

DOWNHAM MARKET TOWN COUNCIL

MINUTES OF FULL COUNCIL MEETING HELD

Tuesday 01 October 2024 at 7.00pm at Downham Market Town Hall,

Bridge Street, Downham Market, Norfolk PE38 9DW

	<p>Present</p> <p>Mayor / Chair – Cllr Hobbs Deputy Mayor – Cllr Lane</p> <p>Cllrs Brewer, Daymond, Dickson, Jordan, Leach, Leivers, Lewis, B Moyses, S Moyses, Perkin, C Pyatt, J Pyatt, Westrop & Wiles (16)</p> <p>Town Clerk – Claire Dornan</p> <p>County Councillor White Borough Councillor Osborne & Ratcliffe</p> <p>1 Member of the public was present</p>
Number	Item
	The Mayor reminded all attendees of the evacuation procedures, meet at the Coggles building, and to turn mobile telephones to silent / switch them off.
001	<p><u>To receive Members’ Apologies for Absence</u></p> <p>Apologies were received from:</p> <p>Cllr Buxton – Personal Commitment Cllr Sharman – Ill Health</p> <p>These apologies were accepted.</p>
002	<p><u>To receive Members’ Declarations of Interest</u></p> <p>Cllr Jordan declared an interest in Agenda Item 9, 11 & 14.</p>
003	<p><u>To receive Town Clerk Report & the Mayor’s Announcements</u></p> <p>The Town Clerk advised Council of the following:</p>

	<p>Economic Vision and Strategy for King's Lynn and West Norfolk Survey – Deadline 13.10.24 Anglia In Bloom Result - Gold Net Zero Pathway for Downham Market document received– Council noted that they did not wish to pursue presently Jubilee Community Centre Public Consultation – 30.09.2024 – 14.10.2024 Mayor’s Charity Open Mic Night in aid of Downham Dementia – 18.10.2024 Free Halloween Event on the Town Hall Car Park– 31.10.2024 Christmas Lights Switch On Event – 24.11.2024</p> <p>The Town Clerk advised that Downham Market Christmas Lights Ltd volunteers will be putting up the Christmas lights on Sunday 20 October 2024.</p> <p>The Mayor asked for volunteers at the Mayor’s Charity Open Mic Night. The Mayor advised that he had recently attended Harvest Festival events and March’s Civic Service. The Mayor also confirmed that he has been networking with local Mayors.</p>
	<p>The Mayor changed the order of the next Agenda Item.</p>
<p>004</p> <p>004.2</p> <p>004.3</p>	<p><u>Public participation, written reports and written questions</u></p> <p><u>Borough Councillors reports and questions</u></p> <p>Cllr Bullen had given his apologies prior to the meeting.</p> <p>Cllr Osborne spoke about the importance of the Economic Vision and Strategy for King's Lynn and West Norfolk Survey, congratulated West Norfolk Deaf Association on the successful second year of WordFest, advised that he had attended the Downham Market Tourism meeting and the Police Memorial Day Service. Cllr Osborne also reminded attendees of the Borough Council’s Beat Your Bills event which will take place on the market on 25 October 2024.</p> <p>Cllr Ratcliffe spoke about the importance of the Beat Your Bills event as the team can also assist in accessing benefits, including Pension Credit. Cllr Ratcliffe acknowledged the difficulties caused at Alive Leisure by Downham Market Academy introducing paid parking and confirmed that the Borough are installing cycle racks to support active travel.</p> <p>Cllrs Osborne & Ratcliffe confirmed that Cllr Tyler remains unwell.</p> <p><u>Police report</u></p> <p>The Town Clerk read out ‘Your Community Snapshot’ which had been provided by PC Fisher. The document will be placed on the Town Council website.</p>

005	<p><u>To approve the minutes of the Full Council meeting held on 03 September 2024</u></p> <p>Proposed Cllr Dickson Seconder Cllr Wiles</p> <p>It was resolved:</p> <p>‘To approve the minutes of the Full Council meeting held on 03 September 2024.’</p> <p>All In Favour</p>
006	<p><u>To accept the recommendations within the minutes for the following Committees</u></p> <p>006.1 <u>Business & Tourism Committee – 16 July 2024</u></p> <p>Proposed Cllr Leivers Seconder Cllr Wiles</p> <p>It was resolved:</p> <p>‘To accept the recommendation within the minutes of the Business & Tourism Committee dated 16 July 2024.’</p> <p>All In Favour</p> <p>006.2 <u>Governance & Finance Committee – 24 July 2024</u></p> <p>Proposed Cllr Brewer Seconder Cllr Westrop</p> <p>It was resolved:</p> <p>‘To accept the recommendation within the minutes of the Governance & Finance Committee dated 24 July 2024.’</p> <p>All In Favour</p> <p>006.3 <u>Property Committee – 18 July 2024</u></p> <p>Proposed Cllr Lewis Seconder Cllr C Pyatt</p> <p>It was resolved:</p> <p>‘To accept the recommendation within the minutes of the Property Committee dated 18 July 2024.’</p> <p>All In Favour</p> <p>006.4 <u>Planning Committee – 06 August 2024</u></p>

009	<p><u>To receive Norfolk County Council bus stop proposal for Hollies Service Road and agree actions</u></p> <p>Cllrs discussed the proposal from Norfolk County Council acknowledging that the bus stop needs to be upgraded to meet the needs of all residents.</p> <p>The Town Clerk confirmed that contact had been made with the contractor who had been selected for the Hollies Service Road upgrade and asked for the work to be delayed until January / February 2025 in recognition of the damage that the bus stop proposal would inflict on any new surface.</p> <p>It was noted that the work would cause the loss of one parking space within the Hollies Car Park.</p> <p>Proposed Cllr Hobbs Seconder Cllr S Moyses</p> <p>It was resolved:</p> <p>‘That the Council accept the proposal, as presented, by Norfolk County Council.’</p> <p>15 In Favour 1 Abstention - Cllr Jordan</p>
010	<p><u>To receive Parish Partnership correspondence relating to applications for 2025/2026 and agree actions (Deadline 06 December 2024)</u></p> <p>The Town Clerk had forwarded the ‘Invitation to bid’ document ahead of the meeting and reminded Council that a decision needed to be made by the deadline as to whether the Council would make an application.</p> <p>No proposal was made.</p>
012	<p><u>To receive correspondence from the Monitoring Officer regarding 3 Code of Conducts and agree actions</u></p> <p>The Town Clerk advised that the Monitoring Officer had upheld the code of conduct complaints against a Cllr. The Town Clerk asked for direction from Council on what action they would like to take.</p> <p>No proposal was made.</p>
013	<p><u>To receive Councillor Questions</u></p> <p>There were no questions.</p>

014	<p><u>To receive recommendations from Committees to Full Council relating to the Jubilee Community Centre site and agree actions:</u></p>
014.1	<p><u>Property Committee</u></p> <p>‘To accept the quote from Next Gen Groundworks to complete the car park covered by 2017 planning permission at a cost of £16,164.50.</p> <p>To obtain 3 quotes and fence down the JCC roadway to a height of 4ft using a 3-rail timber fence including a 2 x 10ft farm gate.</p> <p>To rescind the decision of Council to restrict expenditure at the JCC site in 2024/2025.’</p> <p><u>Governance & Finance Committee</u></p> <p>‘It be recommended to Full Council that Full Council rescind the budget decision to restrict expenditure at the JCC site in 2024/2025 as the Committee acknowledges that due to significant changes relating to parking in the surrounding area that the Jubilee Community Centre site will require additional parking to support the use of the facilities on site.</p> <p>It be recommended to Full Council that a cap be placed on additional expenditure to only cover the car park. It be recommended that the cap be £16,164.50 to match the quote from Next Gen Groundworks.</p> <p>It be recommended to Full Council that no work start on the car park until the needs of the Sponsorship Policy are met, namely 2.5 & 3.2. It is essential that the donor be clearly identified, that the breakdown of donation be understood, with details of origin, and that a contract of expectation and acceptance be drawn up and signed by the Town Clerk.’</p> <p>Cllr Lewis provided the Town Clerk with a copy of the donor information during the debate.</p> <p>Councillors spoke at length on the pros and cons of the installation of the car park at the Jubilee Community Centre taking into account the active public consultation.</p> <p>Cllr Wiles left the room during the discussion and then rejoined.</p> <p>Proposed Cllr Lewis Secunder Cllr Jordan</p> <p>It was resolved:</p> <p>‘That Council rescind the decision made on 12 December 2023, agenda item 010.8.’</p>

	<p>14 In Favour 1 Against – Cllr Brewer 1 Abstention - Cllr Westrop</p> <p>Proposed Cllr Leach Seconder Cllr Lewis</p> <p>It was resolved:</p> <p>‘That Council accept the recommendation of Property Committee to complete the car park at the Jubilee Community Centre site, as per the approved planning permission, at a cost of £16,164.50, subject to the Town Clerk completing the due diligence required to satisfy transparency requirements relating to the donation of materials to the site.’</p> <p>14 In Favour 1 Against – Cllr Brewer 1 Abstention - Cllr Westrop</p> <p>Cllr Jordan left the room as he had declared a pecuniary interest in the fencing quotes.</p> <p>Cllrs discussed the specification and requirements of the site.</p> <p>Proposed Cllr Lewis Seconder Cllr S Moyses</p> <p>It was resolved:</p> <p>‘That the Property Committee review their specification to include galvanised gates instead of wooden gates.’</p> <p>8 In Favour 6 Against – Cllrs Brewer, Lane, Leach, Leivers, C Pyatt & Westrop</p> <p>1 Abstention - Cllr J Pyatt</p> <p>Cllr Jordan rejoined the meeting.</p>
015	<p><u>To receive recommendations from Committees to Full Council relating to Governance & Finance Committee and agree actions:</u></p> <p><u>Human Resources Committee</u></p> <p>‘It be recommended to Full Council that Finance matters be, once again, discussed within Full Council and the Governance & Finance Committee become the Governance Committee.</p> <p>It be recommended to Full Council that there be no Finance Committee.’</p>

	<p><u>Governance & Finance Committee</u></p> <p>‘It be recommended to Full Council that the Committee decision relating to Governance & Finance Committee made on 07 May 2024 be rescinded.</p> <p>It be recommended to Full Council that Finance matters once again become a collective responsibility and rename the Governance & Finance Committee to Governance Committee maintaining the same membership.</p> <p>It be recommended to Full Council that there be no Finance Committee to ensure that there is no extra burden on the Responsible Financial Officer.’</p> <p>NB – The Financial Regulations cannot be recommended to Full Council for adoption until this decision is made.</p> <p>Proposed Cllr Hobbs Seconder Cllr Lane</p> <p>It was resolved:</p> <p>‘That Council accept the recommendation of the Human Resources Committee and Governance & Finance Committee.’</p> <p>15 In Favour 1 Against – Cllr Pyatt</p>
<p>016</p> <p>016.1</p>	<p><u>To receive recommendation from Governance & Finance Committee and agree actions:</u></p> <p>‘It be recommended to Full Council that Property Committee be authorised to purchase a replacement noticeboard at Park Lane.’</p> <p>The Town Clerk advised that Graham Adderson had kindly offered to purchase a new noticeboard for Park Lane, with the intention that the noticeboard would be made by Nick Haynes of Artisan Wood and installed by D A Jordan Maintenance. There would be no capital cost to the Council.</p> <p>Proposed Cllr Lewis Seconder Cllr Dickson</p> <p>It was resolved:</p> <p>‘That Council accept the generous donation of Graham Adderson.’</p> <p>All In Favour</p> <p>The Mayor asked that it be recorded that the Council thank Mr Adderson for his support of the Council.</p>

016.2	<p>‘It be recommended to Full Council that the Bouncy Castle Policy be adopted, with the addition of a clause covering damage caused to the building by a hirer using a Bouncy Castle.’</p> <p>Proposed Cllr Brewer Seconder Cllr Lane</p> <p>It was resolved:</p> <p>‘That the recommendation of Governance & Finance Committee relating to the Bouncy Castle Policy be adopted, with the addition of the waiver agreement suggested by the Town Clerk.’</p> <p>13 In Favour 3 Against – Cllrs Daymond, Jordan & Leivers</p>
017	<p><u>Confidential Items To consider a resolution (under the Public Bodies Admission to Meetings Act 1960) to exclude members of the public and press</u></p> <p>Proposed – Cllr Hobbs Seconded –Cllr Lane</p> <p>It was resolved:</p> <p>‘That members of the press and public be excluded whilst information pertaining to legal matters are discussed.’</p> <p>All in favour</p>
017.1	<p><u>To receive update relating to on-going legal action</u></p> <p>Cllrs discussed the recent correspondence from a director of Abzag Ltd and the meeting with the Council’s solicitor on Friday 27 September 2024.</p>
017.2	<p><u>To receive update relating to on-going matters relating to Section 4 of the Public Order Act 1986 incident on Council Property by member of the public</u></p> <p>Cllrs were advised that the individual had plead guilty at a hearing on 25 September 2024. The individual is currently on bail with bail conditions relating to a member of Council staff. The sentencing is due to take place on 14 November 2024.</p>
018	<p><u>To agree resolutions following confidential discussions</u></p> <p>Proposed – Cllr C Pyatt Seconded –Cllr Perkin</p> <p>It was resolved:</p> <p>‘That following the update from the Town Clerk, the Council wishes to continue to defend the legal action against it.’</p>

	All In Favour
019	<p><u>To note date of next Full Council meeting – 05 November 2024</u></p> <p>The next Full Council meeting was confirmed as Tuesday 05 November 2024 at 7pm in the Grand Hall at Downham Market Town Hall.</p>
	Meeting closed: 8:48pm
	SIGNED
	DATE