

DOWNHAM MARKET TOWN COUNCIL

MINUTES OF FULL COUNCIL MEETING HELD

Tuesday 19th September 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, Marsay, B Moyses, S Moyses, Perkin, Pyatt, Sharman, Westrop & Wiles (18)</p> <p>Town Clerk – Claire Dornan</p> <p>Leader of the Borough Council – Cllr Parish</p> <p>Borough Councillors – Bullen & Osborne</p> <p>12 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 Lewis Cllr Tawfick</p> <p>These apologies were accepted.</p> <p>County Cllr White & Borough Cllr Ratcliffe had also given apologies.</p>
002	<p><u>To receive Members’ Declarations of Interest</u></p> <p>Cllr Jordan declared an interest in Agenda Items 11 – Payment of Bills.</p> <p>Cllrs Leach, Marsay, B Moyses, S Moyses and Perkin declared an interest in Agenda Item 19.</p>
003	<p><u>To receive Town Clerk Report & the Mayor’s Announcements</u></p> <p>The Town Clerk advised:</p>

	<ul style="list-style-type: none"> • A meeting has been arranged with the Banking Hub representative on 29 September 2023 • Live streaming to be debated at October 2023 Full Council meeting • Car parking to be debated at October 2023 Full Council meeting. Meeting arranged with Borough Council on 02 October 2023 to review options. • An emergency Blood Loss Kit has been kindly donated by Joan Cribbett in memory of Chris Mella who sadly passed this year. <p>The Mayor advised:</p> <ul style="list-style-type: none"> • That he had held a charity quiz night, bingo and coffee mornings • That he had attended a Civic Tour at Lakenheath • That he had raised the flag for Merchant Navy Day • That he had laid a wreath for Battle of Britain <p>Future events</p> <ul style="list-style-type: none"> • That he will be attending the Harvest Festival at Stradsett • That he will be attending the Stone Cross Memorial at 2:30om on Monday 25 September 2023 – Everyone welcome to attend • That he will be visiting Marham
004	<p><u>To receive a presentation from Borough Leader Cllr Terry Parish with question and answer session</u></p> <p>Cllr Parish gave a brief overview of the West Norfolk Corporate Strategy highlights.</p> <p>Cllr Pyatt asked Cllr Parish to look into Special Expenses on the Memorial Playing Field. The Town Clerk is to send on the information already requested of the previous administration after she advised that a resident had put in a Freedom of Information request on 20 April 2023 and received no answer from the Borough Council.</p> <p>Cllr Lane asked about the progress on the toilets off Bridge Street. Cllr Parish advised that the toilets were progressing and options were being reviewed. Work is unlikely to start this year due to the tendering process.</p> <p>Cllr Parish advised that they are investigating whether a changing places toilet can be placed in an existing supermarket.</p> <p>Cllr Leivers raised the toilets that were removed on the Howdale Park (Cllr Westrop advised was in 2016) and is causing residents gardens to be used as toilets. Cllr Westrop noted that it was a significant health hazard for the residential community. Cllr Parish asked that the Town Council make a case for installing new toilets before Christmas as budgets for 2024/2025 were in progress. Cllr Parish suggested that the</p>

	<p>Town Council could make a CIL application and manage new toilets if the toilets were successful.</p> <p>The Town Clerk asked about phase 2 of the Howdale Play Area, led by Frances Rayner, which included installing an adult gym. Cllr Parish did not know about this initiative and agreed to look into the matter.</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>County Cllr White was not present and had not submitted a report.</p> <p><u>Borough Councillors reports and questions</u></p> <p>Cllr Bullen had submitted a report which had been circulated to Cllrs and is due to be loaded to the website. Cllr Bullen advised that Cllr Rust from the cabinet is due to visit Downham Market on 20 October 2023 and will meet with the Town Clerk and Mayor. Cllr Westrop requested that Cllr Rust also meet with Downham Dementia to understand the lack of services for 65+. Cllr Bullen advised that Cllr Ring, the Tourism and Marketing lead, will be visiting Downham Market. Cllr Leivers asked that Cllr Ring attend the next Community Development Committee meeting. Cllr Bullen also advised that Cllr Anota from Corporate Services will be meeting with the Town Clerk and the Mayor.</p> <p>Cllr Lane advised Cllr Bullen that there are currently 20 allotment spaces which are fully utilised and a waiting list of 56. Cllr Parish was requested to consider available allotment land as the Town Council was losing its existing allocation.</p> <p>Cllr Osborne advised that he had delivered his first quarterly newsletter to all residents, bar the sheltered accommodation in Old Town Ward. He confirmed that he will be holding his first Cllr Surgery in the library on Saturday. He is keen to build on the 2023 Pride Event and look at more opportunities for 2024. Cllr Osborne urged residents and the Town Council to respond to the Council Tax Support Scheme consultation. Cllr Osborne thanked the Town Council for supporting the upcoming Word Fest. Cllr Osborne is looking into a scheme similar to the ‘Toothless in Suffolk Campaign’ with Cllr Rust due to lack of dentistry services locally. Cllr Osborne is pleased the Hill House enforcement action is showing positive results. He pressed the Town Council to make the Neighbourhood Plan a priority. Cllr Osborne advised that he would be making a donation via the Community Scheme to Downham Dementia.</p> <p>Cllr Ratcliffe had given her apologies and sent a report which will be loaded to the website in due course.</p> <p>Cllr Tyler was not present.</p>

	<p><u>Police report</u></p> <p>There were no Police reports.</p> <p><u>Public Participation</u></p> <p>Carrie Ann Lister, representing Melody Allsort Downham Market (MAD) spoke on the relatively new drama group. MAD is currently planning a panto in January 2024. MAD are looking to build a relationship with the Town Council. Attend events for the Town Council and endorse the Town Council. MAD are planning a Santa Grotto this year. MAD are looking for support with hire of the Town Hall.</p> <p>Cllr Hobbs asked if they have a working relationship with DADS. The MAD representative replied that they did not.</p> <p><u>Correspondence</u></p> <p>An email had been received from Susan Andrews, West Norfolk Falls and forwarded to Council when the agenda had been sent out.</p> <p>Proposed Cllr Daymond Seconder Cllr Buxton</p> <p>‘To allow the Town Clerk to liaise with Susan Andrews, West Norfolk Falls to understand more about the project.’</p> <p>17 In Favour</p> <p>1 Against – Cllr Leach</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 Full Council meeting held on 18 July 2023</u></p> <p>Proposed Cllr Incorvaia Seconder Cllr Buxton</p> <p>‘To approve the minutes of the Full Council meeting held on 18 July 2023.’</p> <p>All In Favour</p>

008	<p><u>To approve the minutes of the extraordinary Full Council meeting held on 15 August 2023</u></p> <p>Proposed Cllr Westrop Seconder Cllr Lane</p> <p>‘To approve the minutes of the extraordinary Full Council meeting held on 15 August 2023.’</p> <p>All In Favour</p>
009	<p><u>To accept the minutes from the following Committees:</u></p> <p>009.1 <u>Downham In Bloom Committee – 10 July 2023</u></p> <p>Proposed Cllr Daymond Seconder Cllr Westrop</p> <p>‘To accept the minutes of the meeting from Downham In Bloom Committee dated 10 July 2023.’</p> <p>All In Favour</p> <p>009.2 <u>Property Committee – 13 July 2023 & 28 July 2023</u></p> <p>Proposed Cllr Jordan Seconder Cllr Sharman</p> <p>‘To accept the minutes of the meeting from Property Committee dated 13 July 2023 & 28 July 2023.’</p> <p>All In Favour</p> <p>009.3 <u>Community Development Committee – 04 July 2023</u></p> <p>Proposed Cllr Buxton Seconder Cllr Leivers</p> <p>‘To accept the minutes of the meeting from Community Development Committee dated 04 July 2023.’</p> <p>All In Favour</p> <p>009.4 <u>Human Resources Committee –18 July 2023</u></p> <p>Proposed Cllr Marsay Seconder Cllr Jordan</p> <p>‘To accept the minutes of the meeting from Human Resources Committee dated 18 July.’</p>

009.5	<p>All In Favour</p> <p><u>Planning Committee – 11 July 2023, 25 July 2023 & 29 August 2023</u></p> <p>Proposed Cllr Daymond Seconder Cllr Wiles</p> <p>‘To accept the minutes of the meeting from Planning Committee dated 11 July 2023, 25 July 2023 & 29 August 2023.’</p> <p>All In Favour</p>
009.6	<p><u>Governance Committee – 11 July 2023</u></p> <p>Proposed Cllr Incorvaia Seconder Cllr Brewer</p> <p>‘To accept the minutes of the meeting from Governance Committee dated 11 July 2023.’</p> <p>17 In Favour</p> <p>1 Abstention – Cllr Daymond</p>
010 010.1	<p><u>To adopt the recommendations from the Governance Committee</u></p> <p><u>Bouncy Castle and Other Inflatable Play Equipment Policy</u></p> <p>Proposed Cllr Incorvaia Seconder Cllr Brewer</p> <p>‘To adopt the Bouncy Castle and Other Inflatable Play Equipment Policy.’</p> <p>7 In Favour – Brewer, Buxton, Doyle, Incorvaia, Perkin, Lane & Westrop 10 Against – Cllrs Daymond, Jordan, Leach, Leivers, Marsay, B Moyses, S Moyses, Pyatt, Sharman, Wiles 1 Abstention – Cllr Hobbs</p> <p>This proposal failed.</p> <p>Cllr Incorvaia asked for clarification on what this meant for the Council.</p> <p>Proposed Cllr Incorvaia Seconder Cllr Daymond</p> <p>‘To ban inflatables on Town Council premises.’</p> <p>15 In Favour 3 Against – Cllrs Brewer, Buxton & Lane</p>

010.2	<p>The Town Clerk confirmed that no further bookings would be taken where Bouncy Castles are suggested and future bookings in the diary will be contacted so that their booking can be cancelled.</p> <p><u>Complaints Policy</u></p> <p>Proposed Cllr Incorvaia Seconder Cllr Lane</p> <p>‘To adopt the Complaints Policy.’</p> <p>All In Favour</p>
010.3	<p><u>Equity, Equality and Diversity Policy</u></p> <p>Cllr Leach queries how unconscious bias can be managed. The Town Clerk confirmed that this was legal language and when actions occur that are inappropriate, they would be challenged by raising it with the individual so that they are aware of their unconscious bias.</p> <p>Proposed Cllr Incorvaia Seconder Cllr Marsay</p> <p>‘To adopt the Equity, Equality & Diversity Policy.’</p> <p>16 In Favour</p> <p>2 Against – Cllrs Daymond & Leach</p> <p>Cllr Parish & Cllr Bullen left the meeting.</p>
010.4	<p><u>Lone Worker Policy</u></p> <p>Proposed Cllr Incorvaia Seconder Cllr Lane</p> <p>‘To adopt the Loan Worker Policy.’</p> <p>All In Favour</p>
010.5	<p><u>Filming, Audio-Recording, Photographing and Reporting of Council and Committee Meeting Policy</u></p> <p>Proposed Cllr Incorvaia Seconder Cllr Lane</p> <p>‘To adopt the Filming, Audio-Recording, Photographing and Reporting of Council and Committee Meeting Policy.’</p>

010.6	<p>All In Favour</p> <p><u>Meeting Policy</u></p> <p>This item was withdrawn. This should have been the Grievance Policy but there was an error on the agenda.</p>
010.7	<p><u>Sickness Policy (Amended)</u></p> <p>Proposed Cllr Incorvaia Seconder Cllr Brewer</p> <p>‘To adopt the Sickness Policy (Amended).’</p> <p>All In Favour</p>
011	<p><u>To agree payment of Bills</u></p> <p>Proposed Cllr Incorvaia Seconder Cllr Westrop</p> <p>‘To agree the payment of bills 278 - 421, as presented.’</p> <p>All In Favour</p> <p>Cllr Jordan did not vote as he had declared a pecuniary interest.</p>
012	<p><u>To receive Finance Update</u></p> <p>012.1 <u>Statements for all accounts</u></p> <p>Cllrs confirmed that they had received a copy of the statements and no questions were raised.</p> <p>Cllrs also confirmed that they had received the Bank Reconciliation to 31 August 2023.</p> <p>Proposed Cllr Lane Seconder Cllr Buxton</p> <p>‘To accept Bank Statements and Bank Reconciliation for all Downham Market Town Council accounts, as presented.’</p> <p>All In Favour</p> <p>012.2 <u>List of Receipts</u></p> <p>Proposed Cllr Pyatt Seconder Cllr Lane</p>

012.3	<p>‘To accept the list of receipts, 1- 346, as presented.’</p> <p>All In Favour</p> <p><u>VAT Update</u></p> <p>The Town Clerk confirmed that the Council had received £24,816.82 on 25 July 2023 for the Q1 period of VAT.</p>
012.4	<p><u>Governance sample</u></p> <p>Cllr Incorvaia advised that a Governance sample had been completed by Cllrs Lane and Incorvaia on 08 September 2023 covering the period of 18 July 2023 – 31 August 2023 and only a minor administrative error had been found. The error had been satisfactory resolved at the time. A signed copy of the check had been distributed.</p> <p>Proposed Cllr Incorvaia Seconder Cllr Lane</p> <p>‘To accept the Governance sample, as presented.’</p> <p>All In Favour</p>
013	<p><u>To receive a West Norfolk Tourism Forum presentation from Cllr Leivers</u></p> <p>Cllr Leivers gave an overview of the most recent meeting which she attended.</p>
014	<p><u>To receive CCTV quotes for Jubilee Community Centre and Town Hall and agree actions</u></p> <p>Quotes had been received from:</p> <p>CTS Security- £3,425 + lifting equipment (£30+VAT per hour) Focus Security Ltd - £4,483 (worked for BCKLWN for 10 + years) Hyperion Security - £4,730</p> <p>Proposed Cllr Lane Seconder Cllr Daymond</p> <p>‘To accept the quote from CTS Security and obtain the lifting equipment from J R Light & Sound.’</p> <p>15 In Favour</p> <p>3 Against – Cllrs Marsay, Pyatt & Westrop</p>

015	<p><u>To approve the Town Maintenance contractor</u></p> <p>The Council received two tenders. A - £15,042 + VAT + 5% uplift year after year B - £17,449</p> <p>Proposed Cllr Lane Seconder Cllr Leivers</p> <p>‘To offer the Town Maintenance contract to tender A.’</p> <p>All In Favour</p> <p>Proposed Cllr Leach Seconder Cllr Lane</p> <p>‘To request the Town Maintenance contractor agree to a 3 month break clause for either party.’</p> <p>11 In Favour 5 Against – Cllrs Brewer, Daymond, Jordan, Leivers & Pyatt 2 Abstentions – Cllrs Hobbs & Marsay</p>
016	<p><u>To discuss Parish Partnership Invitation to bid letter for 2024/2025 and agree actions</u></p> <p>The Town Clerk advised that the deadline is 08 December 2023 and the maximum bid is £25,000.</p> <p>Cllr Leivers suggested a trod path on A1122 however this was dismissed as Norfolk County Council had already advised the Town Clerk that they considered a footpath to be a danger.</p> <p>Cllr Leivers suggested a bus stop on Trafalgar Road.</p> <p>Cllr Incorvaia suggested an electronic tourism board. This was dismissed as was not covered by the scheme.</p> <p>Cllrs suggested traffic calming due to excessive speeding or a crossing on Bridge Street however Borough Cllr Osbourne advised that whilst investigating this crossing idea, he had been advised that a consultation would be required and this would cost in the region of £10,000 - £20,000 and a crossing would cost approximately £150,000 - £200,000 and therefore this idea was dismissed as it was outside of the budget of the Town Council.</p> <p>Cllr Brewer raised the issue of the dropped kerb outside Bank House. There isn't a matching one on the opposite side.</p>

	<p>Cllr Lane raised a query regarding the signage on the High Street which is facing the wrong direction.</p> <p>The bus stops on Wimbotsham Road were discussed. The Town Clerk raised caution that continuing maintenance would fall to the Town Council and this is unbudgeted.</p> <p>Proposed Cllr Lane Seconder Cllr Leivers</p> <p>‘That the Council make an application for a bus stop on Wimbotsham Road.’</p> <p>2 In Favour – Cllrs Lane & Leivers 13 Against – Cllrs Brewer, Buxton, Daymond, Doyle, Hobbs, Incorvaia, Jordan, Leach, B Moyses, S Moyses, Pyatt, Sharman, Westrop 3 Abstentions – Cllrs Marsay, Perkin, Wiles</p>
017	<p><u>To discuss Borough Council consultation for 2024/2025 Council Tax Support Scheme received on 06 September 2023 and agree actions</u></p> <p>The Town Clerk advised that the deadline is 01 October 2023 and Council would need to agree a Committee as there was insufficient time for a working party to report into another Committee. No proposal was made.</p>
018	<p><u>To discuss Borough Council Norfolk Net Zero Communities letter dated 29 August 2023 and agree actions</u></p> <p>Cllrs agreed to reply that they were interested in all of the Net Zero initiatives other than Electric Vehicle Charging which they are in the process of completing a grant application with Norfolk County Council and BP Pulse.</p>
019	<p><u>To discuss recommendations from Property Committee and agree actions</u></p> <p>Cllrs Leach, Marsay, B Moyses, S Moyses & Perkin (5) left the room.</p>
019.1	<p><u>To purchase 5 gazebos for use by market traders</u></p> <p>A discussion ensued regarding storage, budget, branding, the market licence and usage.</p> <p>Proposed Cllr Lane Seconder Cllr Leivers</p> <p>‘That the Council purchase 3 unbranded but security marked gazebos for a maximum budget of £600 + VAT. The gazebos are to be hired to market traders for £7 per day and authorisation is given to update the market licence.’</p>

019.2	<p>All In Favour</p> <p><u>To form a Market Committee</u></p> <p>The Town Clerk gave legal guidance advising that if Council wished traders to be part of the Committee that the Committee would need to be a Market & Tourism Committee to meet one of the four categories; management of land; harbour functions; tourism; festivals</p> <p>A discussion ensued regarding staff availability, impartiality, number of existing committees and commitment to all business' not just market traders.</p> <p>Proposed Cllr Leivers Seconder Cllr Wiles</p> <p>'That the Council form a Market & Tourism Committee.'</p> <p>3 In Favour – Cllrs Buxton, Leivers & Wiles 9 Against – Doyle, Brewer, Hobbs, Incorvaia, Jordan, Lane, Pyatt, Sharman & Westrop 1 Abstention – Cllr Daymond</p> <p>Proposed – Cllr Doyle Seconded –Cllr Jordan</p> <p>It was resolved:</p> <p>'That Standing Order 3x be suspended to allow agenda item 19.23 – 22 to be transacted.'</p> <p>All In Favour</p>
19.3	<p><u>To organise Indoor Craft Markets</u></p> <p>Proposed Cllr Pyatt Seconder Cllr Incorvaia</p> <p>'That the Community Development Committee consider the idea of Indoor Markets / Craft Markets.'</p> <p>All In Favour</p>
19.4	<p><u>To provide parking for market traders either behind stalls or in the Hollies Car Park</u></p> <p>Cllrs wished to discuss this matter at a future Full Council meeting so that other areas of parking can be identified as well.</p> <p>Cllrs Leach, Marsay, B Moyses, S Moyses & Perkin returned to the room.</p>

	The Town Clerk advised those returning that standing order 3x had been suspended during discussions.
020	<p><u>To discuss request from Downham In Bloom Committee for support for 2023/2024 including authority to reform the Committee which ceases in September 2023</u></p> <p>Cllr Daymond advised that Downham In Bloom had been running since 1986 and gave an overview of the Committee's achievements.</p> <p>Proposed Cllr Daymond Seconder Cllr Westrop</p> <p>'That a Downham In Bloom Committee be reformed with membership from Council being Cllrs Daymond, Lane and Westrop and supporting membership from the wider community.'</p> <p>All In Favour</p>
021	<p><u>To submit items for next agenda</u></p> <p>Cllrs requested the following items to be on the next agenda:</p> <ul style="list-style-type: none"> • Speakers being used at future Full Council meetings • Live Streaming
	<p><u>To confirm the date of the next Full Council meeting – 17 October 2023</u></p> <p>The meeting date was confirmed as Tuesday 17 October 2023 at 7pm in the Town Hall.</p>
	Meeting closed: 9:06pm
	SIGNED
	DATE