

DOWNHAM MARKET TOWN COUNCIL
MINUTES OF TOWN COUNCIL MEETING HELD
Tuesday 19th April 2022 at 7.00pm at the Town Hall

	<p>Present</p> <p>Chair – Cllr Pegg</p> <p>Cllrs Daymond, Doyle, Incorvaia, Jordan, Leach, Leivers, Lewis, Moyses, B Moyses, Pennington, T Pennington, Pyatt and Sharman</p> <p>Borough Cllrs Bullen & Ratcliffe</p> <p>County Cllr White</p> <p>Acting Town Clerk - Graham Spark</p> <p>Senior Administrator – Claire Dornan</p> <p>12 Members of the Public were present</p>	ACTION
Number	Item	Action
001	<p>To receive Members’ Apologies for Absence</p> <p>Cllr Lawson – Ill Health Borough Cllr Patel - Working</p>	
002	<p>To receive Members’ Declarations of Interest</p> <p>There were no declarations of interest made.</p>	
003	<p>Chairs Announcements</p> <p>See Appendix 1</p>	
004	<p>Public participation, written reports and written questions</p> <p>County Councillor report and questions – Cllr Tony White</p>	

	<p>Cllr White had nothing new to report and requested any issues to be emailed to him.</p> <p>Cllr Pennington requested information on the Ryston Road 6th Form Site – Cllr White asked for the request to be emailed for him to investigate the matter.</p> <p>Borough Councillors reports and questions</p> <p>Cllrs Bullen and Ratcliffe had submitted a report prior to the meeting which they are available on the Town Council’s website.</p> <p>Cllr Ratcliffe spoke to remind residents of the changes to the waste collection dates.</p> <p>A member of the public questioned whether McDonalds or Starbucks had contributed £50,000 similar to the offer made by Lidl.</p> <p>Cllr Bullen responded saying that he would follow this up with the Franchise Portfolio.</p> <p>Police report</p> <p>There was no Police representative present.</p> <p>Public Participation</p> <p>A member of the public spoke to remind Council that there was an obligation to provide the allotment holders who were losing their plots in March 2023 to be provided with another plot. Confirming that 2 acres was required.</p> <p>An update on the allotment discussions was provided however it was confirmed that there is no obligation as allotments were still available after March 2023 allow it is accepted that this is at a reduced level. That said, the Town Council are committed to finding new land.</p> <p>There was a written question asking the Town Council to consider investing in the web cam provision over the Town Square and Town Hall Car Park.</p> <p>Council members requested that this be investigated by the Finance and General Purposes Committee.</p>	
--	--	--

	<p>There was a written question asking for an explanation regarding Council representation at the Lidl Planning Meeting.</p> <p>This question was factually incorrect, so it was not read out. The Town Clerk is to provide a written response.</p> <p>There was a written question asking for an explanation on the use of the gazebos by market traders.</p> <p>The use of gazebos by market traders was explained. These are primarily available for Trial Traders however, if required on an emergency basis, and available, then we will allow them to be used. The most recent example was a trader whose gazebo was damaged in high winds who borrowed it for one weekend.</p> <p>A member of the public asked why the Council had not attended the recent Police meeting; questioning whether there was no anti-social behaviour in Downham Market.</p> <p>Cllr Ratcliffe confirmed that she had received no notification as a Borough Cllr. The member of the public offered to send the information to the Town Council and this was gratefully accepted.</p> <p>A member of public asked when the Town meeting was.</p> <p>It was confirmed as 28 April 2022 at 6pm.</p> <p>A member of the public suggested that posters advertising events such as Cllr Surgery's were used as not every resident has access to a computer and therefore do not see the news posts and social media posts.</p> <p>It was agreed that posters would be created and advertised more widely.</p>	
005	<p>To approve the minutes of the Full Council meeting on 15 March 2022</p> <p>Proposer: Cllr Daymond Seconder: Cllr Jordan</p> <p>'To approve the minutes of the Full Council meeting on 15 March 2022'</p> <p>11 In Favour 3 Abstentions - Cllrs Incorvaia, Pennington & T Pennington</p>	

006	<p>Councillors Questions</p> <p>The Chair was asked for an update on whether a meeting to discuss parking had taken place.</p> <p>It was confirmed that a meeting had not been called to date due to staff shortages.</p>	
007	<p>To discuss and approve grant requests received:</p> <p>007.1 Norfolk Citizens Advice</p> <p>Proposer: Cllr Pyatt Seconder: Cllr Daymond</p> <p>‘To deny the grant request from Norfolk Citizens Advice as this was a new venture with unmeasurable known outcomes.’</p> <p>All In Favour</p> <p>007.2 Downham Community Fund</p> <p>This grant request was withdrawn by Downham Community Fund</p>	
008	<p>To discuss and approve the updated Social Media Policy</p> <p>Proposer: Cllr Incorvaia Seconder: Cllr T Pennington</p> <p>‘To approve the updated Social Media Policy and retain a Council Twitter account.’</p> <p>All In Favour</p>	
009	<p>To discuss and approve the updated Co-option Policy</p> <p>Proposer: Cllr Moyses Seconder: Cllr Leach</p> <p>‘To approve the updated Co-option Policy.’</p> <p>All In Favour</p>	
010	<p>To discuss and approve the updated Financial Regulations Policy</p> <p>Proposer: Cllr Pyatt Seconder: Cllr Doyle</p> <p>‘To agree to postpone and review in May 2022.’</p>	

	All In Favour	
011	<p>To discuss and approve change in Banking provision to Unity Trust</p> <p>This item was withdrawn as The Office did not have sufficient information to request approval. It will be taken to Finance & GP and then resubmitted to Full Council for consideration.</p>	
012	<p>To provide an update on events</p> <p>The Senior Administrator gave an overview of the 2 Easter Events that were well supported and positive. Terri Reed was thanked for assisting at the Easter Trail.</p> <p>Council members were notified that there had been insufficient uptake for the St Georges Craft Fair and Disco and therefore the events would be cancelled.</p> <p>Council members were reminded that Community Cinema is due this Thursday.</p> <p>It was suggested that Your Local Paper be contacted to discuss advertising options.</p>	
013	<p>To agree payment of Bills excluding salaries</p> <p>Proposed Cllr Pyatt Seconded Cllr Pegg</p> <p>‘To pay bills 1-31 excluding number 27.</p> <p>10 In Favour</p> <p>4 Abstentions – Cllrs Jordan, Leivers, Lewis and B Moyses</p>	
014	<p>To approve the purchase of Jubilee Trees</p> <p>Proposed Cllr Doyle Seconded Cllr Lewis</p> <p>‘To purchase a Magnolia Tree named Elizabeth to celebration the Platinum Jubilee Canopy Project.’</p> <p>All In Favour</p> <p>Council requested a suitable location be identified and it was suggested the Memorial Playing Field may be an appropriate site.</p>	

	<p>It was suggested that the Town Council Office site might be too small.</p> <p>The Office is to review.</p>	
015	<p>To accept the recommendation from the minutes of following Committees</p> <p>015.1 Finance and General Purposes Committee – 07 December 2021</p> <p>Proposed Cllr Pyatt Seconded Cllr Moses</p> <p>‘That the recommendations from Finance and General Purposes Committee meeting dated 07 December 2021 be accepted.’</p> <p>11 In Favour</p> <p>3 Abstentions – Cllr B Moses, Cllr Pennington and Cllr T Pennington</p> <p>015.2 Planning Committee – 10 March 2022</p> <p>This item was withdrawn as the date quoted on the agenda was incorrect.</p> <p>015.3 Human Resources Committee – 15 February 2022 / 04 March 2022 / 11 March 2022</p> <p>Proposed Cllr Sharman Seconded Cllr Jordan</p> <p>‘That the recommendations from Human Resources Committee meeting dated 15 February 2022, 04 March 2022 and 11 March 2022 be accepted.’</p> <p>11 In Favour</p> <p>3 Abstentions – Cllr B Moses, Cllr Pennington and Cllr T Pennington</p> <p>015.4 Downham In Bloom – 28 March 2022</p> <p>Proposed Cllr Daymond Seconded Cllr Leivers</p>	

	<p>‘That the recommendations from the Downham In Bloom meeting dated 28 March 2022 be accepted.’</p> <p>12 In Favour</p> <p>2 Abstentions – Cllr Pennington & Cllr T Pennington</p>	
016	<p>To approve the purchase of a washing machine for the Town Hall</p> <p>Cllr Lawson had offered a washing machine free of charge prior to the meeting. Council requested The Office to accept this offer subject to a Portable Appliance Test.</p>	
017	<p>To discuss and approve change in provision of the Town Hall Booking System</p> <p>Proposed Cllr Pegg Seconded Cllr Lewis</p> <p>‘That the Town Council cancel the existing online Town Hall Booking System prior to renewal and revert to an office-based system.’</p> <p>All In Favour</p>	
018	<p>To discuss and agree Town Clock bulb replacement option</p> <p>Proposed Cllr Pegg Seconded Cllr Sharman</p> <p>‘That all 8 bulbs in the Town Clock should be replaced with LED bulbs at a cost of £230.’</p> <p>All In Favour</p>	
019	<p>To discuss and agree a budget for Downham In Bloom 2022</p> <p>This item was withdrawn as Downham In Bloom already had a budget agreed for 2022/2023 at £2,778.</p>	
020	<p>To discuss and agree projects and response to offer of £50,000 for Town Centre improvements from Lidl GB</p> <p>Proposed Cllr Doyle Seconded Cllr Sharman</p> <p>‘That the Town Council request further negotiation to proceed before any decisions are made as the Town Council feels that</p>	

	<p>£50,000 is not sufficient. The Town Council feel that the offer should be substantially more as the value of the Town Centre is more than £50,000.'</p> <p>All In Favour</p>	
021	<p>To discuss and agree response to Sports Provision Consultation</p> <p>https://www.west-norfolk.gov.uk/info/20072/sport_and_leisure/945/sports_facility_provision</p> <p>Council were reminded that the deadline for a submission is 17 May 2022.</p> <p>It was agreed that a stakeholder meeting should be convened with sports minded people and that Cllr Pyatt will Chair the meeting.</p>	
022	<p>To submit items for next agenda</p> <p>No items were presented. Cllrs were asked to contact the office if they had a request.</p>	
023	<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 Pegg 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 confidentiality.</p> <p>Council discussed the agenda items and decided that they wished to make proposals.</p> <p>The Council came out of confidentiality at 08:55pm.</p> <p>The Chair changed the order of the agenda.</p>	

	<p>023.2 To accept the recommendation from the Human Resources Committee with regards to the Town Clerk appointment</p> <p>Proposed Cllr Sharman Seconded Cllr Lewis</p> <p>‘To accept the recommendation of Human Resources Committee to appoint Graham Spark as Town Clerk with immediate effect.’</p> <p>All In Favour</p> <p>023.1 To discuss and approve actions to be taken regarding the Town Maintenance Contract</p> <p>Proposed Cllr Pyatt Seconded Cllr Pegg</p> <p>‘To give the Town Clerk the ability to negotiate a Full and Final Settlement payment to end the contract with the existing Town Maintenance Contract.’</p> <p>12 In Favour</p> <p>2 Abstentions – Cllr Jordan & Cllr Lewis</p> <p>023.3 To discuss and approve actions to be taken regarding the potential purchase of a property in Downham Market</p> <p>Proposed Cllr B Moyses Seconded Cllr Sharman</p> <p>‘To investigate the purchase of 4 Market Place and the viability of renting 15 Paradise Road, Downham Market.’</p> <p>11 In Favour</p> <p>3 Against – Cllr Daymond, Cllr Pennington & Cllr T Pennington</p>	
024	<p>To agree and confirm the dates of future Committee meetings</p> <p>Proposed Cllr Daymond Seconded Cllr Doyle</p> <p>‘That the draft schedule of Council meetings as presented by accepted.’</p> <p>All In Favour</p>	

	Cllr Pennington asked for an Appendix to be sent with the final version of the schedule. This was agreed.	
025	<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 19 May 2022 at the Town Hall at 7pm.</p>	
	Meeting closed: 9:00pm	
	SIGNED	
	DATE	