit of the slip road (from Paradise Road to Lynn Road) from around 3.00pm until the early hours of the morning. The slip road has double yellow lines. Could the police deal with this matter? (JKF).

A: Yes.

Q: PC Deadman and Cannon Tyres worked together to eliminate the parking of their vehicles on Church Road. Could PC Deadman be congratulated for his good work on this? (RL).

A: Yes.

Q: Has the police station got hanging baskets? (PAR).

A: No, but this will be looked into.

Q: Could a card be sent from the Council to PC Deadman sending him good wishes? (SMN).

A: Yes.

Inspector Bates left the meeting at 7.42pm.

County Councillor

- The issue regarding the monitoring of on-street parking is on hold at NCC. The plans for this are due to be published by Central Government in July 2008 and a consultation period will be effective until September 2008. Until such time any queries relating to on-street parking should still be referred to the police.
- The pavement in Short Drove is due to be resurfaced.
- The matter regarding railway users, who park in nearby residential streets, is being investigated.
- Clackclose Primary School has been chosen to receive capital funding in 2009. The final decision will be announced by the Cabinet on Monday, 16th June 2008.

Cllr Mrs Nunn wished to minute her congratulations to the Head of Clackclose Primary School for his achievements at the school.

Borough Councillor

There were no Borough Councillors present at the meeting.

The Mayor, Cllr Leach, resumed the meeting.

1285. To approve the Minutes of the Full Council Meeting

Cllr Fox wished to note two amendments in the meeting held on Tuesday, 20th May 2008 in Item 1265, Councillor's Questions, as follows:

2nd Question – JFK should read JKF.

3rd Question – JFK should read JKF.

The minutes of the Town Council meetings held on Tuesday, 13th May 2008 (pages 2436-2445) and Tuesday, 20th May 2008 (pages 2450-2457) were approved and signed as a true and accurate record with the above amendments made.

1286. To receive Correspondence

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

Cllr Fox commented on the email that the Deputy Clerk had sent to Mr Nathan Johnson at the BCKL&WN regarding Cock Drove. Mr Johnson had confirmed that one side was maintained by the BCKL&WN but the other side was unadopted and was not maintained by any authority. The Town Council had, in previous years, cut back the vegetation in this footpath and should consider resuming this.

A short discussion took place and it was agreed that this should fall within the remit of the Planning and Environmental Committee.

Proposed – Cllr Mrs Roberts

Seconded – Cllr Mrs Sharp

‘That the maintenance of Cock Drove is referred to the Planning and Environmental Committee.’

All in favour

1287. Councillor's Questions

Q: Civray Avenue (at the Lynn Road junction) only has one name plate and people travelling into Downham Market cannot see its name until they have driven past. The BCKL&WN has been contacted regarding this matter but have confirmed that they will only accept a written request from the Town Council to order a new one. They will require the size, exact location and correct spelling. Could this be investigated? (CTS).

A: This would be referred to the Planning and Environmental Committee.

Q: The small area in Nelson Avenue/Snape Lane, which is owned by NCC, is completely overgrown. Could NCC reconsider the transfer of the land to the Town Council in order that it may be turned into an allotment area? (ADS).

A: This would be referred to the Planning and Environmental Committee.

Q: People are speeding down the bridleway, Snape Lane, because it still has a 30mph speed limit. Could County Cllr Mrs Hutson review this with NCC again? (PBS).

A: Yes.

Q: When will the decision be published with regard to the Public Enquiry in relation to the planning application at land on the South side of Railway Road? (GSSP).

A: 30th June 2008.

Q: Will the Willows Nature Reserve be tidied up for Downham in Bloom? (GSSP).

A: Yes.

1288. To Adopt the Standing Committee Minutes

Planning and Environmental Committee

Proposed – Cllr Mrs Sharp

Seconded – Cllr Freeman

‘That the minutes of the Planning and Environmental Committee meeting of Wednesday, 14th May 2008 (pages 2446-2449) be adopted.’

All in favour

Development Committee

Proposed – Cllr Mrs Roberts

Seconded – Cllr Teverson

‘That the minutes of the Development Committee meeting of Thursday, 22nd May 2008 (pages 2461-2465) be adopted.’

All in favour

Car Parks and Highways Committee

Proposed – Cllr Fox

Seconded – Cllr Stacey

‘That the minutes of the Car Parks and Highways Committee meeting of Wednesday, 21st May 2008 (pages 2458-2460) be adopted.’

All in favour

1289. To receive the Clerk's Report

A copy of the Statement of Expenditure for the Town Centre Enhancements had been circulated to all Councillors (Appendix 2).

The Clerk requested that any Councillors wishing to attend a First Aid course should contact her by Wednesday, 11th June 2008.

1290. To approve the Payment of Bills

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

Cllr Fox had declared a prejudicial interest in this item.

Proposed – Cllr Mrs Roberts

Seconded – Cllr Teverson

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

For – 12

Against – 0

Abstentions – 1 (Declared Interest)

1291. To receive reports of Working Parties

i) Interim Town Hall Management

This would be discussed under Item 1292, Town Hall Update.

ii) Fire Station

This would be discussed under Item 1293, Update on the construction of the Fire Station Car Park – Report from Cllr Fox.

iii) Local Development Framework

Members for this Working Party had not yet been agreed from each Standing Committee. This would be added to the Committee agendas.

1292. Town Hall Update

i) Terms of Reference Town Hall Management Team

The Terms of Reference for the Town Hall Interim Management Team had been circulated (Appendix 4). A detailed discussion took place and amendments were made to the document. The approved Terms of Reference is attached (Appendix 5).

Proposed – Cllr Sampson

Seconded – Cllr Stacey

‘That this Council adopts the Terms of Reference of the Town Hall Interim Management Committee for the foreseeable future or until such time is necessary.’

All in favour

1293. Update on the construction of the Fire Station Car Park – Report from Cllr Fox

Cllr Fox reported that the construction of the car park was progressing. Recent discussions had taken place with the Heritage Society regarding designs for the Heritage Centre.

1294. Report on the purchase of the Howdale Community Centre – Report from Cllr Pyatt

There was nothing to report to this meeting.

1295. To discuss the following proposal

Proposed - Cllr A D Stacey

Seconded - Cllr J K Fox

‘It is proposed that the Human Resources Sub-Committee should become a full Committee of the Council reporting to Full Council rather than to a Standing Committee. Because of its confidential nature, the Mayor and Deputy Mayor would not be automatic ex-officio members of this Committee and Councillors appointed to the Human Resources Committee would carry out these duties in addition to those of the two Standing Committees on which they serve. Because of the special nature of the Committee, it should not be added to the number of Standing Committees but should be a Special Committee of the Council, appointed annually at the May Annual Meeting. The number of Councillors serving on the Committee would be decided at the Annual Meeting and would not exceed five.’

Cllr Stacey reported that Human Resources was an important commission of this Council and should not remain as a Sub-Committee. In order that Standing Orders would not require any amendments Human Resources should become a Special Committee of the Council, but not a Standing Committee. Members of the Human Resources Committee would be required to attend employment training courses and keep up to date with personnel matters.

Councillors agreed that the Human Resources Committee would need Terms of Reference.

Proposed - Cllr A D Stacey

Seconded - Cllr J K Fox

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All in favour

1296. To discuss CCTV

There was nothing to report to this meeting.

1297. To discuss Code of Practice for Markets

The Mayor, Cllr Leach, read a report from Cllr Doyle in his absence as follows:

The Code of Practice for Markets and Car Boot Sales is a consumer protection issue and the Council is fortunate to have market traders who are long standing businesses that the Council and their customers can trust. However Local Government recently changed the policy on markets so that traders and the market operators were responsible for all goods sold on their markets. Procedures must be put in place to show that the Council is doing all it can to keep counterfeit goods, pornographic material and stolen goods off the markets it operates. Aside from the fact that the Council does not wish to see these practices on its markets, the fines for failing to do so are unlimited.

Norfolk County Council's Trading Standards officers, in conjunction with the police, are rolling out this Code of Practice across Norfolk, as are other County Councils across the country, with the aim to protect consumers, operators and indeed honest traders from nefarious activities.

This Council is fortunate to have savant Councillors who pointed out a grammatical error in the document and although the authors accept that this is the case they point out that because up to a hundred operators have already signed up, it would not be practical for them, at this point, to change the document. With this in mind it would not be wise for the Council to refuse the document because of a misplaced comma as it is imperative that the Code of Practice is in place.

This matter was discussed at the last Finance and General Purposes Committee meeting and the recommendation was that this Council adopts the Code of Practice for Markets and Car Boot Sales forthwith.

The Mayor, Cllr Leach, also wished to note that 'Norfolk Matters', published by NCC, had an article regarding the Code of Practice advising people to refer to the Trading Standards page on the NCC website for further information.

Proposed – Cllr Fox

Seconded – Cllr Mrs Roberts

'That this Council adopts the Code of Practice for Markets and Car Boot Sales forthwith.'

All in favour

1298. To discuss the siting of Taxi Ranks within the Town Centre

Cllr Fox reported that the Deputy Clerk would write to the BCKL&WN Licensing Department, with a copy to NCC, Cllr Mrs Hutson and the four Borough Councillors, advising that the taxi ranks in Bridge Street could not be relocated onto the Town Hall car park and should instead be sited in Priory Road.

1299. To discuss the War Memorial – Cllr Mrs Roberts to report

Cllr Mrs Roberts reported that the Projects Officer was continuing to investigate funding for the war memorial and had found two potential sources; War Memorial Trust Fund - £2,500 and Awards for All - £10,000. Part of the funding requirement was to have a second quotation for

the war memorial design and this was being organised. Anticipating successful bids it was also decided to obtain two quotations to enhance the wall.

Since the last Town Council meeting the Royal British Legion had raised almost £1,000 from coffee mornings and private donations. Mrs Julie Davy held a collection at the funeral of her father, Mr Perce Thomas Stammers, and had raised over £450.00, which was commendable.

1300. To discuss any urgent items as agreed by the Mayor

Ice Rink

The Mayor, Cllr Leach, reported that the Events Coordinator had asked the Finance and General Purposes Committee, at the meeting held on Tuesday, 3rd June 2008, to consider holding an ice rink on the Town Square. The Committee had proposed that the ice rink be held on the Town Square for the Lights Switch-On on Sunday, 30th November 2008 and it was agreed to cancel the Craft and Collectables market.

Since that meeting the BCKL&WN advised that it would only host the ice rink in Downham Market for no less than a period of one month. Additionally, the BCKL&WN had confirmed that the hand rails on the Town Square would need to be removed to site a port-a-cabin and the vehicle access would need adjusting with ramps, all costs of which would need to be borne by the Town Council. The ice rink would also require electricity, water and a broadband connection. The Mayor, Cllr Leach, added that the school choirs had already been booked over the Christmas period and these too would need to be cancelled.

A discussion took place and it was agreed that one month was far too long and would be too disruptive to the Town Centre. Councillors were also not happy to dismantle the handrails or any other fixtures on the Town Square.

It was suggested that the BCKL&WN put the ice rink on The Howdale where electricity and water would be available, no obstacles would be in the way and it could stand for the duration of one month without disruption.

Proposed – Cllr Sampson

Seconded – Cllr Mrs Nunn

‘That this Council suggests to the BCKL&WN that a suitable location for the ice rink for the month of December would be The Howdale.’

For – 11

Against – 1

Abstentions – 1

The Howdale Youth Facilities

The Mayor, Cllr Leach, reported that the Events Coordinator had been involved in discussions with the BCKL&WN, NCC Children’s Services and the Local Action Group regarding youth facilities on The Howdale. The proposal would be to install two new pieces of equipment for the older youths. Ms Jacqui Squires, the BCKL&WN Community Development Officer, would be chairing a public meeting regarding this project in the Town Hall on Tuesday, 24th June 2008 at 6.00pm.

Although the Town Council would not be funding this project, the BCKL&WN would like the press release in the Lynn News and posters supporting this event to include the Town Council's name.

A short discussion took place and Councillors agreed to promote and support the public consultation for the youth facilities. It was noted that the new equipment should not be situated near the younger children's play equipment. Concern was also raised that if younger children were able to climb on the older youth apparatus that they would not be harmed should they fall off, etc.

Proposed – Cllr Groom

Seconded – Cllr Mrs Roberts

‘As this Council has been invited by the funding bodies to add support in visible signage and a press release for youth equipment, that this Council does so.’

For – 11

Against – 0

Abstentions – 2

The Mayor, Cllr Leach, advised that the public meeting would allow attendees to view the proposed equipment and raise any concerns they may have.

1301. Mayors Announcements

- The Projects Officer has reported that EEDA will be issuing £4m for waterways and tourism projects. The Projects Officer will be attending their event on Wednesday, 11th June 2008.
- Downham in Bloom – Thursday, 10th July 2008.
- Fun Day – Bank Holiday Monday, 25th August 2008 at the Downham Market Leisure Centre.
- Fun Day – Friday, 31st October 2008 on the Town Square – one event will include the Mayor in stocks with wet sponges being thrown, and providing health and safety allows there will be conker fights, apple bobbing, etc.

Proposed – The Mayor Cllr Leach

Seconded – Cllr Mrs Roberts

‘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 and Ms Hewitt left the Council chambers at 8.58pm.

1302. Human Resources report (Confidential Item)

See Confidential Report.

The Clerk and Deputy Clerk left the meeting room at 8.58pm.

Proposed – Cllr Mrs Roberts

Seconded – Cllr Groom

‘That the Clerk receives a salary increase from spinal point 38 to 39, to be backdated to 1st April 2008.’

For – 11

Against – 0

Abstentions – 2

Proposed – Cllr Mrs Roberts

Seconded – Cllr Groom

‘That the Deputy Clerk receives a salary increase from spinal point 29 to 30, to be backdated to 1st April 2008.’

For – 11

Against – 0

Abstentions – 2

Proposed – Cllr Mrs Roberts

Seconded – Cllr Groom

‘That the Town Clerk completes the Deputy Clerk’s appraisal within the next 4 weeks.’

All in favour

The Clerk and Deputy Clerk returned to the meeting room at 9.12pm.

Proposed – Cllr Mrs Roberts

Seconded – Cllr Sampson

‘That this Council has a policy to offer childcare vouchers to any employee that wishes to take advantage of them.’

All in favour

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

The Mayor thanked everyone for attending and closed the meeting at 9.16pm.

Chairman

Date