

DOWNHAM MARKET TOWN COUNCIL

MINUTES OF FULL COUNCIL MEETING HELD

Tuesday 27 February 2024 at 7.00pm at the Town Hall

	<p>Present</p> <p>Mayor / Chair – Cllr Doyle</p> <p>Cllrs Brewer, Buxton, Daymond, Hobbs, Incorvaia, Jordan, Lane, Leach, Leivers, B Moses, S Moses, Perkin, C Pyatt, J Pyatt, Sharman, Westrop & Wiles (18)</p> <p>Town Clerk – Claire Dornan</p> <p>County Councillor White</p> <p>Borough Councillor Osborne</p> <p>2 Members of the Public were present</p>
Number	Item
001	<p><u>To receive Members’ Apologies for Absence</u></p> <p>Apologies were received from:</p> <p>Cllr Lewis – Unwell Cllr Tawfick – Work</p> <p>Borough Councillors Bullen & Ratcliffe had also given their apologies.</p>
002	<p><u>To receive Members’ Declarations of Interest</u></p> <p>Cllrs Jordan, C Pyatt & J Pyatt declared an interest in Item 008.4 – Bills For Payment.</p> <p>Cllr Buxton & Lane declared an interest in Item 008.6 – Receipts List</p>
003	<p><u>To receive Town Clerk Report & the Mayor’s Announcements</u></p> <p>The Town Clerk did not provide a report.</p> <p>The Mayor advised that the Deputy Mayor had attended the opening of The Mart. The Mayor also advised that he had attended the Wisbech Civic Service.</p>

004	<p><u>Public participation, written reports and written questions</u></p>
004.1	<p><u>County Councillor report and questions – Cllr Tony White</u></p> <p>Cllr White had submitted a report prior to the meeting which had been uploaded to the Town Council’s website.</p> <p>Cllr White advised that he believed that the A1122 flooding issue had now been resolved. Cllr S Moyses thanked Cllr White for his action on this matter.</p> <p>Cllr White advised that the verge at Ryston End and Stone Cross should be completed within the week. If the weather impedes this work, the work will have to wait until October 2024 due to the nesting season.</p> <p>Cllr White asked for an update on the toilets on the Town Hall Car Park. The Town Clerk advised that the Leader of the Borough Council had advised that work would be completed prior to the end of the calendar year.</p> <p>Cllr White commented that the Banking Hub required more advertising. The Town Clerk advised that contractually the Council are not allowed to release information which has not been provided by the communication team at Cash Access. Cllr Leivers advised that she had heard an advert on Radio Norfolk. Cllr Daymond advised that he had seen it reported in the Lynn News and EDP. It was noted that word of mouth would also ensure that the villages are aware of the Banking Hub.</p>
004.2	<p><u>Borough Councillors reports and questions</u></p> <p>Cllr Osborne was the only Borough Councillor present at the meeting. There were no reports provided by the Borough Councillors who were not in attendance.</p> <p>Cllr Osborne advised that he believed that the work on the Town Hall Car Park toilets was due to start in March 2024.</p> <p>Cllr Osborne gave an overview of the recent Borough budget discussions and advised that he had supported the balanced budget.</p> <p>Cllr Osborne advised that the Corporate Performance Panel had met again and that the Corporate Plan scrutiny was progressing and it was a good foundation.</p> <p>Cllr Osborne made reference to the upcoming elections.</p>
004.3	<p><u>Police report</u></p> <p>There were no Police presence and a report was not provided however Cllr Leivers gave an overview of recent work in agenda item 011.2.</p>

004.4	<p><u>Public Participation</u></p> <p>No member of the public requested to speak.</p>
004.5	<p><u>Correspondence</u></p> <p>There was no written correspondence.</p>
005	<p><u>To approve the minutes of the Full Council meeting held on 23 January 2024</u></p> <p>Proposed Cllr Lane Seconder Cllr Daymond</p> <p>‘To approve the minutes of the Full Council meeting held on 23 January 2024.’</p> <p>All in Favour</p>
006	<p><u>To accept from the recommendations within the minutes from the following Committees:</u></p> <p>006.1 <u>Downham In Bloom Committee – 15 January 2024</u></p> <p>Proposed Cllr Lane Seconder Cllr Westrop</p> <p>‘To accept the recommendations within the Downham In Bloom minutes dated 15 January 2024.’</p> <p>All in Favour</p> <p>006.2 / 3 <u>Planning Committee –16 January 2024 & 30 January 2024</u></p> <p>Proposed Cllr Daymond Seconder Cllr Wiles</p> <p>‘To accept the minutes of the meeting from Planning Committee dated 16 January 2024 & 30 January 2024.’</p> <p>All In Favour</p> <p>006.4 <u>Governance Committee – 09 January 2024</u></p> <p>This item was withdrawn by the Town Clerk as the February 2024 minutes had been circulated instead of the January 2024 minutes and therefore members had not had a chance to review the content.</p>

006.5 / 6	<p><u>Property Committee – 14 December 2023 & 25 January 2024</u></p> <p>Proposed Cllr Jordan Seconder Cllr Lane</p> <p>‘To accept the minutes of the meeting from Property Committee dated 14 December 2023 & 25 January 2024.’</p> <p>All In Favour</p>
006.7	<p><u>Community Development Committee – 09 January 2024</u></p> <p>Proposed Cllr Buxton Seconder Cllr Leivers</p> <p>‘To accept the minutes of the meeting from Community Development Committee dated 09 January 2024.’</p> <p>All In Favour</p>
007	<p><u>To adopt the policy recommendations from the Governance Committees:</u></p>
007.1	<p><u>Risk Register</u></p> <p>This item was withdrawn prior to debate as the Town Clerk had received some queries before the meeting which required further review.</p>
007.2	<p><u>Sustainability Policy</u></p> <p>Proposed Cllr Incorvaia Seconder Cllr Brewer</p> <p>‘That the Town Council adopt the Sustainability Policy, which will remain subject to ongoing review.’</p> <p>All In Favour</p>
007.3	<p><u>Credit Management Policy</u></p> <p>Proposed Cllr Incorvaia Seconder Cllr C Pyatt</p> <p>‘That the Town Council adopt the Credit Management Policy, which will remain subject to ongoing review.’</p> <p>All In Favour</p>

007.4	<p><u>Financial Reserves Policy</u></p> <p>Proposed Cllr Incorvaia Seconder Cllr Brewer</p> <p>‘That the Town Council adopt the Financial Reserves Policy, which will remain subject to ongoing review.’</p> <p>17 In Favour</p> <p>1 Abstention – Cllr Daymond (Had not read the Policy)</p>
007.5	<p><u>Risk Management Policy</u></p> <p>Proposed Cllr Incorvaia Seconder Cllr C Pyatt</p> <p>‘That the Town Council adopt the Risk Management Policy, which will remain subject to ongoing review.’</p> <p>17 In Favour</p> <p>1 Abstention – Cllr Daymond (Had not read the Policy)</p>
008	<p><u>To agree Council Finance Reports:</u></p>
008.1	<p><u>December 2023 Bank Reconciliation</u></p> <p>Proposed Cllr Lane Seconder Cllr Daymond</p> <p>‘That the December 2023 Bank Reconciliation be accepted, as presented.’</p> <p>All In Favour</p>
008.2	<p><u>Q3 VAT Report</u></p> <p>Proposed Cllr Lane Seconder Cllr Westrop</p> <p>‘That the Q3 VAT Report be accepted, as presented.’</p> <p>All In Favour</p>

008.3	<p><u>Governance Committee Sample Report</u></p> <p>Proposed Cllr C Pyatt Seconder Cllr Incorvaia</p> <p>‘That the November 2023 & December 2023 Governance Committee Sample Report be accepted, as presented.’</p> <p>All In Favour</p>
008.4	<p><u>Bills For Payment</u></p> <p>Proposed Cllr Incorvaia Seconder Cllr Buxton</p> <p>‘That the Bills for Payment, 748 – 936, be agreed, as presented.’</p> <p>All In Favour</p> <p>Cllrs Jordan, C Pyatt & J Pyatt did not vote as they had declared a pecuniary interest.</p>
008.5	<p><u>Bank Statements</u></p> <p>Proposed Cllr Westrop Seconder Cllr Incorvaia</p> <p>‘That the Bank Statements, for all accounts, to 22 February 2024 be accepted, as presented.’</p> <p>All In Favour</p>
008.6	<p><u>Receipts List</u></p> <p>Proposed Cllr C Pyatt Seconder Cllr Wiles</p> <p>‘That the Receipts List be accepted, as presented.’</p> <p>All In Favour</p> <p>Cllrs Buxton & Lane did not vote as they had declared a pecuniary interest.</p>
009	<p><u>To agree the membership of the Jubilee Community Centre Site Regeneration Working Party</u></p> <p>Proposed Cllr Jordan Seconder Cllr C Pyatt</p> <p>‘That the Jubilee Community Centre Site Regeneration Working Party be formed of Cllrs Brewer, Jordan, Lane, Lewis, C Pyatt, Sharman & Westrop.’</p>

	All In Favour
010	<u>To adopt the recommendations from Community Development Committee:</u>
010.1	<p><u>White Ribbon</u></p> <p>Cllr Lane, who was voted as the Council’s White Ribbon Ambassador in 2023, spoke on the recommendation from Community Development Committee advising that although he supported the sentiment, it was clear that the public were not supportive of the initiative, as during the fundraising week, the market stall had not raised any money and there was minimal interest obtained. There was also challenge on why the Council were focusing on Male on Female violence and not all violence.</p> <p>Proposed Cllr Lane Seconder Cllr C Leach</p> <p>‘That Downham Market Town Council remain sympathetic to the cause however will withdraw from White Ribbon Pledge and not renew the membership.’</p> <p>17 in Favour</p> <p>1 Abstention – Cllr Westrop</p>
011	To receive Outside Bodies Reports from representatives and agree any actions:
011.1	<p><u>West Norfolk Tourism Forum</u></p> <p>Cllr Leivers gave an update to members. The report will be made available on the Council’s website.</p>
011.2	<p><u>Safer Neighbourhood Action Panel</u></p> <p>Cllr Leivers gave an update to members. The report will be made available on the Council’s website.</p>
011.3	<p><u>Downham Market & Downham West Joint Burial Board</u></p> <p>The Town Clerk advised that the Chair of the Downham Market & Downham West Joint Burial Board had contacted the Deputy Clerk prior to the meeting to advise that the Board were not due to meet until March 2024 and therefore there was no report available.</p>

012	<p><u>To discuss recommendation relating to Car Park Working Party and agree any actions</u></p> <p>Councillors had met with the working party a week prior to Full Council meeting to discuss with members the options available. Councillors decided to vote on the recommendations from that meeting.</p> <p>Proposed Cllr C Pyatt Seconder Cllr Westrop</p> <p>‘That the Town Clerk be requested to liaise with Napier Parking to understand the requirements to set up a lease on Priory Road Car Park to implement charging on this stand alone car park.</p> <p>Upon receipt of the lease information, the decision on whether to proceed is to be debated at the next available Full Council meeting where a decision will be made.’</p> <p>14 In Favour</p> <p>4 Against – Cllrs Leach, B Moyses, S Moyses & Wiles</p>
013	<p><u>To discuss the Asset of Community Value Nomination response and agree any actions</u></p> <p>Cllrs were advised that the reason for the rejection of the application to make the Ryston End site an Asset of Community value was because the Council had not submitted clear evidence of how the land would be used moving forward and that an application had been made for the whole site when it was understood that the Council were in favour of a SEN school on the site which was being reviewed by Norfolk County Council.</p> <p>Proposed Cllr Incorvaia Seconder Cllr C Pyatt</p> <p>‘That Downham Market Town Council consider a further application when information is available relating to the plans for the sale of land associated with Ryston End.’</p> <p>17 in Favour</p> <p>1 Against – Cllr Leach</p>

014	<p><u>To receive Councillor Questions</u></p> <p>Cllr Wiles read a report regarding health concerns relating to 3G pitches. This report will be reviewed by the relevant working party and forwarded to the Football Association for comment.</p>
015	<p><u>To submit items for next agenda</u></p> <p>There were no items put forward.</p>
016	<p><u>To confirm the date of the next Full Council meeting – Tuesday 19 March 2024</u></p> <p>The meeting date was confirmed as Tuesday 19 March 2024 at 7pm in the Town Hall.</p>
	Meeting closed: 7:33pm
	SIGNED
	DATE