

DOWNHAM MARKET TOWN COUNCIL

MINUTES OF TOWN COUNCIL MEETING HELD

Tuesday 26th October 2021 at 7.00pm at the Jubilee Community Centre

	<p>Present Mayor – Cllr Groom Deputy Mayor- Cllr Westrop Cllrs Daymond, Doyle, Gomes-Da Costa, Hendry, Hepworth, Jordan, Lewis, Lawson, Moyses, Pickering, Pyatt, Ratcliffe, Sharman, Woodmin,</p> <p>Molyneux-Hetherington from item 110.</p> <p>C/Cllr Tony White</p> <p>Town Clerk – Elaine Oliver Assistant to the Clerk - Graham Spark</p> <p>Members of the public outside with live broadcasting and live streaming to YouTube</p>	ACTION
Number	Item	Action
105.21/2	<p>To receive Members’ Apologies for Absence Cllr Hayes – work Cllr Willow Woodmin– personal Cllr Molyneux-Hetherington – who would be arriving a little late B/Cllr Patel Cllr Lawson stated a personal reason was not acceptable. No comments were made by anyone else. He was reminded that he must quote the relevant Standing Order to raise a point of order. Apologies were accepted.</p>	
106.21/2	<p>To receive Members’ Declarations of Interest There were no declarations of interest apart from the standing declaration from Cllr Hepworth who is an employee of Hawkins Ryan. The Mayor declared an interest as she is included in item 117.21/2 Bills for Payment.</p>	
	<p>Adjourn the meeting for public participation and consideration of written reports and written questions.</p>	

	<p>Public Participation</p> <p>County Councillor report and questions - Cllr Tony White Cllr White said he has replied to all the matters forwarded to him, and if there are any further questions, these will need to be emailed to him, or give him a call.</p> <p>The Mayor raised the new bus stops in Trafalgar Road – Cllr White confirmed that the work on these is ongoing. Cllr Doyle added that two of the poles are situated directly outside residents’ windows and he has received a request that they be moved a metre or so they are not so obtrusive. Cllr White confirmed that Highways has placed them where they see fit, and if residents wish to appeal against that decision, they need to do so through the Town Council.</p> <p>The Mayor asked if anything could be done about improving traffic management in Paradise Rd. Cllr White highlighted an optical illusion created by the yellow lines, saying that there is room for drivers to give way to one another. Cllr Westrop mentioned that the buses prompt car drivers to mount the pavement and she has received a number of concerns from pedestrians about the safety of this. She and the Mayor suggested that a give way ‘gate’ arrangement be considered.</p> <p>Cllr Westrop asked Cllr White if he would work with the TC on joint projects using Parish Partnership money and his allowance? Cllr White confirmed he has spent his allowance on clearing footpaths, and has yet to decide on the residual but is working with Highways.</p> <p>Borough Councillors reports and questions – Cllr Ratcliffe confirmed that she had submitted her BC report prior to the meeting and highlighted funds available through the Borough Council to enable businesses to invest and grow following the COVID period.</p> <p>Public questions The Mayor reminded Cllrs and the public, that allowing questions from the public is a gift not a right. The Council does not have to allow them. Cllr Groom read a statement out about the procedure of asking and answering questions. She added that personally and through the reception emails Cllrs been in receipt of some discourteous and bullying emails. She</p>	
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	<p>reminded everyone that Cllrs do not need to receive emails that are aggressive, bullying and rude when they work for the benefit of the community.</p> <p>The Mayor continued with questions which had been received in writing prior to the meeting, but stated that any inappropriate, HR related questions would not be answered.</p> <p>There were 4 questions.</p> <p>The Mayor said that 1 question had received a reply privately as his question is a matter for HR and therefore not appropriate for public consultation.</p> <p>Cllr Daymond asked for clarification of the deadline for public questions and it was confirmed that this is midday on the day prior to the meeting. The Clerk agreed to notate future agendas accordingly.</p> <p>Cllr Daymond asked why he has no access to the Council Chamber to carry out his work as a Cllr. He quoted an instance where he was required to sit in the lobby area overseen by the Clerk or the Mayor with a member of the public in attendance. He added that he was bombarded with questions when studying the sensitive and complex paperwork. He said he found this offensive when there is a private chamber in which he could have worked. The Mayor advised Cllrs that the chamber is currently being used as workspace and risk assessments must be adhered to.</p> <p>Cllr Daymond also asked why he and his fellow Cllrs are denied access to somewhere to meet and talk to the population of Downham Market? The Mayor referred to a later item which might give Cllr Daymond the answer to that question.</p> <p>RESUME MEETING</p>	
107.21/2	<p>Mayors Announcements</p> <p>The Mayor reminded Cllrs that declarations of interest must be declared particularly if you are involved in a particular agenda item.</p> <p>The Mayor reported that the Clerk and Mayor met with the Academy to discuss their project to create an art trail for</p>	

	<p>Downham Market which reflects the voice of young people in the town. She expressed her excitement with this project.</p> <p>The Mayor met with the Borough Officer for Tourism who is very enthusiastic about promoting the town. He is encouraging businesses to advertise in a book about the town and looked at accommodation available in town which is more varied than originally thought.</p> <p>The Mayor reported she had attended a Trafalgar Day supper at Kings Lynn Town Hall and it had been a very pleasant evening.</p>	
108.21/2	<p>To approve the minutes of the Full Council meeting 5th October 2021:</p> <p>The Clerk highlighted two amendments: Cllr Bullen's name appeared in both attendees and apologies. Cllr Gomes-da Costa gave his apologies but it wasn't noted.</p> <p>Cllr Daymond requested a named vote on this item.</p> <p>Cllr Lawson stated these contained a number of errors. An offer was made to provide the information by email. He felt they could not be agreed as presented.</p> <p>The Mayor reminded Cllrs that the minutes only need to be a record of decisions taken.</p> <p>Proposer: Cllr Hendry Second: Cllr Westrop For: Cllrs Ratcliffe, Hepworth, Hendry, Woodmin, Groom, Westrop Against: Cllrs Lawson, Moyses, Daymond, Jordan, Pyatt, Lewis Abstained: Cllrs Gomes-da Costa, Doyle, Pickering (not present at the meeting), Sharman</p>	
109.21/2	<p>Matters Arising</p> <p>Cllr Lawson asked for a number of points to be put on the agenda for discussion but had received a letter in response. He raised an issue regarding a defamation matter and a letter on the website, quoting reference numbers, he offered to email for clarity.</p>	
110.21/22	<p>To discuss potential projects for 110.1/21/2 Parish Partnership Grant</p>	

	<p>The Mayor explained that this was based on 50:50 funding and needed to work with Cllr White. The deadline for this fund is 21/11/21 Cllr White said he was awaiting a reply from the TC on bicycle racks, footpaths etc.</p> <p>110.2/21/2 Road Safety Community Fund The Mayor said there is a lot of funding available and asked for a working party to look at this perhaps developing a circular cycle route. She invited any Cllrs who are interested to come forward and Cllrs Pyatt, Hendry and Groom volunteered.</p> <p>Cllr Pyatt explained that a joint Council Road Safety Group used to meet and funds would be available from that. It hadn't been used as there were no specific projects underway.</p> <p>The Clerk advised that it wasn't in the budget however the outstanding value is to be checked in the restricted reserves.</p> <p>Cllr Lawson gave further clarification and the minutes of previous Road Safety Meetings need to be checked to clarify the position.</p> <p><i>Cllr Molyneux-Hetherington joined the meeting at this point.</i></p>	Working party for cycle routes to be formed
111.21/2	<p>To receive an update on planned events Cllr Westrop gave the following updates:</p> <ul style="list-style-type: none"> • Halloween – this is happening on the Town Square on Friday 10am – 2pm with a number of attractions • Remembrance – there is a joint committee dealing with issues around Remembrance so not now on the Action Downham agenda. Pause and Reflect on 11th November and the parade to the war memorial on Sunday 14th November and Cllrs are asked to assemble at 2pm for the parade and the church service afterwards. • Christmas Lights switch on – 28th November 2021 with it is hoped a full complement of stalls on both the Market and Town Squares and to close High Street south, all subject of course to COVID constraints. Cllrs/public should be aware that several local Christmas related events have been cancelled because of COVID related precautions. This Council wishes to go ahead with the celebrations and fingers crossed we don't have to go down that route. <p>Cllr Daymond raised a question about VAT on stall prices, he will email in his query.</p>	

	<ul style="list-style-type: none"> • Christmas late night shopping – The first 3 Thursdays in December proposed that shops open until 7pm and we are hoping to provide a market if traders wish to attend. Thursday evening stalls will be free of charge as long as the traders are on the market on the Fri/Sat. • Community Cinema – The Mayor and Deputy Mayor have been in preliminary conversation with a group of people who wish to re-establish a community cinema in town and the TC has been offered the gift of new, state of the art equipment to restart the cinema and provides the opportunity for outside film events. Discussions are due to take place in the new year with the aim of restarting in March next year. The Clerk confirmed that the equipment would become an asset of the Council. 	
112.21/2	<p>To receive an update from the Town Team and the Chamber event– Cllr Groom</p> <p>Cllr Groom said it was very pleasing that there a group of businesses working together to promote the town. There is a breakfast meeting tomorrow organised by the Norfolk Chamber of Commerce and 40 people have signed up for this.</p> <p>Cllr Pyatt highlighted some bad feeling amongst a few retailers who had been missed in the publicity for the event. The Mayor explained that she, the Town Team and the Chamber of Commerce had tried to contact all the high street businesses. Cllr Pyatt commented that if all Cllrs has been involved they could have helped with the invitations.</p>	
113.21/2	<p>To receive an update on mediation process</p> <p>The Mayor reminded Cllrs that this had been raised at the previous meeting and this meeting needs take a vote on the issue.</p> <p>The Mayor confirmed that the Council is not working well as a team and mediation could be a way forward.</p> <p>Cllr Lawson said that approximate costings need to be investigated, and Finance Committee would then need to identify a source of funding within the budget, before Cllrs can take a vote on whether they wish to spend that money.</p> <p>Cllr Hepworth recommended defining the scope/purpose and clarifying who are the participants to the mediation. She added</p>	

	<p>that it is important to obtain their agreement to mediation as this is a voluntary process, it cannot be forced. Only then can costings be obtained.</p> <p>Cllrs Hepworth, Gomes-da Costa, Hendry, Groom, and Daymond volunteered to form a working party to focus on these issues and report back at the next meeting.</p>	
114.21/22	<p>To discuss holding weekly public meetings</p> <p>The Mayor said she is hosting a coffee morning on 5th November 2021 at the Heritage Centre but it has also been proposed to reintroduce Cllr Surgeries. Initially these would be held 10am – midday on the Town Square under a gazebo. She proposed a trial on 6th November involving herself and 2 Cllrs. After this if it goes well surgeries can become much more regular. She asked Cllrs to contact the Clerk to volunteer to attend.</p> <p>Cllr Daymond suggested that the surgeries should be held on the market square, probably every two weeks, alternating Fridays and Saturdays.</p> <p>Cllr Pyatt agreed two weekly would be sufficient and was assured that questions would be answered as in the past – there would some which could be dealt with on the spot, and any others would be responded to afterwards. The Mayor agreed that appropriate records would need to be kept.</p> <p>Cllrs Pyatt volunteered to take part.</p>	
115.21/2	<p>To receive a Neighbourhood Plan consultation update</p> <p>The Mayor thanked the Cllrs and members of the Neighbourhood Plan Strategy Group who were present at the consultation.</p> <p>Cllr Hendry updated Cllrs on the process and said c200 people attended the consultation. She thanked all involved including the consultant and commended the way they dealt with some antagonistic visitors.</p> <p>She said she was grateful for the security guards who were present as there had been a stream of people who aggressively raised issues related to the market.</p>	
116.21/22	<p>To receive and agree the recommendation of the Market Appeal panel on revocation of licenses</p> <p><i>Cllr Moyses left the meeting at this point.</i></p>	

	<p>Cllr Westrop read the outcome of the appeal</p> <p>Cllr Westrop indicated that in order to resume their place on the market the two license holders should contact the Clerk by email to advise which days they wish to trade.</p> <p>Cllr Westrop asked Cllrs to indicate whether they wished to accept the advisory decision of the appeal panel.</p> <p>Cllr Lawson requested a named vote.</p> <p>Proposed: Cllr Westrop Seconded: Cllr Groom ‘To accept the recommendation from the appeal panel to allow the appeal and reinstate the two license holders. The stallholders to advise the Clerk by email of their intention to trade and on which</p> <p>In favour: Cllrs Doyle Hepworth, Sharman, Ratcliffe, Molyneux-Hetherington, Lawson, Lewis, Jordan, Pickering, Pyatt, Daymond, Gomes-Da Costa, Westrop, Groom Abstained: Cllrs Hendry & J Woodmin</p> <p><i>Cllr Moyses re-joined the meeting.</i></p>	
117.21/2	<p>To agree payment of Bills as attached</p> <p>Some Cllrs reported that they had not received the attachments with the agenda. Cllr Molyneux-Hetherington suggested that as they had evidently been sent to all Cllrs, it would be worth checking if there is a problem with Cllrs own technology. The Clerk agreed to check with the IT provider if there is a problem in the email system.</p> <p>Cllr Lawson questioned two vouchers 349 and 364 both for HR services. The Clerk confirmed that one relates to the monthly contract fee and the other for a consultation at Occupational Health.</p> <p>The Clerk read through the bills</p> <p>Proposed Cllr Hepworth Seconded Cllr Pickering ‘That the bills be paid as circulated’. Agreed</p>	

118.21/2	<p>To receive minutes of Committees and Strategy Groups</p> <p>Town Hall SG – 8 September 2021 5</p> <p>Neighbourhood Plan SG 22 July 2021, 5 August 2021, 19 August 2021, 02 September 2021, 09 September 2021, 17 September 2021, 23 September 2021 & 29 September 2021</p> <p>Action Downham SG 6 April 2021, 16 September 2021</p> <p>Environment Committee 11 August 2020 plus Terms of Reference and Statement of Purpose</p> <p><u>This item was carried forward to the next meeting</u></p>	
119.21/2	<p>To submit items for next agenda</p> <p><i>Cllr Moyses left the meeting.</i></p> <p>To discuss the recommendations of the appeal panel – Cllr Westrop said that these would need to be reviewed by the Market Strategy Group looking at the document in its entirety and then be discussed at Full Council.</p> <p>Cllr Sharman asked for a review of how the decision to revoke the licenses was reached.</p> <p>Cllr Westrop said that the appeal panel had not focussed on the workings of the Market Strategy Group, only on the incidents at the September Full Council meeting.</p> <p>Councillors questions as a standing agenda item. Cllr Hendry reminded Cllrs that this had been discussed a few meetings ago and the decision could not be revisited within 6 months</p>	
120.21/22	<p>To agree the date of next meeting</p> <p>7th December 2021 Finance Committee to consider the Budget</p> <p>With all budget requirements sent through to the Clerk two weeks in advance.</p>	
121.21/2	<p>Confidential Items To consider a resolution (under the Public Bodies Admission to Meetings Act 1960) to exclude members of the public and press.</p> <p>121.1 Update on lease</p> <p>Cllr Pyatt left the meeting</p>	

	<p>After a long debate with the potential tenants and members of the Council</p> <p>During this discussion the Mayor reminded the meeting it was over running and it time would need to be extended however a vote under standing orders to extend the meeting past 9pm did not take place.</p> <p>Cllrs Jordan, Lawson, Moyses, Sharman and Doyle left the meeting</p> <p>The meeting was informed that it was still quorate and did they wish to proceed, the meeting agreed to proceed. The meeting proceeded.</p> <p>It was proposed by Cllr Molyneaux Hetherington seconded by Cllr Westrop</p> <p>“To accept the terms of reference for the lease with a mutual break subject to survey or assessment by our surveyor in writing confirming the rent is reasonable”</p> <p>In Favour – Cllrs Gomes-Da Costa, Groom, Hendry, Hepworth, Lewis, Pickering, Ratcliffe, Westrop and J Woodmin.</p> <p>Against – Cllr Daymond</p>	
	<p>The meeting closed at</p>	
	<p>Signed</p>	