

DOWNHAM MARKET TOWN COUNCIL
MINUTES OF ANNUAL TOWN COUNCIL MEETING HELD
Tuesday 17th May 2022 at 7.00pm at the Town Hall

	<p>Present</p> <p>Cllrs Buxton, Daymond, Hobbs, Incorvaia, Jordan, Lawson, Leach, Leivers, Lewis, Moyses, B Moyses, Pennington, T Pennington, Pyatt, Sharman and Wiles (16)</p> <p>Borough Cllrs Ratcliffe & Tyler</p> <p>County Cllr White</p> <p>Town Clerk - Graham Spark</p> <p>Senior Administrator – Claire Dornan</p> <p>10 Members of the Public were present</p>	ACTION
Number	Item	Action
	<p>The meeting was opened by the Town Clerk in the absence of Cllr Pegg with the agreement of Council.</p> <p>The Town Clerk read Cllr Pegg’s Statement – See Appendix 1.</p>	
001	<p>Election of Mayor</p> <p>Proposer: Cllr Lewis Seconder: Cllr Jordan</p> <p>‘To elect Cllr Pyatt as Mayor of Downham Market Town Council.’</p> <p>All In Favour</p> <p>A ballot took place and the Town Clerk and Senior Administrator verified the count.</p> <p>Cllr Pyatt signed the Acceptance of Office.</p>	

002	<p>Election of Deputy Mayor</p> <p>Proposer: Cllr Incorvaia Seconder: Cllr Leach</p> <p>‘To elect Cllr Lawson as Deputy Mayor of Downham Market Town Council.’</p> <p>10 In Favour 4 Against 2 Abstentions</p> <p>A ballot took place and the Town Clerk and Senior Administrator verified the count.</p> <p>Cllr Lawson signed the Acceptance of Office.</p>	
003	<p>To receive Members’ apologies for absence</p> <p>Cllr Pegg – Ill Health Cllr Doyle – Family</p> <p>Borough Cllr Bullen – Work Borough Cllr Patel - Work</p>	
004	<p>To receive Members’ Declarations of Interest</p> <p>There were no declarations of interest made</p>	
005	<p>Mayors Announcements</p> <p>Cllr Pyatt read a statement – See Appendix 2.</p>	

006	<p>Public participation, written reports and written questions</p> <p>County Councillor report and questions – Cllr Tony White</p> <p>Cllr White congratulated the new Mayor. He confirmed that he had answered all the questions raised by the Senior Administrator. He is outstanding a Highways report from Andy Wallace, which he was chasing.</p> <p>Cllr Hobbs asked for details on the old sixth form site at Ryston End. The Senior Administrator advised that she already had this information as it had been requested by Cllr Pennington and would forward the information to Cllr Hobbs.</p> <p>Borough Councillors reports and questions</p> <p>Cllr Tyler gave thanks to Cllr Pegg for his leadership of the Town Council. He reminded members about the change in bin collection schedules. He gave an update on private hire vehicles and that plates from 53 needed to be wheelchair accessible.</p> <p>Cllr Ratcliffe had submitted a report to Council ahead of the meeting. This has also been uploaded to the Council’s Website.</p> <p>Cllr Leivers asked Cllr Ratcliffe why she continues to make negative and derogatory remarks about the Council which is meant to support. Cllr Ratcliffe stated that she only showed concern about the delay in Lidl and that there was no information about the Town Council’s plans in the public domain.</p> <p>Cllr Leach questioned why the Borough had not contacted the Council about the drinking campaign ‘graffiti’ which had been placed on land around Downham Market. Cllr Ratcliffe confirmed that she had not been party to the decision either and had no information on the matter.</p> <p>Police report</p> <p>There was no Police representative present.</p> <p>Public Participation</p> <p>A Member of the public (MOP) asked if McDonalds had offered anything to the Town like Lidl. Cllr Bullen wasn’t present at the meeting. Council agreed to request an update from Cllr Bullen as</p>	
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	<p>he had stated at the last meeting that he would speak to the Franchise Portfolio.</p> <p>A MOP asked why there had not been a Planning meeting in 2021. Cllr Daymond confirmed that he had requested a meeting however the Town Clerk had not signed off an agenda to allow a meeting.</p> <p>A MOP asked for an apology from Cllr Lawson for a recent Facebook post which was deemed as racism by many. Cllr Lawson stated that he was an immigrant himself and did not consider his comments racist and did not understand what definition was being used.</p> <p>A MOP asked if Cllr Lawson had signed the Equality Policy. Cllr Lawson confirmed that he had not signed the policy because it was not fit for purpose however stated that the Town Council were reviewing all policies to bring them into line with current legislation.</p> <p>A MOP asked how the Joint Burial Board elections process operates. Cllr Lawson stated that they were a separate precepting authority and had no obligation to engage Downham Market Town Council as members of the Burial Board.</p> <p>A MOP had submitted a question to Cllr Pegg however as he was not present this question was not read.</p>	
007	<p>To approve the minutes of the Full Council meeting on 19 April 2022</p> <p>Proposer: Cllr Daymond Seconder: Cllr Lawson</p> <p>‘To approve the minutes of the Full Council meeting on 19 April 2022’</p> <p>All In Favour</p>	
008	<p>Councillors Questions</p> <p>Cllrs Hobbs, T Pennington, Lawson and Incorvaia discussed appropriate use of Facebook to exchange views whilst a Cllr.</p> <p>Cllr Leach asked members of the public to address Council rather than air their dissatisfaction on Facebook.</p>	

009	<p>To appoint members to Committees</p> <p>009.1 Neighbourhood Plan Committee</p> <p>Proposer: Cllr Leivers Second: Cllr Incorvaia</p> <p>‘To appoint Cllrs Doyle, Lawson and Leach to the Neighbourhood Plan Committee.’</p> <p>All In Favour</p> <p>009.2 Planning and Environment Committee</p> <p>Proposer: Cllr Daymond Second: Cllr Leach</p> <p>‘To appoint Cllrs Daymond, Incorvaia, Lawson, Leach, Lewis and S Moyses to the Planning and Environment Committee.’</p> <p>All In Favour</p> <p>009.3 Town Hall Committee</p> <p>Proposer: Cllr Lawson Second: Cllr S Moyses</p> <p>‘To appoint Cllrs Daymond, Doyle, Hobbs, Leivers, Pegg, Pennington and Sharman to the Town Hall Committee.’</p> <p>All In Favour</p> <p>009.4 Community Development and Events Committee</p> <p>Proposer: Cllr Lawson Second: Cllr S Moyses</p> <p>‘To appoint Cllrs Buxton, Daymond, Hobbs, Leivers, Lewis, Pennington and B Moyses to the Community Development and Events Committee.’</p> <p>All In Favour</p>	
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	<p>009.5 Property Committee (to include the Market)</p> <p>Proposer: Cllr S Moyses Second: Cllr Lewis</p> <p>‘To appoint Cllrs Doyle, Incorvaia, Jordan, Pegg, Pennington, T Pennington and Pyatt to the Property Committee.’</p> <p>All In Favour</p> <p>009.6 Finance Committee</p> <p>Proposer: Cllr Lewis Second: Cllr Jordan</p> <p>‘To appoint Cllrs Buxton, Lawson, S Moyses, Pegg, Pyatt and Wiles to the Finance Committee.’</p> <p>All In Favour</p> <p>009.7 Car Park Management Committee</p> <p>Proposer: Cllr Lawson Second: Cllr Leivers</p> <p>‘To appoint Cllrs Jordan, Lawson, Leach, B Moyses, Pennington, T Pennington and Wiles to the Car Park Management Committee.’</p> <p>All In Favour</p> <p>009.8 Human Resources Committee</p> <p>Proposer: Cllr Incorvaia Second: Cllr S Moyses</p> <p>‘To appoint Cllrs Hobbs, Incorvaia, Jordan and Sharman to the Human Resources Committee.’</p> <p>All In Favour</p>	
010	<p>To appoint Representatives to Outside Bodies</p> <p>Cllr Lawson queried if NALC required a representative as he believed there were already 2 representatives from West Norfolk. This is to be verified.</p>	

	<p>Proposer: Cllr Daymond Seconder: Cllr S Moyses</p> <p>‘To appoint the below named Cllrs to represent the Council on the following Outside Bodies:</p> <p>Downham Market Sports Federation – Cllr Pyatt Downham Market & Downham West Joint Burial Board – Cllrs Daymond and Pegg Downham Market Joint Remembrance Day Committee – Cllrs Doyle, Lawson and Sharman West Norfolk Tourism Forum – Cllr Daymond Downham by Design – Cllr Daymond Friends of the Willows Nature Reserve – Cllr Daymond 100 Acre Charity – Cllrs Daymond and Pegg.’</p> <p>All In Favour</p> <p>There is currently no representative from the Council on DRIVE, West Norfolk Arts Forum and Safer Neighbourhood Area Partnership. Councillors were asked to advise the Town Clerk if they wished to represent the Council.</p> <p>Cllr Pennington stated that there are underutilised tennis courts on the land at Ryston End.</p>	
011	<p>To appoint bank signatories</p> <p>Proposer: Cllr Daymond Seconder: Cllr Jordan</p> <p>‘To appoint Cllrs Incorvaia and Lawson as additional signatories on the Bank Mandate and retain Cllrs Daymond, Doyle, Sharman and Pyatt removing any other parties other than Graham Spark and Claire Dornan.’</p> <p>All In Favour</p> <p>The Town Clerk and Senior Administrator remain as The Office (Clerk) signatories. The signing rule is 1 x Clerk and 2 x Cllrs.</p>	
012	<p>To receive an update from the Annual Town Meeting</p> <p>The Town Clerk gave a brief overview of the Annual Town Meeting held on 28 April 2022. It was confirmed that the draft minutes will be placed on the website and attached to the minutes – See Appendix 3.</p>	

013	<p>To discuss and approve the updated Financial Regulations Policy</p> <p>This item was withdrawn by the Town Clerk as further work was required on the Financial Regulations Policy.</p>	
014	<p>To discuss and approve St John Trod Path Match Funding</p> <p>Proposer: Cllr Pennington Seconder: Cllr Lawson</p> <p>‘To request that the Town Clerk investigate the Trod Path suggestion and other options to form a link between St John Estate towards Bridge Road with Highways and return to Council with options for further consideration.’</p> <p>All In Favour</p>	
015	<p>To provide an update on events</p> <p>The Town Clerk gave an overview of future events – See Appendix 4.</p>	
016	<p>To agree payment of Bills excluding salaries</p> <p>Proposed Cllr Lawson Seconded Cllr Jordan</p> <p>‘To pay bills 72 – 98 (excluding salaries).’</p> <p>All In Favour</p>	
017	<p>To accept the recommendation from the minutes of following Committees</p> <p>017.1 Finance and General Purposes Committee – 22 March 2022</p> <p>Proposed Cllr Lawson Seconded Cllr Pyatt</p> <p>‘That the recommendations from Finance and General Purposes Committee meeting dated 22 March 2022 be accepted.’</p> <p>All In Favour</p>	

	<p>017.2 Planning Committee – 10 March 2020 & 05 April 2022</p> <p>Proposed Cllr Daymond Seconded Cllr Lawson</p> <p>‘That the recommendations from Planning Committee meeting dated 10 March 2020 & 05 April 2022 be accepted.’</p> <p>All In Favour</p> <p>017.3 Human Resources Committee – 26 March 2022</p> <p>Proposed Cllr Sharman Seconded Cllr Jordan</p> <p>‘That the recommendations from Human Resources Committee meeting dated 26 March 2022 be accepted.’</p> <p>All In Favour</p> <p>017.4 Downham In Bloom – 25 April 2022</p> <p>Proposed Cllr Daymond Seconded Cllr Leivers</p> <p>‘That the recommendations from the Downham In Bloom meeting dated 25 April 2022 be accepted.’</p> <p>All In Favour</p>	
018	<p>To discuss and agree projects and response to offer of £50,000 for Town Centre improvements from Lidl GB</p> <p>The Town Clerk confirmed that the sum of up to £50,000 will not be remitted until after the Lidl had opened.</p> <p>Cllr Pyatt asked that the Council’s suggested ideas for the funds not be made public at present as it was commercially sensitive and may affect the amount remitted.</p>	
019	<p>To discuss and agree NHS Pop Up Vaccination Centre Sept – Jan 2023 in DMTC Car Park</p> <p>Proposed Cllr Sharman Seconded Cllr Lawson</p> <p>‘That the request be declined to allow the NHS place a Pop-Up Vaccination Centre in one of the Downham Market Town Council Car Parks as there is insufficient car parking within the Downham</p>	

	<p>Market Town Council Car Parks and therefore there is no space to provide long term.'</p> <p>All In Favour</p> <p>The Town Clerk was asked to liaise with the Borough Council to see if the Memorial Playing Field Car Park could be made available given it was used historically as a Covid-19 test site.</p>	
020	<p>To discuss and agree response to market traders requests from meeting on 11 May 2022</p> <p>Proposed Cllr Lawson Seconded Cllr Sharman</p> <p>'That 5 more bistro style table and chair sets be purchased following a successful trial period.</p> <p>All In Favour</p> <p>Council members requested a separate meeting to discuss the other market trader requests. An extraordinary meeting of Full Council is to be organised by The Mayor.</p>	
021	<p>To submit items for next agenda</p> <p>To discuss the speed limit on Bexwell Road from Downham Market Academy – This is a Highways matter so The Town Clerk agreed to liaise with County Cllr White.</p>	
022	<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>Proposed Cllr Lawson Seconded Cllr Lewis</p> <p>'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'</p> <p>All In Favour</p> <p>The Council went into confidentially at 20:21.</p>	

	<p>Council discussed the agenda items and decided that they wished to make some proposals.</p> <p>The Council came out of confidentiality at 20:40.</p> <p>022.1 To discuss and approve new Town Maintenance Contract provider</p> <p>Proposed Cllr Sharman Seconded Cllr Lawson</p> <p>‘That quote A be accepted by Downham Market Town Council as the new Town Maintenance provider.’</p> <p>All In Favour</p> <p>Quote B did not receive a proposal.</p> <p>022.2 To accept the recommendation from the Human Resources Committee with regards to the Town Clerk appointment</p> <p>Proposed Cllr Lawson Seconded Cllr Daymond</p> <p>‘To accept the recommendation of Human Resources Committee to recruit internally for the role of Deputy Clerk, and that this process should be carried out as soon as possible’.</p> <p>All In Favour</p> <p>Proposed Cllr Jordan Seconded Cllr Sharman</p> <p>‘To accept the recommendation of Human Resources Committee to recruit externally for the new role of Administrator.’</p> <p>All In Favour</p> <p>022.3 To discuss and approve actions to be taken regarding the potential purchase of a property in Downham Market</p> <p>The valuation occurred prior to the meeting and the report had not been received and therefore no discussion took place.</p>	
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	<p>022.4 To discuss and approve actions to be taken regarding Allotment Provision</p> <p>There was no proposal made at this meeting. The Town Clerk gave an overview of 3 options which required further negotiations.</p>	
023	<p>To confirm the date of the next Full Council meeting (as per approved schedule)</p> <p>The next Full Council meeting was confirmed as Tuesday 21 June 2022 at the Town Hall at 7pm.</p>	
	Meeting closed: 8:45pm	
	SIGNED	
	DATE	