DOWNHAM MARKET TOWN COUNCIL

Minutes of the Full Council Meeting
Date: Tuesday 10 February 2026
Time: 7:00 PM
Venue: Town Hall, Bridge Street, Downham Market PE38 9DW
Livestream Link: YouTube Channel

Present

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

Claire Dornan (Town Clerk)

County Cllr Tony White

4 Members of the public at the start of the meeting.

Cllr Wiles asked members whether they were content for him to Chair the meeting for Agenda Item 1.

All Councillors indicated their agreement by a show of hands, and Cllr Wiles was confirmed as Chair for Agenda Item 1.

1. **To elect a Chair to fill the casual vacancy arising under Section 88 of the Local Government Act 1972**

Note: A casual vacancy has arisen in the office of Chair. Under Section 88 of the Local Government Act 1972, the Council is required to elect a new Chair from among its members to serve for the remainder of the term. This item will be considered first in the meeting, and the elected Chair will preside for the remainder of the meeting and term.

Resolved: That Cllr Barrie Wiles be elected as Chair for the remainder of the meeting and the current term of office.

Proposed Cllr Leach, Seconded Cllr Cain 16 In Favour, 0 Against, 2 Abstention

Cllr Wiles signed the Declaration of Acceptance of Office.

2. **To elect a Vice Chair**

Resolved: That Cllr Christopher Sims be elected as Vice Chair for the remainder of the meeting and the current term of office.

Proposed Cllr Wiles, Seconded Cllr Daymond All In Favour

Cllr Sims signed the Declaration of Acceptance of Office.

The Chair reminded all present of the emergency evacuation procedure and of the need to keep phones on silent.

3. To Note Apologies for Absence

Cllr C Pyatt gave apologies prior to the meeting.

Borough Councillors Osborne and Ratcliffe made apologies prior to the meeting.

4. To Receive Declarations of Interest and consider requests for Dispensations.
Note: Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct.

Cllr Lewis made a declaration of interest in Agenda Item 8 – Downham Town Football Club.

Cllr Lane made a declaration of interest in Agenda Item 13.4 – Receipts.

5. To approve the Minutes of the extraordinary Full Council Meeting held on 21 January 2026

Resolved: That the minutes of the extraordinary Full Council Meeting held on 21 January 2026 be approved.

Proposed Cllr Daymond, Seconded Cllr Leivers 17 In Favour, 0 Against, 1 Abstention

6. Public Forum

6.1 County Councillor and Borough Councillors

County Cllr White reported that:

- He has raised the issue of the wall at Cannon Square.
- He has requested the installation of yellow lines at The Towers to prevent pavement parking, as refuge lorries are currently unable to access the housing.
- He is investigating the traffic lights on London Road.
- He is in the process of completing the Annual Clean Up of pathways throughout the estates.

Questions to Cllr White

- Cllr Leivers asked for information regarding the reported bus improvements locally. Cllr White requested that Cllr Leivers email him directly.
- Cllr Lewis asked whether Cllr White knew who was responsible for the pathway around Prince Henry Place. Cllr White asked Cllr Lewis to email him. Councillors

discussed the matter and felt that responsibility likely rests with the former Grammar School.

Acknowledgements

Cllr S Moyses and Cllr Grover expressed their appreciation for Cllr White's work.

6.2 Police

There was no representative from the Police at the meeting and no report available.

6.3 Public

No member of the public wished to speak.

7. To approve Terms of Reference for the following working parties:

7.1 Jubilee Community Centre Site Terms & Conditions Of Use Working Party

Resolved: That the Terms of Reference for the Jubilee Community Centre Site Terms & Conditions Of Use Working Party be approved, as presented.

Proposed Cllr Lewis, Seconded Cllr Leach 16 In Favour, 0 Against, 2 Abstention

7.2 Jubilee Community Centre Site Business Plan Working Party

Resolved: That the Terms of Reference for the Jubilee Community Centre Site Business Plan Working Party be approved, as presented.

Proposed Cllr Lewis, Seconded Cllr Lane All In Favour

7.3 Car Park Orders Working Party

Resolved: That the Terms of Reference for the Car Park Orders Working Party be approved, as presented.

Proposed Cllr Campbell-Robb, Seconded Cllr Perkin All In Favour

7.4 Grounds Maintenance Working Party

Resolved: That the Terms of Reference for the Grounds Maintenance Working Party be approved, with the addition 'Absences should be communicated in advance to the Chair.'

Proposed Cllr Leivers, Seconded Cllr Lane All In Favour

8. To consider a report along with recommendation from Jubilee Community Centre Site Terms & Conditions Of Use Working Party regarding site use by Downham Town Football Club *(Previously discussed Agenda Item 9 – 4 November 2025)*

The motion was not carried: That a simple licence to occupy should be established with Downham Town Football Club.

That, once the licence to occupy has been completed and signed, the Council signs the Grass Pitch Maintenance Fund (GPMF) Landlord and Tenant Form to support the Football Club's funding application.
That the Town Clerk be authorised to prepare the licence to occupy using the template outline provided and authorises the Town Clerk to sign the licence on behalf of the Council.

Proposed Cllr Lane, Seconded Cllr Cain 6 In Favour, 8 Against, 4 Abstentions

9. To consider the creation of a Working Party to create a Business Plan for the Council *(Previously discussed Agenda Item 19 – 13 January 2026)*

Resolved: That the agenda item be placed on the March 2026 agenda.

Proposed Cllr Leivers, Seconded Cllr Cain 11 In Favour, 2 Against, 5 Abstentions

10. To consider filling vacancies with new members on the Governance & Finance Committee

Resolved: That Cllrs Grover, J Pyatt and Sims fill the vacancies on Governance & Finance Committee

Proposed Cllr Leach, Seconded Cllr Campbell-Robb 16 In Favour, 0 Against, 2 Abstentions

11. To consider recommendations from Governance & Finance Committee:

11.1 That the updated Terms of Reference be recommended to Full Council for approval.

The motion was not carried: That the Terms of Reference be approved

Proposed Cllr Brewer, Seconded Cllr Lane 9 In Favour, 9 Against, 0 Abstentions

The Chair used his casting vote and voted against the motion.

11.2 That the amended Risk Register be recommended to Full Council for adoption.

The motion was not carried: That the Risk Register be reconsidered by the Governance & Finance Committee following the debate.

Proposed Cllr Brewer, Seconded Cllr Sims 8 In Favour, 9 Against, 1 Abstention

Resolved: That Full Council consider the Risk Register line by line

Proposed Cllr Brewer, Seconded Cllr Campbell-Robb 16 In Favour, 0 Against, 2 Abstentions

11.3 That the updated Procurement Policy be recommended to Full Council for approval.

Resolved: That the Procurement Policy be adopted with the addition of 'Local companies are encouraged to apply.'

Proposed Cllr Dickson, Seconded Cllr Brewer 9 In Favour, 8 Against, 1 Abstention

11.4 That Full Council governance training be recommended to Full Council, to be delivered through Norfolk Parish Training & Support via James Corrigan.

This item was withdrawn.

11.5 That Security Awareness Training be recommended to Full Council, to be delivered by Norfolk Computer Services.

Resolved: That Security Awareness Training be delivered by Norfolk Computer Services.

Proposed Cllr Campbell-Robb, Seconded Cllr Lane All In Favour

11.6 That the updated Freedom of Information Policy be recommended to Full Council for approval.

Resolved: That the Freedom of Information Policy be adopted.

Proposed Cllr Dickson, Seconded Cllr Campbell-Robb All In Favour

11.7 That Full Council approve the purchase of 20 Past Mayors' pins at a cost of £3,780 excluding VAT.

Resolved: That the Council do not purchase Past Mayors' pins.

Proposed Cllr Leach, Seconded Cllr Lewis 12 In Favour, 3 Against, 3 Abstention

11.8 That the updated Financial Regulations, with the amendments discussed, be recommended to Full Council for adoption.

This item was withdrawn.

12.To receive and approve the minutes of the following Committees:

12.1 Planning Committee – 20 January 2026

Resolved: That the Planning Committee minutes dated 20 January 2026 be approved.

Proposed Cllr Daymond, Seconded Cllr Wiles All In Favour

12.2 Property Committee – 26 November 2025 & 10 December 2025

Resolved: That the Property Committee minutes dated 26 November 2025 & 10 December 2025 be approved.

Proposed Cllr Jordan, Seconded Cllr Lewis 17 In Favour, 0 Against, 1 Abstention

12.3 Governance & Finance Committee – 21 January 2026

The motion was not carried: That the Governance & Finance Committee minutes dated 21 January 2026 be approved.

Proposed Cllr Brewer, Seconded Cllr Lane 8 In Favour, 10 Against, 0 Abstention

13.To agree finance matters for the Mayor / Chair's signature:

13.1 January 2026 Bank Reconciliation

Resolved: That the January 2026 Bank Reconciliation be signed by the Chair on behalf of the Council.

Proposed Cllr Wiles, Seconded Cllr Leach All In Favour

13.2 January 2026 Bank Statements

Resolved: That the January 2026 Bank Statements be signed by the Chair on behalf of the Council.

Proposed Cllr Leivers, Seconded Cllr Lane All In Favour

13.3 Bills For Payment

Resolved: That the Bills For Payment numbered 660 – 728 be signed by the Chair on behalf of the Council..

Proposed Cllr Lane, Seconded Cllr Wiles All In Favour

13.4 Receipts List

Resolved: That the Receipts List numbered 1033 – 1128 be signed by the Chair on behalf of the Council.

Proposed Cllr Wiles, Seconded Cllr Pegg 17 In Favour

Cllr Lane did not vote as he had declared an interest.

13.5 Q3 VAT Return

Resolved: That the Q3 VAT Return be signed by the Chair on behalf of the Council.

Proposed Cllr Lane, Seconded Cllr Pegg All In Favour

13.6 Actual V Budget to 31 January 2026

Resolved: That the Actual V Budget to 31 January 2026 be signed by the Chair on behalf of the Council.

Proposed Cllr Lane, Seconded Cllr Wiles All In Favour

14. To agree who will complete the 10% audit check

Cllrs Leivers and J Pyatt agreed to complete the audit check for November 2025, December 2025 & January 2026.

15. To consider allocation budget for Mayor's Regalia
(Previously discussed Agenda Item 9.1 - 15 July 2025)

Resolved: That an addition be made to the existing Mayoral Chain instead of commissioning a new chain.

Proposed Cllr Leivers, Seconded Cllr Leach 15 In Favour, 3 Against, 0 Abstention

16. To consider request from Downham Market Twinning Club to issue joint invitations to the 50th Celebration on 15 May 2026 at the Crown Motel, Upwell
(Previously discussed Agenda Item 8.1 - 22 July 2025)

Resolved: That the Town Council send joint invitations for the 50th Celebration on 15 May 2026, while making no guarantee of financial support.

Proposed Cllr Sims, Seconded Cllr Perkin 17 In Favour, 1 Against, 0 Abstention

17. To discuss Corporate Membership of FLUA (Fen Line Users Association) and a representative from the Council *(Previously discussed Agenda Item 14 - 22 July 2025)*

Resolved: That the Town Council join the Fen Line Users Association (FLUA) for the 2026 membership year, running from 1 October 2025 to 30 September 2026, at a cost of £7.

Proposed Cllr Leivers, Seconded Cllr Wiles 17 In Favour, 0 Against, 1 Abstention

18. To receive outside body reports:

18.1 Safer Neighbourhood Action Panel

Cllr Leivers advised that the Safer Neighbourhood Action Panel had been renamed Neighbourhood.

Cllr Leivers gave an overview of the meeting on 20 January 2026 and advised that the next meeting is scheduled for 26 April 2026 with the venue to be confirmed.

Post-Meeting Note: The report will be published on the Town Council website.

18.2 Downham Market & Downham West Joint Burial Board

Cllr Daymond advised that there had been no meetings of the Downham Market & Downham West Joint Burial Board since the previous update.

18.3 100 Acre Charity

Cllr Wiles advised that the next meeting of 100 Acre Charity is on 11 February 2026.

18.4 West Norfolk Tourism Forum

Cllr Leivers advised that she had resigned from the West Norfolk Tourism Forum as the forum had changed direction.

19. Councillors' Questions and to receive suggestions for future agenda items

Cllr B Moyses requested that the future of the Governance & Finance Committee be discussed at the next meeting.

Cllr Leivers requested that the possibility of a New Year's Eve Dance be investigated.

Cllr Grover asked for an update on the SEND campaign. The Town Clerk advised that a meeting with Terry Jermy MP was being arranged.

Cllr Grover requested that the Council consider installing electric heaters in the market gazebos.

Cllr Lewis asked for an update on the BCKLWN and Football Foundation meeting. The Town Clerk advised that she had contacted both parties and was awaiting a date.

Cllr S Moyses requested that the Council debate the use of only paper agendas at the next meeting, citing distractions caused by members using electronic devices.

20. To note the date of the next meeting – 03 March 2026, 7pm, Town Hall

The next meeting was confirmed as 03 March 2026 at 7pm in the Town Hall.

Meeting ended: 8:40pm