

DOWNHAM MARKET TOWN COUNCIL

MINUTES OF FULL COUNCIL MEETING HELD

Tuesday 21 November 2023 at 7.00pm at the Town Hall

	<p>Present</p> <p>Mayor / Chair – Cllr Doyle</p> <p>Cllrs Brewer, Buxton, Daymond, Incorvaia, Jordan, Lane, Leach, Leivers, Lewis, B Moses, S Moses, Perkin, Pyatt, Sharman, Westrop & Wiles (17)</p> <p>Julie Pyatt joined the meeting as Cllr Julie Pyatt from Agenda Item 5. (18)</p> <p>Town Clerk – Claire Dornan</p> <p>Borough Councillors – Ratcliffe & Osborne</p> <p>9 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 Hobbs – Holiday</p> <p>Cllr Tawfick – Personal Commitment</p> <p>These apologies were accepted.</p> <p>County Councillor White had given his apologies.</p> <p>Borough Cllrs Bullen & Ratcliffe had given their apologies.</p>
002	<p><u>To receive Members’ Declarations of Interest</u></p> <p>Cllr Jordan declared an interest in Item 9 – Payment of Bills.</p> <p>Cllr Pyatt declared an interest in Item 5 – Co-option of East Ward Town Councillor.</p>

003	<p><u>To receive Town Clerk Report & the Mayor's Announcements</u></p> <p>The Town Clerk advised that the office is working with the Borough Council Tourism Officer on a couple of infrastructure projects to improve the look of the Town.</p> <p>The Mayor advised that he would not be having a Mayors at Home event during his term of office due to budget restrictions.</p>
004	<p><u>Public participation, written reports and written questions</u></p> <p><u>County Councillor report and questions – Cllr Tony White</u></p> <p>Cllr White had given his apologies. He had not submitted a report for the meeting.</p> <p><u>Borough Councillors reports and questions</u></p> <p>Cllr Bullen had given his apologies and had submitted a report prior to the meeting which had been circulated and placed on the Council's website.</p> <p>Cllr Osbourne advised that there is a grant available backed by Norfolk County Council and Borough Council of King's Lynn & West Norfolk called Love Your Town. The deadline for the grant is 08.12.2023.</p> <p>Cllr Osbourne also advised that there is a precept consultation by the Police and Crime Commissioner which closed on 24.11.2023 at 5pm.</p> <p>Cllr Osbourne advised that he is supporting the Council Tax Support Scheme via his role on the Corporate Performance Panel; had attended an environmental meeting relating to Heacham and Hunstanton about improved water quality sampling and the effect of sea birds on water quality; and was assisting constituents with housing and infrastructure queries.</p> <p>Cllr Ratcliffe arrived at the meeting by this Agenda Item and therefore provided an update on Lidl. Cllr Ratcliffe confirmed that Lidl were still intending to come to the town. They were in the process of changing their design plans to meet the planning conditions which included one requested by the Town Council relating to Carstone, condition 27.</p> <p>Cllr Tyler was not present and had not provided a report.</p> <p><u>Police report</u></p> <p>There were no Police reports.</p>

	<p><u>Public Participation</u></p> <p>No member of the public requested to speak.</p> <p><u>Downham Amateur Dramatic Society Report</u></p> <p>There was no further report provided following the last meeting.</p> <p><u>Correspondence</u></p> <p>There was no written correspondence.</p>
005	<p><u>To receive applications for co-option as an East Ward Town Councillor</u></p> <p>The Town Clerk advised that there had been one application received from Mrs Julie Susan Pyatt.</p> <p>Proposed Cllr Sharman Seconder Cllr Brewer</p> <p>‘To co-opt Mrs Julie Susan Pyatt onto the Council as East Ward Town Councillor.’</p> <p>9 In Favour – Cllrs Brewer, Buxton, Doyle, Incorvaia, Jordan, Lane, Lewis, Sharman & Westrop</p> <p>7 Against - Cllrs Daymond, Leach, Leivers, B Moyses, S Moyses, Perkin & Wiles</p> <p>Cllr Charlie Pyatt did not vote as he is related to the candidate.</p> <p>Cllr Julie Pyatt signed the Acceptance of office form and joined the table.</p>
006	<p><u>To approve the minutes of the Full Council meeting held on 17 October 2023</u></p> <p>Proposed Cllr Daymond Seconder Cllr Lane</p> <p>‘To approve the minutes of the Full Council meeting held on 17 October 2023.’</p> <p>All In Favour</p>

007	<p><u>To accept the minutes from the following Committees:</u></p>
007.1	<p><u>Downham In Bloom Committee – 16 October 2023 & Terms of Reference</u></p> <p>Proposed Cllr Lane Secoder Cllr Westrop</p> <p>‘To accept the minutes of the meeting from Downham In Bloom Committee dated 16 October 2023 & Terms of Reference.’</p> <p>All In Favour</p>
007.2	<p><u>Community Development Committee – 03 October 2023</u></p> <p>Proposed Cllr Buxton Secoder Cllr Leivers</p> <p>‘To accept the minutes of the meeting from Community Development Committee dated 03 October 2023.’</p> <p>All In Favour</p>
007.3	<p><u>Human Resources Committee –17 October 2023</u></p> <p>Proposed Cllr Jordan Secoder Cllr Daymond</p> <p>‘To accept the minutes of the meeting from Human Resources Committee dated 17 October 2023.’</p> <p>17 In Favour</p> <p>1 Abstention – Cllr Wiles</p>
007.4	<p><u>Planning Committee – 10 October 2023</u></p> <p>Proposed Cllr Daymond Secoder Cllr Wiles</p> <p>‘To accept the minutes of the meeting from Planning Committee dated 10 October 2023.’</p> <p>All In Favour</p>
007.5	<p><u>Governance Committee – 03 October 2023</u></p> <p>Proposed Cllr Incorvaia Secoder Cllr Brewer</p> <p>‘To accept the minutes of the meeting from Governance Committee dated</p>

	<p>03 October 2023.'</p> <p>All In Favour</p>
008	<p><u>To adopt the policy recommendations from the Governance Committees:</u></p>
008.1	<p><u>Scheme of Delegation</u></p> <p>Proposed Cllr Buxton Seconder Cllr S Moyses</p> <p>'To adopt the Scheme of Delegation.'</p> <p>All In Favour</p>
008.2	<p><u>Procurement Policy</u></p> <p>Proposed Cllr Incorvaia Seconder Cllr Brewer</p> <p>'To adopt the Procurement Policy.'</p> <p>All In Favour</p>
008.3	<p><u>Contingency Plan</u></p> <p>Cllr Leivers asked what would happen when PC Andy Wise retires. The Town Clerk confirmed that the plan is a live document which will receive updates as contact information changes.</p> <p>Proposed Cllr Incorvaia Seconder Cllr Brewer</p> <p>'To adopt the Contingency Plan.'</p> <p>All In Favour</p>
008.4	<p><u>Cyber Attack Policy</u></p> <p>Proposed Cllr Incorvaia Seconder Cllr Brewer</p> <p>'To adopt the Cyber Attack Policy.'</p> <p>All In Favour</p>

008.5	<p><u>Overspend Referral Policy</u></p> <p>Proposed Cllr Incorvaia Seconder Cllr Brewer</p> <p>‘To adopt the Overspend Referral Policy.’</p> <p>All In Favour</p>
009	<p><u>To agree payment of Bills</u></p> <p>Proposed Cllr Lane Seconder Cllr Westrop</p> <p>‘To agree the payment of bills 517 - 645, as presented.’</p> <p>17 In Favour</p> <p>Cllr Jordan did not vote as he had declared a pecuniary interest.</p>
010 010.1 010.2 010.3 010.4 010.5	<p><u>To receive Finance Update</u></p> <p><u>Statements for all accounts</u></p> <p>Cllrs accepted Bank Statements for all Downham Market Town Council accounts, as presented.</p> <p><u>Bank Reconciliation</u></p> <p>Cllrs accepted the Bank Reconciliation to 31 October 2023, as presented.</p> <p><u>List of Receipts</u></p> <p>The Town Clerk apologised. She had realised prior to the meeting that this document had not been circulated. This would be forwarded to Cllrs the following day.</p> <p><u>VAT Update</u></p> <p>The Town Clerk confirmed that the next VAT claim period is 01 October 2023 – 31 December 2023 with submission due by 07 February 2024.</p> <p><u>Governance sample</u></p> <p>Cllr Pyatt confirmed that he and Cllr Lane had completed the sample and that there were no issues.</p>

010.6	<p><u>Bank Signatories – To replace Anne Marsay</u></p> <p>Proposed Cllr Lane Seconder Cllr Daymond</p> <p>‘To replace Anne Marsay with Cllr Michael Lane on the Bank Mandate.’</p> <p>All In Favour</p>
011	<p><u>To discuss continuance of microphones at Full Council until 31 March 2024 and agree actions</u></p> <p>Proposed Cllr Lane Seconder Cllr S Moyses</p> <p>‘To approve the quote from J R Light & Sound, as presented, for the period of January, February & March 2024 at a cost of £300 + VAT.’</p> <p>All In Favour</p>
012 012.1 012.2	<p>Planning Application</p> <p>Reference No: 23/01835/RM Case Officer: Mrs C Dorgan</p> <p>Proposal: Reserved Matters: Construction of 3 Dwellings Location: Meads 44 London Road, Downham Market, Norfolk PE38 9AT</p> <p>Reference No: 23/01979/LB Case Officer: Mrs J Forder</p> <p>Proposed Cllr Daymond Seconder Cllr Wiles</p> <p>‘That the Town Council support the Construction of 3 dwellings at the Meads, 44 London Road, Downham Market, Norfolk PE38 9AT as the application is sustainable and a reduction from the proposed 4 dwellings to 3 dwellings.’</p> <p>16 In Favour</p> <p>2 Abstentions – Cllrs Pyatt & Westrop</p> <p>Proposal: APPLICATION FOR LISTED BUILDING CONSENT; Erecting shelves, placing a counter - placing refrigeration units. Replacing old sink and toilet. Pendant lights over counter. Tiling behind bar. Rewired outdated wiring. Replaster damaged ceiling. Location: 4 Market Place, Downham Market, Norfolk PE38 9DE</p> <p>The Town Clerk noted that the Council had received the application as a consultee and a neighbour of the property.</p>

012.3	<p>Proposed Cllr Daymond Seconder Cllr Lewis</p> <p>‘That the Town Council support the application for listed building consent at 4 Market Place, Downham Market, Norfolk PE38 9DE as there is no alterations to the external building.’</p> <p>All In Favour</p> <p>Reference No: 23/00407/F Case Officer: Miss Sandra Homcenko</p> <p>Proposal: Drop kerb for vehicle access to driveway Location: 7 Bexwell Road, Downham Market, Norfolk PE38 9LQ</p> <p>Proposed Cllr Daymond Seconder Cllr Leach</p> <p>‘That the Town Council support the proposal for a drop kerb at 7 Bexwell Road, Downham Market, Norfolk PE38 9LQ as long as the application is supported by Norfolk County Council Highways Department.’</p> <p>16 In Favour</p> <p>2 Abstentions – Cllrs Jordan & Westrop</p> <p>Cllr Jordan noted that he is employed by Norfolk County Council Highway Department and felt he should abstain.</p>
013	<p><u>To consider a grant application from Downham Stow Cricket Club</u></p> <p>The Town Clerk advised that there was £3,750 available within the grant budget.</p> <p>Cllrs raised concerns about funding facilities outside of Downham Market.</p> <p>Proposed Cllr Pyatt Seconder Cllr Daymond</p> <p>‘That the Town Council decline the grant request from Downham Stow Cricket Club.’</p> <p>16 In Favour</p> <p>2 Abstentions – Cllrs Perkin & Westrop</p>
014	<p><u>To discuss the Civility & Respect Pledge as recommended by Norfolk Association of Local Councils</u></p> <p>The Town Clerk gave an overview of the project.</p>

	<p>Proposed Cllr S Moyses Seconder Cllr Lane</p> <p>‘To commit to the Civility & Respect Pledge.’</p> <p>17 In Favour</p> <p>1 Against – Cllr Leivers</p>
015	<p><u>To receive a report from the Safer Neighbourhood Action Panel – Cllrs Leivers & Wiles</u></p> <p>A report was read to Council which has been made available on the Council’s website by Cllr Leivers.</p> <p>Cllr Wiles advised that he had reported an attack on an elderly gentleman on Short Drove at the weekend.</p>
016	<p><u>To discuss the management of the cemetery by Downham Market & Downham West Joint Burial Board</u></p> <p>Cllrs Westrop, Brewer & Pyatt raised concerns regarding the increase in precept over recent years and whether it was good value for money. The precept request has risen from circa £13K in 2020/2021 to circa £24K in 2022/2023 & 2023/2024.</p> <p>It was noted that the Board had been set up 40 years ago and there was a question as to whether it remained fit for purpose.</p> <p>It was commented that no other Council in Norfolk operates in this manner in relation to its cemetery.</p> <p>As a precept raising authority, it was commented that the Council cannot budget effectively as the Board can ask for any figure and the Council must pay. The precept is also usually requested in the later part of the financial year.</p> <p>There is a concern that the Board representative has been evasive when asked questions and there is a lack of transparency with how the Board operates.</p> <p>It was noted that the Council representatives were not feeding back to Full Council following meetings.</p> <p>Cllr Brewer asked that future agendas had an item for Reports from Outside Bodies so that Council is fully versed on what Cllrs are doing in the community. She noted that there had not been a report from 100 Acre Charity recently.</p>

	<p>Cllr Daymond advised that 100 Acre Charity had donated £3,000 to Downham Market to assist those in food poverty.</p> <p>It was commented by Cllr Brewer that it would appear that the last meeting of the Board was in April 2023 and the Board only meet on a 6 month schedule despite the problems with the property.</p> <p>It was questioned why there were 2 non active Cllrs on the Board. It was felt that Downham Market Town Council were not represented effectively when they pay the bulk of the precept request.</p> <p>Cllr Daymond commented that the precept had been kept low due to the rent from Cemetery House. This was challenged by Cllr Brewer as it appeared that circa £50K was now required to make the property habitable. It was suggested that the Board should look at selling the property to prevent paying double Council Tax and passing this onto Downham Market Town Council.</p> <p>Proposed Cllr Westrop Seconder Cllr Pyatt</p> <p>‘That the Town Clerk be instructed to write to the Downham Market & Downham West Joint Burial Board to ask the following questions / raise the following matters:</p> <p>a.) How is the precept calculated? b.) How is the precept spent? c.) What steps are the Board taking to control it’s costs? d.) That it gives the Clerk a full explanation in respect of the issues she has raised in respect of Cemetery House and other matters that have arisen.’</p> <p>17 In Favour</p> <p>1 Against – Cllr Daymond</p>
017	<p><u>To receive an update on 3G Pitch discussions</u></p> <p>Cllr Lewis advised that Property Committee had met with Downham Market Football Club on Thursday 02 November 2023. Notes from the meeting had been circulated to Councillors.</p> <p>Cllr Lewis referred to an article about funding received by Aylsham Football Club to install a 3G pitch. The club had received £800K from the Football Foundation, £250K from Norwich FC and had only needed to raise £24K.</p> <p>Cllrs Daymond & S Moyses asked for confirmation on the sink fund / maintenance required after 10 years to renew the surface. It was confirmed that this was</p>

	<p>estimated between £120K - £150K. Cllr Lewis commented that this was more than covered by the yearly rental income.</p> <p>The Town Clerk advised that Liz Truss MP had asked to meet the Town Council on Friday 08 December 2023 to discuss Levelling Up funding. Cllr Lewis had suggested that a discussion occur regarding a 3G pitch with Liz Truss MP.</p> <p>The Town Clerk confirmed that there had been no response from the Head Teacher at Downham Market Academy or the Head Trustee regarding their intentions regarding a 3G pitch on their site. They had been contacted on 18 October 2023.</p> <p>Cllr Lewis asked Councillors for permission to continue investigating funding for a 3G pitch.</p> <p>Cllr Wiles suggested contact be made with a gentleman from Alive West Norfolk who had been successful in achieving support for UK sport.</p> <p>Proposed Cllr Lewis Seconder Cllr Daymond</p> <p>‘To allow the 3G Working Party to seek grant funding without involving any expenditure to the Council.’</p> <p>15 In Favour</p> <p>1 Against – Cllr Brewer</p> <p>2 Abstentions – Cllrs Incorvaia and Leivers</p>
018	<p><u>To receive an update from Car Park Working Party</u></p> <p>It was noted by Cllr Pyatt that the working party needed a tighter remit to enable them to fully review the options open to the Council.</p> <p>Cllr Pyatt gave an overview of the suggestions from the working party following their meeting on Tuesday 14 November 2023:</p> <ul style="list-style-type: none"> • Paradise Car Park between the road and the height barrier – Only accessible parking bays • No commercial vehicle parking • Paradise Car Park – Lower bays to be free resident parking only via a permit • Installation of 5 ticket machine; 1 Priory Road Car Park, 1 Paradise Road Upper Car Park, 1 Town Hall Car Park, 2 Hollies Car Park • 3 Hour parking restrictions on all car parks until 6pm (Bar Lower Car Park Paradise Road)

	<ul style="list-style-type: none"> • Car park enforcement officers to be employed 3 days a week for 3 months, then employment to be reviewed <p>The Town Clerk advised that questions had been raised by the Borough Council Officer as to how electricity is to be supplied to the ticket machine, who would pay for the administration of free resident permits and over what period of the day would enforcement officers act. The Town Clerk had replied with suggestions and a reply was awaited including estimated costings.</p> <p>Cllr Leach suggested that the Full Council should debate the impact of restrictions on those who work. Employees would effectively be fined every day if they used the car parks whilst at work as they could not park for more than 3 hours a day without a 2 hour break from the Town Council's car park.</p> <p>Proposed Cllr Doyle Seconder Cllr Lewis</p> <p>'To allow the Car Park Working Party to continue to obtain the quotes for managing the Car Parks based on their suggested hours, dates, return periods and then bring the information back to Full Council to consider whether the Working Party should be disbanded and information gathering managed by Full Council.'</p> <p>17 In Favour</p> <p>1 Abstention – Cllr Lane</p>
019	<p><u>To receive an update on recruitment</u></p> <p>The Town Clerk advised that a new full time Caretaker, Chris, would be starting with the Council on 01 December 2023.</p> <p>The Town Clerk confirmed that the current contractor, Luke, had accepted a 6-month fixed term contract as Caretaker starting on 01 December 2023.</p>
020	<p><u>To receive Councillor Questions</u></p> <p>It was suggested that any Car Park machines use Solar Panels or make use of the electricity feed from any future electric vehicle charging network installed.</p>
021	<p><u>To submit items for next agenda</u></p> <p>There were no items put forward.</p>

022	<u>To confirm the date of the next Full Council meeting – 12 December 2023</u> The meeting date was confirmed as Tuesday 12 December 2023 at 7pm in the Town Hall.
	Meeting closed: 8:18pm
	SIGNED
	DATE