

DOWNHAM MARKET TOWN COUNCIL

MINUTES OF FULL COUNCIL MEETING HELD

Tuesday 12 December 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, S Moyses, Perkin, C Pyatt, J Pyatt, Sharman, Westrop & Wiles (18)</p> <p>Town Clerk – Claire Dornan</p> <p>Borough Councillors – Ratcliffe & Osborne</p> <p>4 Members of the Public were present</p>
Number	Item
Note	A minute silence was held in memory of the late Mrs Susan Sampson, a previous Mayoress of the Council.
001	<p><u>To receive Members’ Apologies for Absence</u></p> <p>Apologies were received from: Cllr B Moyses – Unwell Cllr Tawfick – Personal Commitment</p> <p>These apologies were accepted.</p> <p>County Councillor White had given his apologies.</p>
002	<p><u>To receive Members’ Declarations of Interest</u></p> <p>Cllrs Jordan, C Pyatt & J Pyatt declared an interest in Item 8 – Payment of Bills.</p>
003	<p><u>To receive Town Clerk Report & the Mayor’s Announcements</u></p> <p>The Town Clerk advised that the renovation project on number 6 Market Place was now in phase 3, that the Christmas Switch On Event had been a success, the work on the memorial path was nearing completion, CCTV was now in place at the Town Hall and</p>

	<p>the entrance roadway at the Jubilee Community Centre site would be closed for work between 15 -22 December 2024.</p> <p>The Mayor advised that he and the Deputy Mayor had attended an event at Lakenheath and had enjoyed the Christmas Lights event.</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 was not present and had not submitted a report prior to the meeting.</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 had submitted a report prior to the meeting which had been circulated and uploaded to the Council’s website. There were no questions for Cllr Osbourne.</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 advised that she was liaising with the Borough Enforcement Team regarding the contractor vehicles causing issues around the Landseer Drive area. She noted that there was a specific planning condition that the Bexwell site’s Construction Management Plan required contractors to park in a defined parking area and not in residential areas.</p> <p>Cllr Moses asked Cllr Ratcliffe to speak to Planning Enforcement about the water flowing onto the A1122 from the Nightingale Estate querying if the site owner should have mitigated for rainwater entering the highway.</p> <p>Cllr Pyatt asked Cllr Ratcliffe if she was supportive of DMTC projects. Cllr Ratcliffe confirmed that she would support anything which was in the interests of the town and a good use of public resources. Cllr Pyatt asked Cllr Ratcliffe to a meeting to discuss DMTC projects. Cllr Ratcliffe confirmed that she would attend and would await a date from Cllr Pyatt.</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>Correspondence</u></p> <p>There was no written correspondence.</p>
005	<p><u>To approve the minutes of the extraordinary Full Council meeting held on 06 December 2023</u></p> <p>The Town Clerk noted that at the extraordinary Full Council meeting on 06 December 2023 she should have provided the apologies of Cllr Perkin however this had been omitted in error. Cllr Perkin had verbally provided his apologies for this meeting in the morning of 06 December 2023. The minutes would not be amended as the apology had not been provided however a note would be made to the front on the minutes referring to the omission.</p> <p>Proposed Cllr Daymond Seconder Cllr Hobbs</p> <p>‘To approve the minutes of the extraordinary Full Council meeting held on 06 December 2023.’</p> <p>17 In Favour</p> <p>1 Abstention – Cllr Brewer</p>
006	<p><u>To accept the minutes from the following Committees:</u></p>
006.1	<p><u>Downham In Bloom Committee – 13 November 2023</u></p> <p>This item was withdrawn as the Committee meeting to approve the minutes due to take place on 11 December 2023 had not taken place.</p>
006.2	<p><u>Human Resources Committee –13 November 2023</u></p> <p>Proposed Cllr Jordan Seconder Cllr Buxton</p> <p>‘To accept the minutes of the meeting from Human Resources Committee dated 13 November 2023.’</p>

006.3	<p>17 In Favour</p> <p>1 Abstention – Cllr Wiles</p> <p><u>Planning Committee – 24 October 2023</u></p> <p>Proposed Cllr Daymond Seconder Cllr Wiles</p> <p>‘To accept the minutes of the meeting from Planning Committee dated 24 October 2023.’</p> <p>17 In Favour</p> <p>1 Against – Cllr Pyatt</p>
006.4	<p><u>Governance Committee – 07 November 2023</u></p> <p>Proposed Cllr Incorvaia Seconder Cllr Brewer</p> <p>‘To accept the minutes of the meeting from Governance Committee dated 07 November 2023.’</p>
006.5	<p>17 In Favour</p> <p>1 Abstention – Cllr Moyses</p> <p><u>Property Committee – 19 October 2023</u></p> <p>Proposed Cllr Jordan Seconder Cllr Lane</p> <p>‘To accept the minutes of the meeting from Property Committee dated 19 October 2023.’</p> <p>17 In Favour</p> <p>1 Abstention – Cllr Daymond</p>
007 007.1	<p><u>To adopt the policy recommendations from the Governance Committees:</u></p> <p><u>Health & Safety Policy</u></p> <p>Proposed Cllr Incorvaia Seconder Cllr Brewer</p> <p>‘To adopt the Health & Safety Policy.’</p>

007.2	<p>All In Favour</p> <p><u>Biodiversity Policy – Statutory Duty under Environment Act 2021, Section 102</u></p> <p>Proposed Cllr Incorvaia Seconder Cllr Lane</p> <p>‘To adopt the Biodiversity Policy.’</p> <p>All In Favour</p>
007.3	<p><u>Eye Test Policy</u></p> <p>Proposed Cllr Incorvaia Seconder Cllr Lewis</p> <p>‘To adopt the Eye Test Policy.’</p> <p>All In Favour</p>
008	<p><u>To agree payment of Bills</u></p> <p>Proposed Cllr Lane Seconder Cllr Leach</p> <p>‘To agree the payment of bills 646 - 744, as presented.’</p> <p>11 In Favour</p> <p>4 Abstention – Cllrs Daymond, Leivers, S Moyses & Wiles</p> <p>Cllr Jordan, C Pyatt & J Pyatt did not vote as they had declared a pecuniary interest.</p>
009	<p><u>To discuss possible transfer of ownership of the Community Orchard from the Borough Council of King’s Lynn & West Norfolk to the Town Council</u></p> <p>Proposed Cllr Daymond Seconder Cllr Jordan</p> <p>‘To investigate the costs associated with the transfer of the land known as the Memorial Community Orchard.’</p> <p>15 In Favour</p> <p>3 Against – Cllrs Brewer, C Pyatt & J Pyatt</p>
010	<p><u>To discuss budget requests</u></p>

010.1	<u>Community Development Committee</u> Proposed Cllr Leivers 'That the Grants budget be reduced to £5000, amending the agreed Community Development budget to £15,300'	Seconded Cllr Incorvaia	All in favour
010.2	<u>Downham In Bloom Committee</u> Proposed Cllr Leivers 'That the Downham in Bloom budget be agreed at £1634.'	Seconded Cllr Incorvaia	17 in favour, 1 against
010.3	<u>Human Resources Committee</u> Proposed Cllr Lane 'That the Human Resources budget be agreed at £348,033.98'	Seconded Cllr Incorvaia	All in favour
010.4	<u>Property Committee</u> Proposed Cllr Jordan 12 in favour, 4 against, 2 abstentions 'That the Property Committee budget be agreed as requested at £325,570.'	Seconded Cllr Pyatt	
010.5	<u>Mayor / Deputy Mayor</u> Proposed Cllr Daymond 17 in favour, 1 abstention 'That the Mayoral budget be agreed at £1500, and at £750 for the Deputy Mayor'	Seconded Cllr Leach	
010.6	<u>General Administration</u> Proposed Cllr Doyle 'That the General Administration budget be agreed as requested at £32,000'	Seconded Cllr Pyatt	All in favour
010.7	<u>3G Pitch</u> Proposed Cllr Lewis 'That zero budget be allocated to the 3G Pitch project for the 2024-25 financial year'	Seconded Cllr Daymond	All in favour
010.8	<u>Jubilee Community Centre site – Car Park / Changing Rooms</u> Proposed Cllr Wiles 'That zero budget be allocated to Car Park/Changing Rooms project for the 2024-5 financial year.'	Seconded Cllr Lane	All in favour
010.9	<u>Car Park Management</u> The Mayor's suggestion to postpone discussion on this item to the next meeting was accepted.		
010.10	<u>Downham Market & Downham West Joint Burial Board</u> Proposed Cllr Westrop 'That the budget allocation for Downham Market & Downham West Joint Burial Board be agreed at £26,000.'	Seconded Cllr Daymond	All in favour

010.11	<p><u>Match funding for CIL applications</u> Proposed Cllr Jordan Seconded Cllr Leivers All in favour ‘That no budget allocation be agreed for match funding CIL applications for the 2024-25 financial year’ .’</p>
010.12	<p><u>Match funding for Parish Partnership applications</u> Proposed Cllr Lane Seconded Cllr Leivers 17 in favour, 1 against ‘That no budget allocation be agreed for match funding Parish Partnership applications for the 2024-25 financial year’</p>
010.13	<p><u>Match funding for Levelling Up Applications ie. Jubilee Sports Centre (AKA Boxing Hut)</u> Proposed Cllr Westrop Seconded Cllr Incorvaia 13 in favour, 5 against ‘That no budget allocation be agreed for match funding Levelling Up applications and that the application process is halted for the 2024-25 financial year’</p>
010.14	<p><u>Biodiversity Audit</u> It was accepted that further research is required, with a trail in-house audit before considering a budget allocation.</p>
010.15	<p><u>Sustainability Funding</u> It was accepted that further research is required before considering a budget allocation.</p>
010.16	<p><u>Allotment Provision</u> The Clerk reported that best endeavours are being made to find suitable allotment land but there are no costs available at this time. It was accepted that investigations will continue and no budget be allocated in the 2024-25 budget.</p>
010.17	<p><u>Community Orchard Maintenance</u> It was accepted that investigations will continue as per the earlier vote under item 009 and no budget be allocated in the 2024-25 budget.</p>
010.18	<p><u>Any other projects for 2024/2025</u> No other projects were proposed.</p>
011	<p><u>To receive Councillor Questions</u> Cllr Leivers asked whether there would be speakers on the market piping Christmas music for the last 2 weeks before Christmas. The Town Clerk advised that the company had been contacted after the vote to pay for 2 weeks music instead of 4 weeks music and the company had been unable to meet the budget provided by the Council.</p>

	<p>Cllr Leach asked that Maintenance Officer, Justin Eastman be praised for his dedication to the role over the past few months stating that he is an asset to the Council.</p>
012	<p><u>To submit items for next agenda</u></p> <p>There were no items put forward.</p>
013	<p><u>To confirm the date of the next Full Council meeting – 12 December 2023</u></p> <p>The meeting date was confirmed as Tuesday 23 January 2024 at 7pm in the Town Hall.</p>
	<p>Meeting closed: 8:37pm</p>
	<p>SIGNED</p>
	<p>DATE</p>