

**DOWNHAM MARKET TOWN COUNCIL**

**MINUTES OF FULL COUNCIL MEETING HELD**

**Tuesday 14 May 2024 at 7.00pm at Downham Market Town Hall,**

**Bridge Street, Downham Market, Norfolk PE38 9DW**

	<p><b>Present</b></p> <p>Mayor / Chair – Cllr Hobbs</p> <p>Cllrs Brewer, Daymond, Jordan, Lane, Leach, B Moyses, S Moyses, Perkin, C Pyatt, J Pyatt, Sharman, Westrop &amp; Wiles (14)</p> <p>Town Clerk – Claire Dornan</p> <p>Borough Councillor Ratcliffe</p> <p>1 Member of the public was present</p>
Notes	The meeting started at 7:03pm due to an the prior Human Resources Committee meeting finishing at 7pm.
<b>Number</b>	<b>Item</b>
001	<p><b><u>To receive Members’ Apologies for Absence</u></b></p> <p>Apologies were received from:  Cllr Doyle – Ill Health  Cllr Leivers - Personal Commitment  Cllr Lewis – Personal Commitment</p>
002	<p><b><u>To receive Members’ Declarations of Interest</u></b></p> <p>There were no declarations of interest made.</p>
	The Mayor reminded all attendees of the fire evacuation procedures.
003	<p><b><u>To receive Town Clerk Report &amp; the Mayor’s Announcements</u></b></p> <p>The Town Clerk advised that the Borough Council’s tender document for the toilets on the Town Hall Car Park had gone live and work is scheduled to start mid July 2024.</p>

	<p>The Town Clerk advised that the new Town Council Offices were now open and the opening hours going forward will be Tuesday – Thursday 10am – 1pm, however appointments are available outside of these times by agreement.</p> <p>The Mayor advised that he had attended the City of Ely Council’s Mayor Making on 13 May 2024. The Mayor suggested that Downham Market Town Council look to incorporate some of Ely’s protocol when planning next year’s Mayor Making event.</p> <p>The Mayor announced that his chosen charity is Downham Dementia and that he would be arranging Charity Quiz Nights shortly.</p> <p>The Mayor commented that there were 3 vacancies on the Council and gave an overview of the role of the Cllr explaining that Cllrs are unpaid volunteers who sign a code of conduct whilst in office. He welcomed interest from any member of the community who had an open mind and was prepared to take part in discussion and listen to others with differing points of view.</p> <p>The Mayor wished Cllr Doyle a speedy recovery following his release from hospital.</p>
004	<p><b><u>Public participation, written reports and written questions</u></b></p>
004.1	<p><b><u>County Councillor report and questions – Cllr Tony White</u></b></p> <p>Cllr White had given his apologies prior to the meeting and therefore was not in attendance.</p>
004.2	<p><b><u>Borough Councillors reports and questions</u></b></p> <p>Cllr Bullen had given his apologies prior to the meeting and therefore was not in attendance. Cllr Bullen had submitted a report ahead of the meeting and this had been circulated to Council and is due to be uploaded to the Council’s website.</p> <p>Cllr Osborne had given his apologies prior to the meeting and therefore was not in attendance. Cllr Osborne had submitted a report ahead of the meeting and this had been circulated to Council and is due to be uploaded to the Council’s website.</p> <p>Cllr Tyler did not provide apologies or a written report.</p> <p>Cllr Ratcliffe addressed the Council and congratulated The Mayor on his appointment.</p> <p>Cllr Ratcliffe advised that work on the Lidl site is underway.</p> <p>Cllr Ratcliffe noted that the structure of the Care Home is complete and the site is awaiting work to fit it out.</p>

004.3	<p>Cllr Ratcliffe welcomed the new employment opportunities which had become available.</p> <p>Cllr Ratcliffe advised that she is pushing BCKLWN for clear management of the Memorial Field including a clearer definition of what the site is for and suggested that Cllrs contact BCKLWN Cllr, Bal Anota, with any suggestions.</p> <p>Cllr Ratcliffe also commented that she is supporting the work of BCKLWN to provide full transparency in relation to Special Expenses.</p> <p><b><u>Police report</u></b></p> <p>There were no Police representative present and a report was not provided.</p>
004.4	<p><b><u>Public Participation</u></b></p> <p>The member of public did not wish to speak.</p>
004.5	<p><b><u>Correspondence</u></b></p> <p>The Town Clerk confirmed that email correspondence had been circulated to members ahead of the meeting. Correspondence related to public views on car parking needs.</p>
005	<p><b><u>To receive a report from Jacob Medlock, Housing Standards Officer, BCKLWN</u></b></p> <p>The Mayor advised that Mr Medlock would now be attending a future meeting.</p>
006	<p><b><u>To approve the minutes of the Full Council meeting held on 07 May 2024</u></b></p> <p><b>Proposed Cllr Daymond      Seconder Cllr Wiles</b></p> <p><b>‘To approve the minutes of the Annual Town Council meeting held on 07 May 2024.’</b></p> <p><b>All in Favour</b></p>
007	<p><b><u>To accept from the recommendations within the minutes from the following Committees:</u></b></p>
007.1	<p><b><u>Planning Committee –28 February 2024 &amp; 26 March 2024</u></b></p> <p><b>Proposed Cllr Daymond      Seconder Cllr Leach</b></p> <p><b>‘To accept the minutes of the meeting from Planning Committee dated 28 February 2024 &amp; 26 March 2024.’</b></p>

007.2	<p>All In Favour</p> <p><b><u>Property Committee – 29 February 2024</u></b></p> <p>Proposed Cllr Jordan      Seconder Cllr J Pyatt</p> <p><b>‘To accept the minutes of the meeting from Property Committee dated 29 February 2024.’</b></p> <p>All In Favour</p>
007.3	<p><b><u>Human Resources Committee – 29 February 2024, 23 April 2024 &amp; 07 May 2024</u></b></p> <p>Proposed Cllr Wiles      Seconder Cllr Brewer</p> <p><b>‘To accept the minutes of the meeting from Human Resources Committee dated 29 February 2024, 23 April 2024 &amp; 07 May 2024.’</b></p> <p>All In Favour</p>
007.4	<p><b><u>Community Development Committee – 05 March 2024 &amp; 25 April 2024</u></b></p> <p>Proposed Cllr Daymond      Seconder Cllr Westrop</p> <p><b>‘To accept the minutes of the meeting from Community Development Committee dated 05 March 2024 &amp; 25 April 2024.’</b></p> <p>All In Favour</p>
007.5	<p><b><u>Governance Committee – 05 March 2024</u></b></p> <p>Proposed Cllr Brewer      Seconder Cllr Perkin</p> <p><b>‘To accept the minutes of the meeting from Governance Committee dated 05 March 2024.’</b></p> <p>All In Favour</p>
007.6	<p><b><u>Downham In Bloom Committee – 11 March 2024</u></b></p> <p>Proposed Cllr Lane      Seconder Cllr J Pyatt</p> <p><b>‘To accept the minutes of the meeting from Downham In Bloom Committee dated 11 March 2024.’</b></p>

	<b>All In Favour</b>
008	<b>To agree Council Finance Reports:</b>
008.1	<b><u>March 2024 Bank Reconciliation</u></b>  <b>Proposed Cllr Brewer      Seconder Cllr Westrop</b>  <b>‘To accept the March 2024 Bank Reconciliation, as presented.’</b>  <b>All In Favour</b>
008.2	<b><u>March 2024 Governance Committee Sample Report</u></b>  <b>Proposed Cllr Brewer      Seconder Cllr Perkin</b>  <b>‘To accept the March 2024 Governance Committee Sample Report.’</b>  <b>All In Favour</b>
008.3	<b><u>Bills For Payment</u></b>  <b>Proposed Cllr Brewer      Seconder Cllr Westrop</b>  <b>‘To agree the 2023/2024 payment of bills 983 – 1036 and 2024/2025 payment of bills 1 – 60, as presented.’</b>  <b>All In Favour</b>
008.4	<b><u>Q4 VAT Return</u></b>  <b>Proposed Cllr Brewer      Seconder Cllr Westrop</b>  <b>‘To agree Q4 VAT Return, as presented.’</b>  <b>All In Favour</b>
009	<b><u>To receive an update on discussions regarding access to cash in Downham Market and agree actions</u></b>  The Town Clerk advised that the Deputy Clerk has been in correspondence with LINK, the ATM provider, who have advised that there is no plan for an ATM in the new Banking Hub on the High Street.

	<p>LINK have however advised following correspondence that they will now perform a review of needs in Downham Market and then advise of their findings.</p> <p>The Town Clerk recommended those who wished to comment on access to cash in Downham Market contact the Financial Conduct Authority who are responsible for ensuring that there is reasonable access to cash for all personal and business customers in the UK.</p>
010	<p><b><u>To receive an update on Lynn Road Crossing Request and agree actions</u></b></p> <p>The Town Clerk read the email response from Norfolk County Council:</p> <p>‘A guideline cost estimate for a Zebra crossing at Lynn Road Downham Market would be in the region of £180,000 to £200,000, however at Cannon Square there is already a controlled crossing with a further zebra crossing close to number 53 Lynn Road which is approximately 350mtrs from the Downham Town FC which is where I assume the request refers to. I am also aware of the pending planning proposal to extend the football stands at this location, however KLWNBC have yet to make a decision regarding if they support the proposals as the land owner via their properties team.</p> <p>As highlighted in the email string below parked vehicles appear to be a contributory factor, along with perceived vehicle speeds as you are aware NCC are not able to enforce the speed limit that falls to Norfolk Constabulary, I would suggest vehicle speed data is obtained via town council speed watch group or SAM2 data and shared with Norfolk Police they may then decide to attend and monitor via their own safety camera team.</p> <p>A zebra crossing may not be appropriate for this location (as defined by national highway design standards) more detailed work would need to be undertaken this would also be required to firm up the above guideline cost estimate, although it is worth highlighting that construction inflation would also need to be applied.</p> <p>It is also worth highlighting that the countywide highway improvements programme for all types of scheme (footways, local safety, road crossings, cycle schemes, junction improvements etc) across the whole county is around £1m to 2m per year. Therefore, I am afraid it is not possible to bring this scheme forward at the current time however we will continue to investigate funding streams as they are made available via Dft and central government.’</p> <p>The Town Clerk advised that she would look at suitable SAM2 sites and liaise with Norfolk County Council for approval.</p> <p>The Town Clerk also noted that she is yet to receive a response to the request for a crossing on Paradise Road. The response had been chased.</p>

011	<p><b><u>To receive an update on allotments and agree actions</u></b></p> <p>The Town Clerk thanked Downham Market &amp; Downham West Joint Burial Board for providing a one year extension on the current agreement relating to provision of allotments on Rouses Lane.</p> <p>The Town Clerk confirmed that a contract was being drawn up so that Downham Market Allotment Association could accept the terms of the extension. The Allotment Association will now have security of tenure until 31 March 2026.</p>
012	<p><b><u>To receive a report from Downham Market &amp; Downham West Joint Burial Board and agree actions</u></b></p> <p>The Town Clerk thanked the Chair of Downham Market &amp; Downham West Joint Burial, John Fox, for his note following the meeting on 01 May 2024.</p> <p>The Town Clerk commented that Cllrs Westrop and Daymond were now representatives of Downham Market Town Council and asked that they report back to Council as and when information became available on future plans.</p>
013	<p><b><u>To receive a report regarding Anglia In Bloom Competition and agree actions</u></b></p> <p>The Town Clerk sadly announced that due to lack of resident interest that the Best Front Garden Competition and the Community Planting Day had been cancelled.</p> <p>It was noted that the Council would be working with the Scouts &amp; Guides on planting up the Jubilee Community Centre site using any funds from the Tesco grant for the benefit of the whole community.</p>
014	<p><b><u>To receive Councillor Questions</u></b></p> <p>Cllr Pyatt stated that the Council should return to the old process for Mayor Making as the old way have been proven to be the best.</p> <p>Cllr Pyatt commented that he and other Cllrs were unhappy about the Committee suggestions and that he could offer no experience and was unsuited to sit on the suggested Committee he was offered; Human Resources Committee and Governance &amp; Finance Committee. This left him with no Committee to sit on.</p> <p>The Mayor welcomed comments from other Council members on Cllr Pyatt's comments. There was no comment made by any member.</p> <p>Cllr Pyatt commented that he felt that the Council should have been more involved in the tender document for the Borough Council toilets which are due to be upgraded on the entrance / exit to the Town Hall Car Park.</p>

	<p>Cllr Daymond asked that Council consider audio recording all meetings at the June 2024 meeting to ensure all minutes are secure, truthful and factual.</p>
015	<p><b>Confidential Items To consider a resolution (under the Public Bodies Admission to Meetings Act 1960) to exclude members of the public and press</b></p> <p><b>Proposed – Cllr Hobbs                      Seconded –Cllr Westrop</b></p> <p><b>It was resolved:</b></p> <p><b>‘That members of the press and public be excluded whilst information pertaining to recruitment and staffing matters are discussed.’</b></p> <p><b>All in favour</b></p> <p><b>Cllr Ratcliffe and the member of the public left the meeting. The live stream was suspended and the representative from J R Light &amp; Sound left the room.</b></p>
015.1	<p><b><u>To discuss recruitment</u></b></p> <p>The Town Clerk gave an update on the recruitment of a Caretaker advising that the Human Resources Committee had agreed to offer the role to a successful interviewee.</p> <p>The Town Clerk advised that the Administrator had resigned from the Council, with her last day being 30 May 2024. The Town Clerk was seeking permission, following the recommendation from Human Resources Committee, to recruit into a new admin role.</p>
015.2	<p><b><u>Update on staffing matters</u></b></p> <p>The Town Clerk requested a period of unpaid leave during 2025 and gave the reasons for this request.</p>
016	<p><b><u>To agree actions required following discussions within confidentiality</u></b></p> <p><b>Proposed – Cllr Sharman                      Seconded –Cllr Daymond</b></p> <p><b>It was resolved:</b></p> <p><b>‘That the Town Clerk is authorised to recruit into a full time administration role.’</b></p> <p><b>All in favour</b></p>



	<p><b>Proposed – Cllr Leach                      Seconded –Cllr Lane</b></p> <p><b>It was resolved:</b></p> <p><b>‘That the Town Clerk is authorised to take 31 days unpaid leave during 2025.’</b></p> <p><b>All in favour</b></p>
	Meeting closed: 7:35pm
	<b>SIGNED</b>
	<b>DATE</b>