

Minutes of the Full Council Meeting

Date: Tuesday 14 April 2026

Time: 7:00 PM

Venue: Town Hall, Bridge Street, Downham Market PE38 9DW

Livestream Link: [YouTube Channel](#)

Present

Chair – Cllr Wiles

Councillors Brewer, Cain, Campbell - Robb, Dickson, Grover, Jordan, Lane, Leach, Lewis, Leivers, B. Moyses, S. Moyses, Pegg, Perkin, C Pyatt, J Pyatt & Sims (18)

Claire Dornan (Town Clerk)

1 Member of the public was present at the start of the meeting.

1. Apologies for Absence

To receive and note apologies for absence.

Apologies were received from Cllr Daymond (Ill Health), County Cllr Tony White (Pre-Election Period) and Borough Cllr Josh Osborne (Pre-Election Period)

2. Declarations of Interest

To receive Declarations of Interest and consider any requests for Dispensations. Members are reminded to declare any interests, including Disclosable Pecuniary Interests, in accordance with the Town Council's Code of Conduct.

The following declarations were made:

Cllr Grover – Agenda Item 10

Cllr Lane – Agenda Item 10

Cllr Leach – Agenda Item 14

Cllr Leivers – Agenda Item 16

Cllr Dickson – Agenda Item 10.1

Cllr Lewis – Agenda Item 10 & 14

3. Public Forum

The Chair reminded Cllrs that they must all abide by the pre-election period legislative requirements.

3.1 County Councillor and Borough Councillors

There were no representatives present.

3.2 Police

The Chair advised that the next opportunity to meet with the Police will be on 28 April 2026 at 7pm in Methwold Village Hall and also noted that access can be arranged online too.

3.3 Members of the Public (3 minutes per person, maximum of 15-minute session)

No matters were raised by the member of the public present

4. Chair's Report

To receive the Chair's Report including an overview of the Annual Town Meeting.

The Chair provided information on the following events attended by himself:

04 April 2026 – Downham Grange Open Day

05 April 2026 - City of Ely Council Civic Event at Ely Cathedral

18 April 2026 – Community Fair

The Chair noted that the Annual Town Meeting had been a very successful event and that there had been no questions raised by those present.

5. Co-option – Old Town Ward Vacancy

To consider applications received for the Old Town Ward vacancy and agree the appointment.

It was noted that the applicant had not responded to the Town Clerk's invitation to attend the meeting. It was agreed that the vacancy would be re-advertised.

6. Presentation – West Norfolk Deaf Association

To receive a presentation from West Norfolk Deaf Association

This item was withdrawn by the Town Clerk as the representative from West Norfolk Deaf Association was unable to attend.

7. Minutes

7.1 To approve the minutes of the Extraordinary Full Council Meeting held on 17 March 2026.

Resolved: That the minutes of the Extraordinary Full Council Meeting held on 17 March 2026 be approved as a true and accurate record of the meeting.

Proposed Cllr Wiles, Seconded Cllr Lane All In Favour

7.2 To approve the minutes of the Extraordinary Full Council Meeting held on 01 April 2026.

Resolved: That the minutes of the Extraordinary Full Council Meeting held on 01 April 2026 be approved as a true and accurate record of the meeting.

Proposed Cllr Wiles, Seconded Cllr Grover 15 In Favour 1 Against 2 Abstentions

8. Committee Minutes

8.1 To note the minutes of the Planning Committee – 03 February 2026 & 24 February 2026.

Resolved: To note the minutes of the Planning Committee Meeting dated 03 February 2026 & 24 February 2026.

Proposed Cllr Wiles, Seconded Cllr Lane All In Favour

8.2 To note the minutes of the Property Committee – 14 January 2026, 18 February 2026 & 25 February 2026

Resolved: To note the minutes of the Property Committee Meeting dated 14 January 2026, 18 February 2026 & 25 February 2026.

Proposed Cllr Wiles, Seconded Cllr Lane All In Favour

8.3 To note the minutes of the Human Resources Committee – 17 December 2025, 22 January 2026 & 19 February 2026

Resolved: To note the minutes of the Human Resources Committee Meeting dated 17 December 2025, 22 January 2026 & 19 February 2026.

Proposed Cllr Pegg, Seconded Cllr C Pyatt All In Favour

9. Grant Applications

9.1 To approve or refuse the application from Downham Market Christmas Lights Limited and agree grant amount

Resolved: That the Town Council grant £3,000 to Downham Market Christmas Lights Limited.

Proposed Cllr C Pyatt, Seconded Cllr B Moyses All In Favour

9.2 To approve or refuse the application from East of England Ambulance Service NHS Trust Charitable Funds and agree grant amount

Resolved: That the Town Council delay making a decision on the grant allocation until the East of England Ambulance Service NHS Trust Charitable Funds can confirm that any allocated funds will be spent in Downham Market.

Proposed Cllr C Pyatt, Seconded Cllr Leivers All In Favour

10. Jubilee Community Centre Site

10.1 To approve the amended draft Jubilee Community Centre site licence in favour of Downham Town Football Club. (Proposed Cllr Lane Seconded Cllr Grover)

A discussion ensued and members questioned whether a licence of 2 years was too long and how site inspections would be progressed. Members also raised concerns regarding animal welfare where football goals may be left unsecured overnight.

Cllr Dickson left the room part way through the discussion.

Resolved: That the Town Council issue a 2-year licence on the terms presented.

Proposed Cllr Lane, Seconded Cllr Grover 17 In Favour 1 Abstention

Cllr Dickson rejoined the meeting.

10.2 To agree an invoice in excess of £5,000 for boundary works. (Financial Regs. 4.1)

Resolved: That the Full Council approve the invoice for works at the Jubilee Community Centre noting that £5,000 plus VAT had already been committed and that a further £5,000 plus VAT was

required to complete the works as recommended by the Property Committee.

Proposed Cllr Jordan, Seconded Cllr Leach 16 In Favour 1 Against 1 Abstention

10.3 To receive a report from the Jubilee Community Centre Site Business Plan Working Party and consider approval of expenditure for professional services, including architect, quantity surveyor, and VAT advice.

Resolved: That the Town Clerk be authorised to obtain Professional advice to support the Jubilee Community Centre Site Business Plan Working Party investigation work.

Proposed Cllr Lewis, Seconded Cllr Campbell - Robb 17 In Favour 1 Abstention

11. Community Events Report

To consider the report prepared by the Deputy Clerk for the period April 2026 – March 2027 and agree any actions.

It was noted that the St Winnolds was a great success and that Council should hold it again on a Saturday. It was requested that pastries be provided to dignitaries rather than hot rolls which lose their temperature quickly and require covering in tin foil.

Cllrs discussed the Christmas Light Switch On event at length especially the requirements for Santa's Grotto.

Resolved: That the provision for Santa be in a fixed position on the Town Square, with a contingency arrangement for poor weather conditions.

Proposed Cllr S Moyses, Seconded Cllr Lane All In Favour

12. Car Park Orders Working Party Membership

To consider the appointment of Cllr Grover to the Car Park Orders Working Party.

Resolved: To appoint Cllr Grover to the Car Park Orders Working Party.

Proposed Cllr Lane, Seconded Cllr Perkin All In Favour

Cllr Brewer reminded the Town Clerk that a decision has not been made under Agenda Item 11 regarding the Council's preference on Christmas gift provision.

With the agreement of Council, the Chair returned to Agenda Item 11 to consider the outstanding matter regarding gift provision.

Resolved: That the gift provision be 500 units of option 3 with thanks given to the kind donor who is funding the provision.

Proposed Cllr Leach, Seconded Cllr Grover All In Favour

13. End of Year Bank Reconciliation

To receive the bank reconciliation and bank statements for March 2026 and authorise the Chair to sign the End of Year Report on behalf of the Council.

Resolved: That the Chair be authorised to sign the End of Year Bank Reconciliation report based on the bank reconciliation and bank statements for March 2026.

Proposed Cllr Lane, Seconded Cllr Jordan All In Favour

14. Market Licence

To consider updated Market Licence and agree any actions.

Resolved: That the Finance & General Purposes Committee be authorised to review the Market Licence and make recommendation to Full Council for adoption.

Proposed Cllr Brewer, Seconded Cllr C Pyatt 10 In Favour 6 Against 2 Abstentions

15. Energy Performance Certificates (EPC)

15.1 To receive the EPC for Howdale Pax Building

15.2 To receive the EPC for the Jubilee Sports Centre (aka Boxing Hut)

15.3 To receive the EPC for the Jubilee Community Centre

15.4 To receive the EPC for the Town Hall

Resolved: That Agenda Item 15.1 – 15.4 be approved with one resolution and that the results on the Energy Performance Certificates be noted.

Proposed Cllr Dickson, Seconded Cllr Jordan All In Favour

16. Discover Downham Lease

To consider request for lease amendments following approval of Planning Permission and determine a response.

Resolved: That the Property Committee be authorised to review the Downham Market Lease and negotiate with Discover Downham.

Proposed Cllr S Moyses, Seconded Cllr B Moyses All In Favour

17. Tenders

17.1 To receive and consider the Grounds Maintenance Tender recommendation from the Grounds Maintenance Working Party.

Members discussed in depth whether flailing should be included in the tender and whether the tender should cover a period of 3 or 5 years. There was a discussion regarding termination events if the contract was not working and that the contract would cross over into Local Government Reorganisation.

Resolved: That the Grounds Maintenance Tender be approved for issue and that the Procurement Policy be issued to the contractor alongside the documentation.

Proposed Cllr Leach, Seconded Cllr Lane 12 In Favour 6 Against

17.2 To receive and consider the re-surfacing of car parks at Paradise Road & Hollies 2 aka Morrisons Car Park Tender recommendation from the Property Committee.

Members discussed the size of car parking spaces and noted that there would be an increase in size by circa 40cm. It was noted that by increasing the car parking space size this would cause the loss of some car parking spaces.

Resolved: That the Car Park Tender be approved for issue.

Proposed Cllr Leivers, Seconded Cllr Campbell -Robb 17 In Favour 1 Against

18. Finance & General Purposes Committee

18.1 To consider and approve the Terms of Reference.

This item was withdrawn by the Town Clerk as the document was not available.

18.2 To consider the Policy Spreadsheet and which committees should be responsible.

Members suggested that there should be some changes to the spreadsheet however did not agree on which changes should be made.

Resolved: That the Policy Spreadsheet be referred to each Committee with the suggestions made by the Town Clerk allowing the Committee to then consider whether any policies can be aggregated. The Committees to be able to consider whether the policies sit within their responsibilities and Committees be authorised to liaise with each other to agree where the policies sit.

Proposed Cllr Dickson, Seconded Cllr Jordan 17 In Favour 1 Abstention

18.3 To receive an update on the Council's Insurance Policy

The Town Clerk advised that she was currently working with 3 insurance providers and wanted to ensure that the Finance & General Purposes recommendation that it should be dealt with by the Town Clerk was supported by Full Council.

Resolved: That the Town Clerk be authorised to manage the tender process for the Council's Insurance Policy.

Proposed Cllr Leach, Seconded Cllr Leivers All In Favour

19. Risk Register

To review and approve the Risk Register

Cllr Leivers noted that she believes that there are at least 12 amendments required, with some leaving the Council open to reputation risk. Cllr Leivers noted that the document should use generic wording which would have been more appropriate.

Resolved: That the Risk Register be discussed at a future meeting to allow for a full and frank discussion with all members present.

Proposed Cllr Leivers, Seconded Cllr S Moyses 13 In Favour 3 Against 2 Abstentions

20. HR Consultancy

To consider and approve the appointment of an HR Consultant to support the Council.

This item was not discussed due to time constraints.

21. New Year's Eve Party

To receive an update following research into this proposal and agree any actions.

This item was not discussed due to time constraints.

22. Biodiversity Policy

To consider allocation to an appropriate committee or working party for development of a Biodiversity Policy.

This item was covered by Agenda Item 18.2.

23. Councillors' Questions and Future Agenda Items

To receive Councillors' questions and suggestions for future agenda items.

Cllr Campbell – Robb asked that live streaming all Council meetings be discussed. The Town Clerk confirmed that this was already scheduled for discussion in June 2026.

Cllr Lane asked that air circulation in the Town Hall be discussed.

24. Date of Next Meeting

To note that the following meetings:

Annual Town Council Meeting – 12 May 2026

Full Council Meeting - 19 May 2026

Cllrs noted the date of future meetings as per the agenda.

The meeting closed at 8:57pm.