

## DOWNHAM MARKET TOWN COUNCIL

### MINUTES OF TOWN COUNCIL MEETING HELD

**Tuesday 15<sup>th</sup> March 2022 at 7.00pm at the Town Hall**

	<p><b>Present</b></p> <p>Chair – Cllr Pegg</p> <p>Cllrs Daymond, Doyle, Jordan, Lawson, Leach, Lewis, Pyatt and Sharman</p> <p>Borough Cllr Ratcliffe</p> <p>County Cllr White</p> <p>Acting Town Clerk - Graham Spark</p> <p>Senior Administrator – Claire Dornan</p> <p>28 Members of the Public were present</p>	ACTION
<b>Number</b>	<b>Item</b>	<b>Action</b>
165.21/2	<p><b>To receive Members’ Apologies for Absence</b></p> <p>Cllr Moyses – Covid Positive</p> <p>Borough Cllr Bullen – Watching on Live Stream</p> <p>Borough Cllr Patel - Working</p>	
166.21/2	<p><b>To receive Members’ Declarations of Interest</b></p> <p>Cllrs Leach, Lewis and Jordan declared an interest in item 172.1.21/2 To discuss and agree market requirements, Market Licence Renewal.</p> <p>Cllrs Lewis and Jordan declared an interest in item 183.1.21/2 Payment of Bills.</p>	
	<p>Cllr Doyle asked Council to stand in solidarity with the people of Ukraine. Council stood in silence for a minute.</p>	

167.21/2	<p><b>Public Participation, written reports and written questions</b></p> <p>County Cllr White had not provided a written report to Council however gave a verbal report which included confirming all footpaths and bridleways had now been cut. That he is using his allowance to replace the surface on Bennett Street between the Traffic Lights and Diamond House, and creating a disability crossing by the Old Post Office on Lynn Road.</p> <p>Cllr White asked that signage be considered for Defib locations in Downham Market.</p> <p>Cllr Sharman asked for an update on King’s Walk where work had been promised but not completed. Cllr White asked for the details to be forwarded to him.</p> <p>A member of the public asked about the parking opposite Heygate Mill by Fairfield Road. Cllr White replied that a Traffic Regulation Order was in progress and double yellow lines are to be applied to the area. He promised to chase this.</p> <p>Cllr Bullen had submitted a report which had been forwarded to Council and is to be placed on the Council’s website on 16 March 2022.</p> <p>Cllr Ratcliffe had submitted a report after the office had been closed however the Senior Administrator confirmed that it would be circulated and placed on the website on 16 March 2022.</p> <p>Cllr Ratcliffe provided details of the Healthwatch meeting on 25 March 2022 between 10:30 – 12:30pm.</p> <p>2 Public Questions:</p> <p>Question 1 -</p> <p>Further to the dismissive comment at a recent Town Council meeting regarding the Sixth Form Centre, I ask: Given the cultural, historical, educational and physical importance and prominence of the Ryston Sixth Form Centre, what is the Town Council doing to support the young people of the community, their parents and carers at this difficult time and what plans</p>	<p>Cllr Sharman</p> <p>Senior Admin.</p>
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	<p>does the Town Council have to safeguard this valuable Community asset for the future?</p> <p>Question 2 –</p> <p>The current chairman of Downham Market Town Council is a member of the Joint Burial Board This Board is given approximately 3 % of the budget every year by the Council some £14.000</p> <p>Despite numerous requests from former members of the Council, including the former clerk the Board has</p> <ol style="list-style-type: none"> <li>1.) Failed to account for its expenditure and ignored all requests for information</li> <li>2.) Failed to explain to Downham residents via the council how it spends over £14.000 of precept payers' money</li> <li>3.) Failed to share its ground water reports with the council and reassure the council that it is not contaminating the water table in Downham Market</li> <li>4.) There is no explanation of expenditure on the web site and no explanation of how members of the Board, a precept raising authority are elected to serve the residents of Downham</li> </ol> <p>Can the chairman, who states he believes in good governance therefore undertake</p> <ol style="list-style-type: none"> <li>a) A full explanation in council as to how the money the council gives the Burial Board is spent</li> <li>b) A reassurance that there is a current and full ground water report available and that it will be published</li> <li>c.) Undertake that the Burial board management board will Publish the criteria by which any future vacancy on the Joint Burial Board will be filled.</li> </ol> <p>Both of these questions will receive a written reply.</p>	<p>Senior Admin.</p>
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168.21/2	<p><b>To approve the minutes of:</b></p> <p>Extraordinary Meeting of Full Council meeting of 23 February 2022</p> <p><b>Proposer: Cllr Pyatt                      Seconder: Cllr Lewis</b></p> <p><b>‘To approve the minutes of the Full Council meeting on 23 February 2022’</b></p> <p><b>All In Favour</b></p>	
169.21/2	<p><b>Councillors Questions</b></p> <p>Cllr Daymond asked a question about the previous Town Clerk’s contract obligations. This could not be answered in a Public Forum as it was a Human Resources matter.</p>	
170.21/22	<p><b>To provide an update on St Winnold’s Event</b></p> <p>The Senior Administrator gave an overview of the plans in place for Friday 25 March 2022 commenting that she was very pleased that both Nelson and Hillcrest School were bringing their Year 4 children which meant 148 children were expected to be in the parade.</p> <p>Cllr Pegg asked that it be recorded that the Council gave the Council staff a vote of thanks for their hard work in arranging the event at short notice.</p>	
171.21/2	<p><b>To agree the following events and their budget requirements:</b></p> <p>171.1.21/2 Easter Family Day – 02 April 2022</p> <p><b>Proposer: Cllr Lawson                      Seconder: Cllr Leach</b></p> <p><b>‘To approve the Easter Family Fun Day on 02 April 2022 with a budget of £150.’</b></p> <p><b>All In Favour</b></p>	

	<p>171.2.21/2 Craft Fairs – Multiple Dates</p> <p><b>Proposer: Cllr Doyle                      Seconder: Cllr Lawson</b></p> <p><b>‘To approve the proposed 4 Craft Fairs accepting that no budget was requested.’</b></p> <p><b>All In Favour</b></p> <p>171.3.21/2 St Georges Family Disco – 23 April 2022</p> <p><b>Proposer: Cllr Lewis                      Seconder: Cllr Lawson</b></p> <p><b>‘To approve the St Georges Family Disco on 23 April 2022 with a budget of £600.’</b></p> <p><b>All In Favour</b></p> <p>171.4.21/2 Beacon Lighting – 02 June 2022</p> <p><b>Cllr Lewis declared an interest</b></p> <p><b>Proposer: Cllr Doyle                      Seconder: Cllr Pyatt</b></p> <p><b>‘To approve the Beacon Lighting Event on 02 June 2022 with a budget of £1,175 plus VAT.’</b></p> <p><b>8 In Favour</b></p> <p><b>Cllr Lewis unable to vote due to declaration</b></p> <p>171.5.21/2 Jubilee Family Day Party – 05 June 2022</p> <p><b>Proposer: Cllr Lawson                      Seconder: Cllr Jordan</b></p> <p><b>‘To approve the Jubilee Family Day Party on 05 June 2022 and Town Hall /Clock Uplighting on 02 – 05 June 2022 with a budget of £2,036.25 VAT.’</b></p> <p><b>All In Favour</b></p>	
172.21/2	<p><b>To discuss and agree market requirements</b></p> <p>172.1.21/2 Market Licence renewal due March 2022</p>	

	<p><b>Proposer: Cllr Lawson                      Seconder: Cllr Pegg</b></p> <p><b>‘To approve the renewal of all Market Licences issued before December 2021. To agree to an amendment of the existing licence in the section relating to payments so that payments are due by 10<sup>th</sup> of the month in the month issued ie April 2022 rent to be due by 10.04.2022. To also provide a letter, acknowledging that the traders have asked for a full review of the existing Market Licence’</b></p> <p><b>7 In Favour</b></p> <p>Cllrs Leach and Lewis has already declared an interest and did not vote</p> <p>172.2.21/2 Purchase of Street Furniture</p> <p><b>Proposer: Cllr Pyatt                      Seconder: Cllr Daymond</b></p> <p><b>‘To approve the purchase of 1 aluminium bistro set; 1 table and 4 chairs; at a cost of £145 plus VAT for use on the market and at events.’</b></p> <p><b>All In Favour</b></p>	
173.21/2	<p><b>To discuss and agree recruitment as per recommendations from the HR Committee:</b></p> <p>173.1.21/2 Town Clerk 173.2.21/2 Maintenance Officer</p> <p>Cllr Pegg suggested that this item be moved to confidentiality at the end of the meeting.</p> <p><b>Proposer: Cllr Doyle                      Seconder: Cllr Leach</b></p> <p><b>‘To move item 173.21/2 after item 183.21/2 on the agenda to allow discussions within confidentiality.’</b></p> <p><b>All In Favour</b></p>	
174.21/22	<p><b>To discuss and approve Grant Requests received from:</b></p> <p>174.1.21/2 Howdale Community Association Management Committee</p>	

	<p><b>Proposer: Cllr Sharman                      Seconder: Cllr Pyatt</b></p> <p><b>‘To provide a grant on £5,000 to Howdale Community Association.’</b></p> <p><b>All In Favour</b></p> <p>174.2.21/2 Downham Market Christmas Lights Limited</p> <p><b>Proposer: Cllr Lawson                      Seconder: Cllr Pyatt</b></p> <p><b>‘To provide a grant on £2,000 to Downham Market Christmas Lights Limited.’</b></p> <p><b>All In Favour</b></p> <p>174.3.21/2 Singers Inspired</p> <p><b>Proposer: Cllr Lawson                      Seconder: Cllr Daymond</b></p> <p><b>‘To provide a grant on £750 to Singers Inspired.’</b></p> <p><b>All In Favour</b></p>	
175.21/2	<p><b>To discuss and approve a request from the Howdale Community Association for payment of the Skate Park repair which occurred in 2020/2021 now that ownership has been confirmed as Downham Market Town Council</b></p> <p><b>Proposer: Cllr Daymond                      Seconder: Cllr Sharman</b></p> <p><b>‘To approve the payment of £6910 to Howdale Community Association.’</b></p> <p><b>All In Favour</b></p>	
176.21/2	<p><b>To discuss and approve the potential need for bollards in the Town Hall Car Park Loading Bay</b></p> <p><b>Proposer: Cllr Doyle                      Seconder: Cllr Jordan</b></p> <p><b>‘To defer this matter to the proposed Property, Car Park and Environment Committee for further consideration.’</b></p> <p><b>8 In Favour</b></p>	

	<b>1 Against – Cllr Leach</b>	
177.21/2	<p><b>To discuss the Mask Initiative and agree actions required</b></p> <p><b>Proposer: Cllr Lawson                      Seconder: Cllr Doyle</b></p> <p><b>‘To agree that the surplus mask making funds and a match fund of £1,000 be split between Downham Dementia Association and The Eternity Church Food Bank with each receiving £1,239.19.’</b></p> <p><b>All In Favour</b></p>	
178.21/2	<p><b>To agree payment of Bills</b></p> <p><b>Proposer: Cllr Pyatt                      Seconder: Cllr Lewis</b></p> <p><b>‘To agree the payment of bill as presented 592 – 670.’</b></p> <p><b>8 In Favour</b></p> <p><b>1 Abstention – Cllr Lawson</b></p>	
179.21/2	<p><b>To rescind the existing Strategy Groups and discuss and agree new Committees and membership</b></p> <p><b>Proposer: Cllr Pyatt                      Seconder: Cllr Lawson</b></p> <p><b>‘To rescind all Downham Market Town Council Strategy Groups.’</b></p> <p><b>All In Favour</b></p> <p>179.1.21/2 Neighbourhood Plan Committee</p> <p><b>Proposer: Cllr Leach                      Seconder: Cllr Lawson</b></p> <p><b>‘To form a Neighbourhood Plan Committee with the membership being Cllrs Doyle, Lawson and Leach.’</b></p> <p><b>All In Favour</b></p>	



	<p>179.2.21/2 Town Hall and Events Committee</p> <p><b>Proposer: Cllr Lewis                      Seconder: Cllr Daymond</b></p> <p><b>‘To form a Town Hall and Events Committee with the membership being Cllrs Moyses, Lewis, Pegg, Daymond and Sharman.’</b></p> <p><b>All In Favour</b></p> <p>179.3.21/2 Planning Committee</p> <p><b>Proposer: Cllr Lawson                      Seconder: Cllr Leach</b></p> <p><b>‘To form a Planning Committee with the membership being Cllrs Lewis, Leach, Lawson, Daymond and Jordan.’</b></p> <p><b>All In Favour</b></p> <p>179.4.21/2 Property, Car Park and Environment Committee</p> <p><b>Proposer: Cllr Doyle                      Seconder: Cllr Pegg</b></p> <p><b>‘To form a Property, Car Park and Environment Committee with the membership being Cllrs Moyses, Doyle, Pegg, Jordan and Pyatt.’</b></p> <p><b>All In Favour</b></p> <p>It was confirmed that the Market will be discussed under Property, Car Park and Environment Committee and Cllr Moyses will be unable to vote on any market matters.</p> <p>Cllr Pegg reminded Cllrs that Finance and General Purposes Committee and Human Resources Committee remain as previously agreed</p>	
180.21/2	<p><b>To submit items for next agenda</b></p> <p>There were no items suggested.</p>	

181.21/2	<p><b>To discuss and agree the schedule and process of Full Council Meetings For 2022</b></p> <p><b>Proposer: Cllr Pegg                      Seconder: Cllr Lawson</b></p> <p><b>‘To agree the proposed Full Council Schedule in 2022 as presented.’</b></p> <p><b>All In Favour</b></p> <p><b>Proposer: Cllr Doyle                      Seconder: Cllr Sharman</b></p> <p><b>‘To agree to Live Stream the remaining 2022 Full Council Meetings, the Annual Town Meeting in April 2022 and the Budget Meeting in December 2022.’</b></p> <p><b>All In Favour</b></p>	
182.21/2	<p><b>To discuss and agree the schedule for Councillor Surgeries for 2022</b></p> <p><b>Proposer: Cllr Sharman                      Seconder: Cllr Daymond</b></p> <p><b>‘To agree the proposed Councillor Surgery Schedule for 2022, as presented.’</b></p> <p><b>All In Favour</b></p> <p>It was confirmed Cllr Daymond would organise the Cllr rota for attendance on the dates agreed.</p>	Cllr Daymond
	<p><b>Confidential Items To consider a resolution (under the Public Bodies Admission to Meetings Act 1960) to exclude members of the public and press.</b></p> <p><b>Proposed Cllr Lawson                      Seconded Cllr Lewis</b></p> <p><b>‘That the Press and Public be excluded from this section of the meeting, as per Standing Order 3D, due to the confidentiality of the matter being discussed as it relates to commercially sensitive information and staff recruitment discussions’</b></p> <p><b>All In Favour</b></p> <p>The Council went into confidentially at 8:09pm.</p>	

	<p>The Council discussed the current Town Maintenance Contract.</p> <p>The Council discussed Allotment land availability.</p> <p>The Acting Town Clerk and the Senior Administrator were asked to leave the room whilst the Council discussed the recruitment of staff.</p> <p>The Council came out of confidentiality at 8:54pm.</p>	
183.21/2	<p>To discuss and approve actions to be taken in regard to the Town Maintenance Contract</p> <p><b>Proposed Cllr Pyatt                      Seconded Cllr Doyle</b></p> <p><b>‘That four months’ notice be given to the current Town Maintenance Contractor.’</b></p> <p><b>7 In Favour</b></p> <p>Cllrs Jordan and Lewis had declared an interest in this item and did not vote</p>	
183.2.21/2	<p>183.2.21/2 To discuss Allotment Provision</p> <p>There was no proposal made.</p>	
183.3.21/2	<p>183.3.21/2 To discuss and agree request from Paradise Garage</p> <p><b>Proposed Cllr Doyle                      Seconded Cllr Pegg</b></p> <p><b>‘That the Council review the lease uplift agreed in December 2021 / January 2022.’</b></p> <p><b>All In Favour</b></p> <p><b>Proposed Cllr Doyle                      Seconded Cllr Leach</b></p> <p><b>‘That the Council agree to the redecoration of the exterior of the building as proposed, the addition of 2 Electric Charging Points on the land and the upgrade of the roof as proposed. There is no proposed Council contribution agreed however it is agreed that the improvement works will not result in an increased lease agreement based on value increase due to improvement works completed by Paradise Garage.’</b></p>	

	<b>All In Favour</b>	
173.21/2	<p><b>To discuss and agree recruitment as per recommendations from the HR Committee:</b></p> <p>173.2.21/2 Maintenance Officer</p> <p><b>Proposed Cllr Lawson                      Seconded Cllr Sharman</b></p> <p><b>‘That the Human Resources Committee recommend to the Full Council, that the attached Job Description and Remuneration Package be advertised externally to start the recruitment process for one Maintenance Officer.’</b></p> <p><b>All In Favour</b></p> <p>173.1.21/2 Town Clerk</p> <p><b>Proposed Cllr Sharman                      Seconded Cllr Jordan</b></p> <p><b>‘That the Human Resources Committee recommend to Full Council, that the recruitment process of the new Town Clerk be made by internal advertisement only.’</b></p> <p><b>All In Favour</b></p> <p>The HR Committee will write to every member of staff providing the job description and an application form giving them a deadline of 7 days to complete and submit the application with interviews the following week for those who have applied.</p>	
	<b>Meeting closed: 8:59pm</b>	
	<b>SIGNED</b>	
	<b>DATE</b>	