

DOWNHAM MARKET TOWN COUNCIL

MINUTES OF TOWN COUNCIL MEETING HELD

Tuesday 25th January 2022 at 7.00pm at the Jubilee Community Centre

	<p>Present Mayor – Cllr Groom Deputy Mayor- Cllr Westrop</p> <p>Cllrs Daymond, Doyle, Hayes, Hendry, Jordan, Lawson, Leach, Lewis, Moses, Pegg, Pickering, Pyatt, Sharman and J Woodmin</p> <p>C/Cllr Tony White</p> <p>Assistant to the Clerk - Graham Spark</p> <p>Senior Administrator – Claire Dornan</p> <p>5 Members of the Public were present within the building</p>	ACTION
	The Mayor welcomed Cllr Pegg who was duly elected on 24 January 2022.	
Number	Item	Action
122.21/2	<p>To receive Members’ Apologies for Absence</p> <p>Cllr Da-Costa – Family Commitments Cllr Ratcliffe – At BCKLWN Full Council Meeting Cllr W Woodmin – Work Commitments</p> <p>The Mayor asked if these apologies were accepted by Council members.</p> <p>Cllr Lewis stated that Cllr Woodmin had not attended meetings for over 6 months and therefore should no longer be a Councillor.</p> <p>The acceptance of apologies was put to a vote:</p> <p>6 In Favour – Cllrs Groom, Hayes, Hendry, Pickering, Westrop and J Woodmin</p>	

	<p>10 Against – Cllrs Daymond, Doyle, Jordan, Lawson, Leach, Lewis, Moyses, Pyatt, Sharman and Pegg</p> <p>Apologies were not accepted.</p>	
123.21/2	<p>To receive Members’ Declarations of Interest</p> <p>Cllrs Daymond and Jordan declared an interest in item 129.21/2</p>	
	<p>Adjourn the meeting for public participation and consideration of written reports and written questions.</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>Borough Councillors reports and questions – The Report from Cllr Bullen was read out to Council. A copy to be placed on the Council’s website.</p> <p>Police Report – The Mayor advised that the Community Liaison Officer had hoped to be present at the meeting. The Community Liaison Officer had confirmed to her that the incidents that took place at the weekend in Downham Market and West Winch were domestic incidents which the Police were dealing with. The Community do not need to be concerned or alarmed by the increased police presence in the town as they investigate.</p> <p>The Mayor confirmed that condolences had been given to the family and Police Officers who attended the scene and she wished to thank the Police Officers.</p> <p>Cllr Daymond asked if the incident in Ten Mile Bank was linked and although no official report had been received on this matter The Mayor stated that it is believed to be an accident and there was no link.</p> <p>Public questions</p> <p>Three questions were submitted to Council. Please see Appendix 1.</p> <p>Response to Q1 – This is a complicated piece of legislation. Many of the documents are documents which need to be voted</p>	Sen. Admin

	<p>upon and therefore are not official documents. We will investigate the question more thoroughly and give a written answer within the next 3 days.</p> <p>Response to Q2 – It is quite a complicated question with a lot of financial details in it which we will obviously need to investigate. It is also to do with the budget for last year so we will need to get the paperwork out to see what we can uncover and provide an answer once we have done that.</p> <p>Response to Q3 – The question is under the remit of the Trustees of the Jubilee Community Centre. The question will be forwarded for their comments.</p> <p>RESUME MEETING</p>	<p>Ass. to the Clerk</p> <p>Ass. to the Clerk</p> <p>Ass. to the Clerk</p>
124.21/2	<p>Mayors Announcements</p> <p>The Mayor announced that this should be the last meeting under covid restrictions. The next meeting in February 2022 will be held at the JCC and then the following meeting in March 2022 is expected to be held in the Town Hall. She reminded Cllrs that Covid remained with us and although restrictions are relaxing, Council must continue to follow advice.</p> <p>The Mayor gave the following announcements:</p> <ul style="list-style-type: none"> • The Christmas Lights Switch On had been successful. There was lots of support from Councillors which she was pleased to see • The 3 late night shopping events in December had been well received • The ‘Best Dressed Window’ had been assessed and the winner would be announced later in the meeting under the Town Team agenda item • Many of the business’ and charities had joined in on the ‘Deliberate Error’ competition and some were still in place so if members of the public spot an error in a window contact the Town Council Office • St Winnold’s Fair is being planned and The Mayor expects to announce a date shortly • The Annual Town Meeting is being scheduled • As it was a Platinum Jubilee Year there were lots of celebrations expected and The Mayor is coordinating with the Festival Committee 	

	The Mayor announced that Cllr Hepworth had resigned from the Council.	
125.21/2	<p>To approve the minutes of the</p> <p>125.1.21/2 Full Council meeting of 05 October 2021 125.2.21/2 Full Council meeting of 26 October 2021</p> <p>Cllr Hayes noted that she had given apologies for the meeting on 26 October 2021 however it was record that she seconded a motion under item Public Participation. The recording is to be reviewed.</p> <p>Cllr Lawson stated that the minutes of 05 October 2021 had not been amended and as they had been rejected before, they could not be approved today. He advised he had been unable to submit the changes he felt were required as he is unable to email the Town Clerk.</p> <p>Cllr Hayes raised a point of order under Standing Order 10,P&T, and 2A,B&C.</p> <p>Cllr Moyses said that Cllrs need to stop interrupting each other.</p> <p>‘To approve the minutes of 05 October 2021 and 26 October 2021’</p> <p>Proposer: Cllr Hendry Seconder: Cllr Hayes</p> <p>6 In Favour: Cllrs Groom, Hayes, Hendry, Pickering, Westrop and J Woodmin</p> <p>9 Against: Cllrs Daymond, Doyle, Jordan, Lawson, Leach, Lewis, Moyses, Pyatt, Sharman</p> <p>1 Abstention: Cllr Pegg who only signed his Acceptance of Office prior to the meeting and was not party to the minutes.</p> <p>The minutes were therefore not approved.</p>	Sen. Admin.
126.21/2	<p>Matters Arising</p> <p>Cllr Hayes advised that at Full Council in 2020 she was asked to feedback on the complaints about Cllr Lawson. She advised that she had been in email correspondence with the Monitoring</p>	

	<p>Officer who had reviewed the allegations independently. The allegations were deemed serious enough to take the matter further. There will be a meeting of the Standards Committee which is due to take place in Mid March 2022.</p>	
127.21/22	<p>To receive the minutes of Committee and Strategy Groups</p> <p>Finance & GP Committee – 30 March 2021</p> <p>Cllr Pyatt reminded Council need to vote the Chair of the Committee and this needed to be on the next Agenda.</p> <p>‘To adopt the minutes of the Finance & GP Committee dated 30 March 2021.’</p> <p>Proposed Cllr Pickering Seconder: Cllr J Woodmin</p> <p>5 In Favour: Cllrs Groom, Hayes, Hendry, Pickering and J Woodmin.</p> <p>2 Against: Cllrs Moyses, Pyatt</p> <p>8 Abstention: Cllrs Daymond, Doyle, Jordan, Lawson, Leach, Lewis, Sharman and Westrop.</p> <p>Cllr Pegg who only signed his Acceptance of Office prior to the meeting and was not party to the minutes.</p> <p>Norfolk ALC have confirmed that we should disregard abstentions and therefore this motion was passed.</p> <p>Town Hall SG – 08 September 2021</p> <p>Proposed Cllr Groom Seconder: Cllr Westrop</p> <p>6 In Favour: Cllrs Groom, Hayes, Hendry, Pickering, Westrop and J Woodmin</p> <p>3 Against: Cllrs Daymond, Leach, Pyatt</p> <p>6 Abstention: Cllrs Doyle, Jordon, Lawson, Lewis, Moyses, Sharman</p> <p>Cllr Pegg who only signed his Acceptance of Office prior to the meeting and was not party to the minutes.</p>	Town Clerk

	<p>Cllr Groom made a casting vote – In Favour</p> <p>Norfolk ALC have confirmed that we should disregard abstentions and therefore this motion was passed with 6 In Favour and 3 Against.</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, 07 October 2021 & 11 November 2021</p> <p>Proposed Cllr Hendry Second: Cllr Westrop</p> <p>6 In Favour: Cllrs Groom, Hayes, Hendry, Pickering, Westrop and J Woodmin</p> <p>3 Against: Cllrs Daymond, Leach and Pyatt</p> <p>6 Abstention: Cllrs Doyle, Jordan, Lawson, Lewis, Moyses and Sharman</p> <p>Cllr Pegg who only signed his Acceptance of Office prior to the meeting and was not party to the minutes.</p> <p>Cllr Groom made a casting vote – In Favour</p> <p>Norfolk ALC have confirmed that we should disregard abstentions and therefore this motion was passed with 6 In Favour and 3 Against.</p> <p>Action Downham SG - 6 April 2021, 11 August 2021, 23 September 2021 (amended from 16 September 2021)</p> <p>Proposed Cllr Westrop Second: Cllr Groom</p> <p>6 In Favour: Cllrs Groom, Hayes, Hendry, Pickering, Westrop and J Woodmin</p> <p>2 Against: Cllrs Doyle and Pyatt</p> <p>7 Abstention: Cllrs Daymond, Jordan, Lawson, Leach, Lewis, Moyses and Sharman</p> <p>Cllr Pegg who only signed his Acceptance of Office prior to the meeting and was not party to the minutes.</p>	
--	--	--

	<p>Norfolk ALC have confirmed that we should disregard abstentions and therefore this motion was passed with 6 In Favour and 2 Against.</p> <p>Environment SG - 11 August 2020 plus Terms of Reference and Statement of Purpose</p> <p>Proposed Cllr Hayes Seconded: Cllr Pickering</p> <p>8 In Favour: Cllrs Daymond, Groom, Hayes, Hendry, Pickering, Sharman, Westrop and J Woodmin</p> <p>2 Against: Cllrs Leach and Moyses</p> <p>5 Abstention: Cllrs Doyle, Jordan, Lawson, Lewis and Pyatt</p> <p>Cllr Pegg who only signed his Acceptance of Office prior to the meeting and was not party to the minutes.</p> <p>This motion was passed</p>	
128.21/2	<p>To consider and agree the 2022/2023 budget and precept</p> <p>128.1.21/2 To agree the budget, already approved by Finance & GP Committee</p> <p>It was noted by Cllr Lawson that CIL is an encumbrant and should show as equal for income and expenditure.</p> <p>It was noted that the budget does not balance. Cllr Pickering explained that the Reserves were healthy and that the remainder would come from those.</p> <p>The tax base had increased from 3798.4 to 3834.4</p> <p>A debated ensued.</p> <p>‘To agree the budget as presented’</p> <p>Proposed Cllr Pickering Seconded Cllr Hendry</p> <p>9 In Favour: Cllrs Daymond, Groom, Hayes, Hendry, Pickering, Pyatt, Sharman, Westrop and J Woodmin.</p> <p>6 Against: Cllrs Doyle, Jordan, Lawson, Leach, Lewis and Moyses</p>	

	<p>Abstention: None</p> <p>Cllr Pegg who only signed his Acceptance of Office prior to the meeting and was not party to the budget.</p> <p>This motion was passed</p> <p>128.2.21/2 To agree the precept for 2022/23</p> <p>‘To request a precept of £543,020 from BCKLWN’</p> <p>Proposed Cllr Pickering Seconded Cllr Hendry</p> <p>10 In Favour: Cllrs Daymond, Doyle, Groom, Hayes, Hendry, Pickering, Pyatt, Sharman, Westrop and J Woodmin</p> <p>5 Against: Cllrs Jordan, Lawson, Leach, Lewis and Moyses</p> <p>Abstention: None</p> <p>Cllr Pegg who only signed his Acceptance of Office prior to the meeting and was not party to the budget.</p> <p>This motion was passed</p>	
129.21/2	<p>To agree payment of Bills as attached</p> <p>‘To agree the payment of vouchers 483 – 538 excluding salaries’</p> <p>Cllr Lawson raised queries re. voucher numbers 513 and 514. A few Cllrs asked for further details of these after the meeting however Cllr Groom advised her proposal included these voucher numbers.</p> <p>Proposed Cllr Groom Seconded Cllr Pickering</p> <p>Declared an interest and did not vote – Cllrs Daymond and Jordan</p> <p>11 In Favour: Cllrs Doyle, Groom, Hayes, Hendry, Leach, Lewis, Pickering, Pyatt, Sharman, Westrop and J Woodmin</p> <p>2 Against: Cllrs Lawson and Moyses</p> <p>Abstentions: None</p>	Sen. Admin.

	The Mayor made a statement about the proposed lease negotiations. Please see Appendix 2.	
131.21/22	<p>To discuss the Vaccination Centre and agree any further requirements</p> <p>It was agreed that the Vaccination Centre will cease their tenure in the Town Hall on 28 February 2022.</p> <p>There will be no agreement to any further requests from the NHS regarding extending their tenure. It was noted that the Town Council were very happy to help during the emergency situation however it was now necessary to look for alternative provision.</p> <p>Councillors suggested they may wish to contact the Jubilee Community Centre to see what provision may be available.</p>	
132.21/2	<p>To discuss and agree actions relating to the Town Council Car Parks</p> <p>The Mayor changed the order of the items.</p> <p>132.2.21/2 Resurfacing</p> <p>The Councillors were provided with three quotes for resurfacing on the Paradise Road Car Park and the Hollies Car Park prior to the meeting. Cllrs discussed price and previous works.</p> <p>‘To contract with Neville Godfrey Ltd on the Paradise Road Car Park and the Hollies Car Park as per the quote provided.’</p> <p>Proposed Cllr Groom Seconded Cllr Jordan</p> <p>15 In Favour: Daymond, Doyle, Groom, Hayes, Hendry, Jordan, Lawson, Leach, Lewis, Moyses, Pickering, Pyatt, Sharman, Westrop and J Woodmin</p> <p>Cllr Pegg who only signed his Acceptance of Office prior to the meeting and was not party to the quotes.</p> <p>This motion was passed</p> <p>132.1.21/2 Electric Charging Points</p>	

	<p>Cllrs requested further information such as the size of parking space required. Cllrs questioned who would be responsible for maintenance and electricity after the 3 years initial contract? What is the output in KW? It was suggested that 35KW was required. Who is responsible if the provider ceases trading?</p> <p>It was agreed that this should be debated by the Car Park Management Committee and brought back to Full Council for a final vote. A meeting is to be arranged shortly by Cllr Hayes.</p>	
133.21/22	<p>To discuss and agree proposed future events</p> <p>133.1.21/2 Festival Week 'To allow free use of the Town Hall from Saturday 28 May 2022 to Friday 03 June 2022 inclusive. The Town Council agrees that the Civic Beacon Lighting can be added to the programme. The Town Council would like to work with the Festival Committee to organise a Jubilee Celebration Event on 02 & 03 June 2022.'</p> <p>Proposed: Cllr Westrop Seconded: Cllr Groom</p> <p>All In Favour</p> <p>The motion was passed.</p> <p>133.2.21/2 Platinum Year Celebrations</p> <p>Cllr Westrop gave an overview of aims for the year ahead.</p>	
134.21/2	<p>To receive an update from Town Team – Cllr Groom</p> <p>The Mayor gave details of all those who entered the 'Best Dressed Window' Competition stating that the displays were exceptional.</p> <p>The prize was for The Mayor to work for the business / charity for a day but after seeing all the effort she has agreed to volunteer time to all those who entered.</p> <p>The winner was confirmed as Laina Crafts and Wool Shop which is on High Street South.</p> <p>Cllr Westrop advised that the St Winnold's Event was scheduled for 25 March 2022</p>	

	Cllr Pegg and Cllr Doyle left the meeting at 8:56pm	
135.21/2	<p>To submit items for the next meeting</p> <p>The following items were requested:</p> <p>To discuss the Boxing Hut To discuss the Market Strategy Group To discuss the Mask Initiative To discuss Delegated authority</p>	
136.21/2	There was no item on the agenda under this number	
137.21/2	<p>To agree the date of the next meeting</p> <p>15 February 2022 at 7pm at Jubilee Community Centre</p> <p>15 March 2022 at 7pm at Town Hall</p>	
138.21/2	<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>138.1.21/2 Update on HR matters</p> <p>This item was not discussed as there were no HR matters arising.</p> <p>138.2.21/2 To discuss and agree lease with proposed new lease</p> <p>This item was not discussed as the client had withdrawn from the proposed lease agreement discussions.</p>	
	Meeting closed: 8:58pm	
	SIGNED	