

DOWNHAM MARKET TOWN COUNCIL

MINUTES OF FULL COUNCIL MEETING HELD

Tuesday 17th October 2023 at 7.00pm at the Town Hall

	<p>Present</p> <p>Mayor / Chair – Cllr Doyle</p> <p>Cllrs Brewer, Buxton, Daymond, Hobbs, Incorvaia, Jordan, Lane, Leach, Leivers, Lewis, B Moyses, S Moyses, Perkin, Pyatt, Tawfick, Sharman, Westrop & Wiles (19)</p> <p>Town Clerk – Claire Dornan</p> <p>Borough Councillors – Bullen, Ratcliffe & Osborne</p> <p>10 Members of the Public were present including Sue Andrews (West Norfolk Falls) & Steve Bond (DADS)</p>
Number	Item
001	<p><u>To receive Members’ Apologies for Absence</u></p> <p>Borough Cllr Tyler had given apologies.</p> <p>Every member of Downham Market Town Council was present.</p> <p>The Clerk noted that Anne Marsay had resigned from the Council and therefore there was an advertised vacancy.</p>
002	<p><u>To receive Members’ Declarations of Interest</u></p> <p>Cllr Buxton declared an interest in Item 11.3.</p> <p>Cllr Jordan declared an interest in Item 10 & 15.</p> <p>Cllr Lane declared an interest in item 11.3.</p>
003	<p><u>To receive Town Clerk Report & the Mayor’s Announcements</u></p> <p>The Town Clerk advised that due to parking at the side of the Jubilee Sports Centre, formally known as the Boxing Hut, the drain had failed and emergency work had been completed. A fence was also being erected to prevent the problem occurring again.</p>

	<p>The Mayor advised that the Mayor’s Quiz Night is due to take place on 04 November 2023.</p>
004	<p><u>To receive a presentation from Sue Andrews from West Norfolk Falls with question and answer session</u></p> <p>Sue spoke about the falls experienced by her mother. She advised that the Swift Team are the Norfolk County Council Emergency Care Team however they cannot come out if the individual has been on the floor for more than 2 hours due to deconditioning or if the individual is injured.</p> <p>Sue advised that when an individual falls, the NHS consider it a tier 2 matter and therefore reports are stacked until ambulances become available.</p> <p>Sue noted that the company who make the raiser chairs have offered to make 11 chairs available for a 6 month period, free of charge, to support the project.</p> <p>Sue advised that West Norfolk Careers have provided governance support to overcome litigation concerns. Public Liability Insurance would be required.</p> <p>The Ambulance Service have offered to provide training.</p> <p>Sue is working with the Primary Care Network to ensure that a report is made of all falls and this is sent to the individual’s GP via a Help Fall App.</p> <p>Sue advised that the company producing the chairs is looking to create a box, similar to a defibrillator box, to enable storage outside and access 24/7.</p> <p>Proposed Cllr Westrop Seconder Cllr Brewer</p> <p>‘To form a West Norfolk Falls liaison working party. Members to be Cllrs Brewer, Pyatt & Westrop.’</p> <p>All In Favour</p>
005	<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 advised that the road at Stowfields which has been under discussion for 15 years is now resolved. Cllr White advised that he continues his research into the Ryston End School Site. Cllr White is currently reviewing yellow lines around town and specifically mentioned the Heygates Roundabout end of town. Resident passes had been discussed however it is felt that there should be no parking in this area.</p>

Borough Councillors reports and questions

Cllr Bullen had submitted a report which had been circulated. There were no questions.

Cllr Osbourne advised that the Corporate Plan is due to be discussed at BCKLWN Full Council. Cllr Osbourne also reminded Council that the Police and Crime Commissioner had an event to discuss local neighbourhood priorities and their budget on 24 October 2023 at the Town Hall in Downham Market. Cllr Osbourne advised that the BCKLWN had released a Small Grants Scheme. Cllr Osbourne confirmed that he would be writing a reply to Cllr Westrop regarding the Local Plan. It appeared that the housing allocation had increased from 390 to 600 due to the strategic growth corridor concept as Downham Market has sustainable rail links. Details can be found on the BCKLWN website under Special Strategy document. Cllr Osbourne was asked by Cllr Daymond to look into the electric supply for Downham Market due to the infrastructure changes.

Cllr Ratcliffe confirmed that she had sent her report which would be circulated tomorrow. Cllr Ratcliffe disagreed with Cllr Osbourne's assessment of the local plan. Cllr Ratcliffe advised that the consultation of the Local Plan is due to end this Friday. Cllr Ratcliffe advised of a cold calling scam. Cllr Ratcliffe advised of the Warm & Well Offer and the Tricky Period Project at the library in Downham Market.

Cllr Tyler was not present and had given his apologies.

Police report

There were no Police reports.

Public Participation

A member of public asked for Borough Cllr reports to be made public. The Town Clerk confirmed that if reports are received they are placed on the Town Council's website at the bottom of the meetings tab where Full Council agendas are located.

The Town Clerk was also asked to add all the supporting documents to the website when issuing the agenda where possible. The Town Clerk confirmed this would be actioned where the documents were available and they were not confidential.

The Town Clerk read out an email asking for the Bouncy Castle Policy to be reconsidered as it was stopping birthday parties taking place in the Jubilee Community Centre and Town Hall. Cllrs did not make a reply.

	<p><u>Downham Amateur Dramatic Society Report</u></p> <p>Steve Bond spoke on behalf of Downham Amateur Dramatic Society advising that they are currently taking a break to fundraise and confirming that the allegation from the previous meeting about a bullying culture had been resolved after he became Chair of the society and the individual was removed. DADS are looking to perform a pantomime in January 2025.</p> <p><u>Correspondence</u></p> <p>There was no written correspondence.</p>
006	<p><u>To receive Councillors Questions</u></p> <p>There were no Cllr questions.</p>
007	<p><u>To approve the minutes of the extraordinary Full Council meeting held on 02 October 2023</u></p> <p>Proposed Cllr Westrop Seconder Cllr Lane</p> <p>‘To approve the minutes of the extraordinary Full Council meeting held on 02 October 2023.’</p> <p>All In Favour</p>
008	<p><u>To accept the minutes from the following Committees:</u></p>
008.1	<p><u>Downham In Bloom Committee – 11 September 2023</u></p> <p>Proposed Cllr Lane Seconder Cllr Westrop</p> <p>‘To accept the minutes of the meeting from Downham In Bloom Committee dated 11 September 2023.’</p> <p>All In Favour</p>
008.2	<p><u>Property Committee – 31 August 2023</u></p> <p>Proposed Cllr Jordan Seconder Cllr Lewis</p> <p>‘To accept the minutes of the meeting from Property Committee dated 31 August 2023.’</p> <p>All In Favour</p>

008.3	<p><u>Community Development Committee – 05 September 2023</u></p> <p>Proposed Cllr Buxton Seconder Cllr Leivers ‘To accept the minutes of the meeting from Community Development Committee dated 05 September 2023.’</p> <p>All In Favour</p>
008.4	<p><u>Human Resources Committee –21 September 2023</u></p> <p>Proposed Cllr Jordan Seconder Cllr Incorvaia ‘To accept the minutes of the meeting from Human Resources Committee dated 21 September 2023.’</p> <p>All In Favour</p>
008.5	<p><u>Planning Committee – 12 September 2023 & 29 September 2023</u></p> <p>It was noted that there was an error on the agenda. The minutes should have read 26 September 2023 and not 29 September 2023.</p> <p>Proposed Cllr Daymond Seconder Cllr Brewer ‘To accept the minutes of the meeting from Planning Committee dated 12 September 2023 & 26 September 2023.’</p> <p>All In Favour</p>
008.6	<p><u>Governance Committee – 05 September 2023</u></p> <p>Proposed Cllr Incorvaia Seconder Cllr Brewer ‘To accept the minutes of the meeting from Governance Committee dated 05 September 2023.’</p> <p>All In Favour</p>
009	<p><u>To adopt the policy recommendations from the following Committees:</u></p>
009.1	<p><u>Community Development Committee - Grants Policy</u></p> <p>Proposed Cllr Buxton Seconder Cllr S Moyses ‘To adopt the Community Development Committee’s Grants Policy.’</p>

009.2	<p>18 In Favour</p> <p>1 Against – Cllr Lane</p> <p><u>Community Development Committee – Community Engagement Policy</u></p> <p>Proposed Cllr Buxton Seconder Cllr Leivers</p> <p>‘To adopt the Community Development Committee’s Community Engagement Policy.’</p> <p>18 In Favour</p> <p>1 Against – Cllr Daymond</p>
009.3	<p><u>Governance Committee – Grievance Policy</u></p> <p>Proposed Cllr Incorvaia Seconder Cllr Lane</p> <p>‘To adopt the Governance Committee’s Grievance Policy.’</p> <p>All In Favour</p>
010	<p><u>To agree payment of Bills</u></p> <p>Proposed Cllr Incorvaia Seconder Cllr Tawfick</p> <p>‘To agree the payment of bills 422 - 516, as presented.’</p> <p>17 In Favour</p> <p>1 Abstention – Cllr Daymond</p> <p>Cllr Jordan did not vote as he had declared a pecuniary interest.</p>
011	<p><u>To receive Finance Update</u></p>
011.1	<p><u>Statements for all accounts</u></p> <p>Cllrs accepted Bank Statements for all Downham Market Town Council accounts, as presented.</p>
011.2	<p><u>Bank Reconciliation</u></p> <p>Cllrs accepted the Bank Reconciliation to 30 September 2023, as presented.</p>

011.3	<p><u>List of Receipts</u></p> <p>Cllrs accepted the list of receipts, 1- 420, as presented.</p>
011.4	<p><u>VAT Update</u></p> <p>The Town Clerk confirmed that a claim had been made on 13 October 2023 to the value of £12,810.63.</p>
011.5	<p><u>Governance sample</u></p> <p>Cllr Incorvaia advised that a Governance sample had been completed by Cllrs Lane and Incorvaia on 16 October 2023 covering the period of 01 September 2023 to 30 September 2023 and no issues had been found. A signed copy of the check had been distributed.</p>
011.6	<p><u>Budget V Actuals</u></p> <p>The Town Clerk advised that the running costs of the Jubilee Community Centre / Jubilee Sports Centre are currently £20,957.16. This is unbudgeted.</p> <p>The Town Clerk confirmed that the CIL reclaim had been made to the Borough Council in respect of the kitchen.</p>
012	<p><u>To discuss the Public Sector Deposit Fund options and agree actions</u></p> <p>Cllrs discussed the benefits of the fund and some concerns were raised regarding sustainability, accessibility and that the fund was linked to shares and that there was a risk relating to the investment.</p> <p>The Town Clerk had previously advised that this is a fund recommend by Norfolk Association of Local Councils. It was confirmed that the investment is only made into sustainable firms and that the fund is ring fenced and therefore not as risky as a High Street Bank. It was also confirmed that same day access is available, if instructions are given before 11am.</p> <p>Proposed Cllr Incorvaia Seconder Cllr Lane</p> <p>‘To agree to place the Reserves into the Public Sector Deposit Fund with CCLA.’</p> <p>13 In Favour</p> <p>3 Against – Cllrs Leivers, S Moyses & Wiles</p> <p>3 Abstention – Cllr Buxton, B Moyses & Sharman</p>

013	<p><u>To discuss continuance of Live Streaming Full Council and agree actions</u></p> <p>Proposed Cllr Lane Seconder Cllr Buxton</p> <p>‘To continue live streaming between January & March 2024 at a cost of £175+ for each session.’</p> <p>18 In Favour</p> <p>1 Against – Cllr Pyatt</p>
014	<p><u>To discuss the Car Parks</u></p> <p>014.1 <u>Are Councillors wanting the Car Park’s managed?</u></p> <p>Proposed Cllr Pyatt Seconder Cllr Sharman</p> <p>‘To agree to manage Downham Market Town Council car parks via Parking Orders.’</p> <p>17 In Favour</p> <p>1 Against – Cllr Leach</p> <p>1 Abstention – Cllr Buxton</p> <p>Proposed Cllr Doyle Seconder Cllr Westrop</p> <p>‘To form a working party to form the parking orders and review the cost of enforcement. Membership to be Cllrs Pyatt, Jordan, Lane, Sharman & S Moyses.’</p> <p>All In Favour</p> <p>014.2 <u>If Councillors are wanting the Car Park’s managed; Do Councillors want the funding to come from the Precept or from Service Users?</u></p> <p>Proposed Cllr Pyatt Seconder Cllr Daymond</p> <p>‘To delay discussion on agenda item 14.2, 14.3 & 14.4 until a future meeting.’</p> <p>All In Favour</p> <p>014.3 <u>If Councillors are wanting the Car Park’s managed; Which Car Park would Councillors like managed and what forms of management would Councillors like?</u></p> <p>This agenda item was deferred as per the vote in agenda item 014.2.</p>

014.4	<p><u>If Councillors are wanting the Car Park's managed; Would Councillors like to apply to the Borough Council for capital funding assistance?</u></p> <p>This agenda item was deferred as per the vote in agenda item 014.2.</p>
015	<p><u>To approve works at the Jubilee Community Centre site to resolve the flooding issues</u></p> <p>Proposed Cllr Pyatt Seconder Cllr Daymond</p> <p>'To provide the Town Clerk with a budget of £2,000 to install a soakaway behind the Skate Park at the Jubilee Community Centre.'</p> <p>18 In Favour</p> <p>Cllr Jordan did not vote as he had declared a pecuniary interest.</p>
016	<p><u>To discuss request from Wimbotsham Parish Council regarding Low Road Footpath</u></p> <p>Proposed Cllr Pyatt Seconder Cllr S Moyses</p> <p>'To provide a goodwill payment of £1,000 towards the Low Road footpath assuming that there is no going liability.'</p> <p>12 In Favour</p> <p>5 Against – Incorvaia, Lane, Leivers, Sharman & Westrop</p> <p>2 Abstention – Jordan & Tawfick</p>
017	<p><u>To receive an update on renovation work at Town Hall and agree actions</u></p> <p>Cllrs had received a myriad of pictures prior to the meeting of the work on 6 Market Place.</p> <p>The Town Clerk advised that the 100mm beams upstairs were found to be rotten and Building Control was asked to survey. Building Control advised that the beams needed replacing with 200mm beams. It has therefore been necessary to approve replacement beams costing £4,620.00.</p> <p>The Town Clerk noted that whilst walking around the new office area that there is no airflow downstairs for the office and therefore Air Conditioning is suggested as there are no windows that can be opened.</p>

	<p>The Town Clerk advised that an RSJ will be required under the wall in the front office as now the plaster has been removed, it has been found to be supported by one beam. The other beam has been cut. There will be an additional cost for this as the contractor could not have known this when quoting.</p> <p>Proposed Cllr Pyatt Seconder Cllr Lane</p> <p>‘To approve a maximum budget of £4,200 to provide air conditioning to the office within 6 Market Place.’</p> <p>All In Favour</p>
018	<p><u>To receive an update on recent Community Infrastructure Levy application and agree action</u></p> <p>The Town Clerk advised that BCKLWN approved the resurfacing work in the Memorial Garden – Neville Godfrey Ltd has been instructed.</p> <p>Council were also advised that the open air gym equipment has also been approved however the Town Clerk asked Council to consider placing the equipment on the Howdale rather than at the Jubilee Community Centre site. This is on the basis that Frances Rayner and her team had planned a phase 2 on the Howdale which included open air equipment however BCKLWN had since advised that phase 2 was unbudgeted and unlikely to progress. It is anticipated that more of the community would access the Howdale and therefore this would possibly be a better use of precept payer funds.</p> <p>Concerns were raised about the lack of toilets on the Howdale however it was accepted that there were equally no toilets at the Jubilee Community Centre site.</p> <p>It was noted by The Mayor that the meeting was likely to require more than 2 hours to finish to agenda.</p> <p>Proposed Cllr Incorvaia Seconder Cllr Westrop</p> <p>‘That Standing Order 3x be suspended to allow agenda item 18 – 22 to be transacted.’</p> <p>All In Favour</p> <p>Proposed Cllr Incorvaia Seconder Cllr Pyatt</p> <p>It was resolved:</p>

	<p>‘To request a variation to the CIL agreement to install the open air equipment on the Howdale based on agreement from BCKLWN to have the equipment on their land with no on-going liability.’ All In Favour</p>
019	<p><u>To discuss placing speakers on the market for 4 weeks to create a Christmas atmosphere at a cost of £660 + VAT (unbudgeted)</u></p> <p>Cllrs discussed using local groups and buskers to obtain the ambience free of charge. It was suggested that music between 8am – 3pm be considered for 2 weeks rather than 4 weeks.</p> <p>The Town Clerk noted that the contractor may not reduce the cost as the installation and removal is happening free of charge when the Christmas Lights are put up., therefore the speakers will be in place for 4 weeks and unavailable for hire to anyone else for the 2 weeks the Council do not want them.</p> <p>Proposed Cllr Incorvaia Seconder Cllr Leivers</p> <p>It was resolved:</p> <p>‘To approve a maximum budget of £350 + VAT for a 2-week period before Christmas.’</p> <p>17 In Favour</p> <p>1 Against – Cllr Lane</p> <p>Cllr Leach declared an interest and did not vote.</p>
020	<p><u>To discuss the suggestion of a 3G pitch on the Jubilee Community Centre site seeking approval to make grant applications</u></p> <p>Proposed Cllr B Moyses Seconder Cllr S Moyses</p> <p>It was resolved:</p> <p>‘To speak to the school to discuss their 3G requirements and bring the discussion back to Full Council before any grant application is considered.’</p> <p>10 In Favour</p> <p>8 Against – Cllr Incorvaia, Jordan, Lane, Leach, Lewis, Pyatt, Sharman & Leivers</p> <p>1 Abstention – Cllr Hobbs</p>

021	<p><u>To submit items for next agenda</u></p> <p>To discuss the Civility & Respect Pledge as recommended by Norfolk Association of Local Councils There were no other items put forward.</p>
022	<p><u>To confirm the date of the next Full Council meeting – 21 November 2023</u></p> <p>The meeting date was confirmed as Tuesday 21 November 2023 at 7pm in the Town Hall.</p>
	Meeting closed: 9:12pm
	SIGNED
	DATE