

DOWNHAM MARKET TOWN COUNCIL

MINUTES OF FULL COUNCIL MEETING HELD

Tuesday 04 March 2025 at 7.00pm at Downham Market Town Hall,

Bridge Street, Downham Market, Norfolk PE38 9DW

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| | <p>Present</p> <p>Mayor / Chair – Cllr Hobbs</p> <p>Cllrs Brewer, Buxton, Daymond, Dickson, Lane & Perkin (7)</p> <p>Town Clerk – Claire Dornan</p> <p>Borough Cllr Osborne</p> <p>Jacob Medlock from the Borough Council of King’s Lynn & West Norfolk</p> <p>There were 9 members of the public present</p> |
| Number | Item |
| | The Mayor reminded all attendees of the evacuation procedures and to turn mobile telephones to silent / switch them off. The Mayor also reminded Cllrs to use their microphones. |
| 001 | <p><u>To receive Members’ Apologies for Absence</u></p> <p>Apologies were received, due to personal commitments, from:</p> <p>Cllrs Leach, Leivers, Lewis, B Moyses, J Pyatt, Sharman & Wiles</p> <p>County Councillor White also tendered his apologies.</p> |
| 002 | <p><u>To receive Members’ Declarations of Interest</u></p> <p>There were no declarations of interest made.</p> |

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| 003 | <p><u>To receive a presentation from the Borough Council of King's Lynn & West Norfolk Housing Standards Officer (Energy Efficiency) - Jacob Medlock</u></p> <p>Council received a presentation relating to Domestic Energy Efficiency & Cost of Living Support.</p> <p>The presentation will be made available on the Town Council website and circulated to Council.</p> |
| 004 | <p><u>To receive Town Clerk Report & the Mayor's Announcements</u></p> <p>The Mayor advised Cllrs of the death of Cllr Jackie Westrop. There was a 1 minute silence</p> <p>The Mayor gave an overview of the Gingerbread Event which took place on Friday 21 February 2025 which was part funded by a grant from Love Your Market Town. The Mayor thanked the volunteers and staff who made the event a success.</p> <p>The Mayor reminded Councillors of the Charity Open Mic Night due to take place on Friday 25 April 2025 in aid of Downham Dementia.</p> <p>The Mayor reminded Councillors of their responsibilities under the Media Policy adopted by Full Council on 18 July 2023 specifically mentioning Section 7, Social Media.</p> |
| 005 | <p><u>Public participation, written reports and written questions</u></p> |
| 005.1 | <p><u>County Councillor report and questions – Cllr Tony White</u></p> <p>Cllr White had tendered his apologies however his report was received and circulated to Cllrs prior to the meeting. The report was also uploaded to the website.</p> |
| 005.2 | <p><u>Borough Councillors reports and questions</u></p> <p>Cllr Osborne read his report to Councillors and provided a copy for circulation and upload to the website.</p> |
| 005.3 | <p><u>Police report</u></p> <p>There was no Police report available.</p> |
| 005.4 | <p><u>Public Participation</u></p> <p>A member of the public spoke regarding an issue relating to public footpath encroachment on the Nightingale Estate.</p> |

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| 005.5 | <p><u>Correspondence</u></p> <p>There was no new correspondence for Council.</p> |
| 006 | <p><u>To approve the minutes of the Full Council meeting held on 18 February 2025</u></p> <p>Proposed Cllr Hobbs Seconder Cllr Buxton</p> <p>It was resolved:</p> <p>‘To approve the minutes of the Full Council meeting held on 18 February 2025.’</p> <p>5 In Favour 2 Abstentions – Cllrs Dickson & Perkin</p> |
| 007 | <p><u>To accept the recommendations within the minutes for the following Committees</u></p> |
| 007.1 | <p><u>Community Engagement Committee – 07 November 2024</u></p> |
| 007.2 | <p><u>Human Resources Committee – 05 November 2024</u></p> <p>These agenda items were withdrawn as the dates on the agenda were incorrect.</p> |
| 008 | <p><u>To discuss and agree Council response to application received from the Borough Council:</u></p> <p><u>25/00295/F</u> <u>Householder: Single storey extension to side of dwelling at 41 Wingfields, Downham Market, Norfolk PE38 9AR</u></p> <p>Proposed Cllr Daymond Seconder Cllr Dickson</p> <p>It was resolved:</p> <p>‘Downham Market Town Council recommends approval of application 25/00295/F as the extension appears to have no little / no impact on surrounding properties and sits well within the plot.’</p> <p>All In Favour</p> |
| 009 | <p>To discuss and agree Council response to King’s Lynn and West Norfolk Local Plan 2021-2040: Publication of Inspectors’ Report</p> <p>Councillors chose to make no comment on the Local Plan.</p> |

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| 010 | <p>To discuss and agree Council response to Borough Council of King's Lynn & West Norfolk Disposal of Land – Open Space Land at Clackclose Road</p> <p>Proposed Cllr Daymond Seconder Cllr Lane</p> <p>It was resolved:</p> <p>‘Downham Market Town Council recommends refusal to the disposal of Open Space Land at Clackclose Road due to the proximity of the Gas Governor to the public footpath.’</p> <p>4 In Favour 2 Against – Cllrs Brewer & Hobbs 1 Abstention – Cllr Dickson</p> |
| 011 | <p>To discuss and agree Council response to Borough Council of King's Lynn & West Norfolk 3G Pitch Expression of Interest call for sites</p> <p>Proposed Cllr Dickson Seconder Cllr Perkin</p> <p>It was resolved:</p> <p>‘That Downham Market Town Council make an Expression of Interest to the Borough Council of King's Lynn & West Norfolk for a 3G pitch.’</p> <p>5 In Favour 2 Abstentions – Cllrs Brewer & Buxton</p> |
| 012 | <p>To update Cllrs on upcoming events, agree actions and confirm Cllr attendance:</p> |
| 012.1 | <p><u>Evening with Colin Bell 15 March 2025 (tickets sold out)</u></p> <p>The Town Clerk confirmed that all tickets were sold.</p> |
| 012.2 | <p><u>St Winnolds 21 March 2025 (new route)</u></p> <p>Cllrs Dickson, Lane, Hobbs & Perkin confirmed their attendance at the event.</p> <p>The Mayor requested that agenda item 012.3 – 012.9 be postponed until the next Full Council meeting due to the number of Cllrs present at the meeting.</p> |
| 012.3 | <u>Music Bingo 22 March 2025 (in conjunction with JR Light and Sound)</u> |
| 012.4 | <u>Mayor's At Home 05 April 2025</u> |
| 012.5 | <u>Open Mic Night 25 April 2025</u> |
| 012.6 | <u>Community Fair 26 April 2025</u> |
| 012.7 | <u>VE Day 80th Anniversary Beacon Lighting 08 May 2025</u> |
| 012.8 | <u>Sunday Food local producers market 22 June 2025 (in conjunction with Mabels)</u> |
| 012.9 | <u>Heritage Open Day 21 September 2025</u> |

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| 013 | <u>To agree final drafts and accept the following policies:</u> |
| 013.1 | <u>Mayor's Protocol</u> Proposed Cllr Hobbs Seconder Cllr Dickson It was resolved: 'That the Town Council adopt the Mayor's Protocol also known as Role of The Mayor and Deputy Mayor Policy.' 6 In Favour 1 Against – Cllr Daymond |
| 013.2 | <u>Sexual Harassment Policy</u> Proposed Cllr Lane Seconder Cllr Hobbs It was resolved: 'That the Town Council adopt the Sexual Harassment Policy.' All In Favour |
| 013.3 | <u>Allotment Policy</u> Proposed Cllr Dickson Seconder Cllr Lane It was resolved: 'That the Town Council adopt the Allotment Policy, which will remain a working document until the release of the allotment site on the Nightingale Estate.' All In Favour |
| 014 | <u>To discuss Car Park Management and agree actions</u> The Mayor requested that agenda item 14 be postponed until the next Full Council meeting due to the number of Cllrs present at the meeting. The Clerk was asked to forward a copy of the Alpha Parking Study to all Cllrs and place a copy on the Town Council website. |

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| 015 | <p><u>To agree membership of the West Norfolk Tourism Board</u></p> <p>Proposed Cllr Daymond Seconder Cllr Hobbs</p> <p>It was resolved:</p> <p>‘That Cllr Lane be recommended as a second representative of the Town Council on the West Norfolk Tourism Forum.’</p> <p>All In Favour</p> |
| 016 016.1 016.2 016.3 | <p><u>To agree finance matters for The Mayor’s signature:</u></p> <p><u>Bills For Payment</u></p> <p><u>Receipts List</u></p> <p><u>Asset Disposal</u></p> <p>The Mayor withdrew this item as the Town Clerk had been unable to circulate all papers required, within legal timescales, to allow for a full discussion to occur.</p> |
| 017 | <p><u>To consider grant applications from Downham Market Men’s Shed and agree response</u></p> <p>Proposed Cllr Daymond Seconder Cllr Lane</p> <p>It was resolved:</p> <p>‘That the grant application made by Downham Market Men’s Shed for £1,431 be supported and approved in full.’</p> <p>All In Favour</p> |
| 018 | <p><u>To discuss suggestion to hire microphones for the second Full Council meeting each month</u></p> <p>The Town Clerk advised that the preferred supplier had confirmed that to have microphones at the additional Full Council meetings it would be an additional £225 + VAT as opposed to £300 + VAT per session when the Full Council meetings are live streamed.</p> <p>There is a 5% discount if the Council book 12 months in advance.</p> <p>Councillors expressed a preference to live streaming the second Full Council meeting each month. The Town Clerk advised that on 04 February 2025, agenda item 19, the</p> |

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| | <p>Council had voted not to live stream the meeting and therefore the decision would need to be rescinded.</p> <p>Given there were only 7 Councillors present, the Town Clerk did not separate the rescind vote and the new vote on the understanding that a minimum of 5 Cllrs had to agree to the decision.</p> <p>Proposed Cllr Lane Seconder Cllr Buxton</p> <p>It was resolved:</p> <p>‘That the Town Council live stream the additional meetings as opposed to just having microphones.’</p> <p>6 In Favour 1 Against – Cllr Dickson</p> |
| 019 | <p><u>To receive Councillor Questions</u></p> <p>Cllr Daymond thanked staff for their integrity and support to Council.</p> |
| 020 | <p><u>To note date of next Full Council meeting – Tuesday 18 March 2025</u></p> <p>The next meeting was confirmed as Tuesday 18 March 2025 at 7pm in the Town Hall.</p> |
| | Meeting closed: 8:08pm |
| | SIGNED |
| | DATE |