

DOWNHAM MARKET TOWN COUNCIL

MINUTES OF FULL COUNCIL MEETING HELD

Tuesday 04 June 2024 at 7.00pm at Downham Market Town Hall,

Bridge Street, Downham Market, Norfolk PE38 9DW

	<p>Present</p> <p>Mayor / Chair – Cllr Hobbs</p> <p>Cllrs Brewer, Jordan, Lane, Leach, Leivers, Lewis, B Moses, S Moses, Perkin, C Pyatt, J Pyatt, Sharman, Westrop & Wiles (15)</p> <p>Town Clerk – Claire Dornan</p> <p>Borough Councillor Bullen</p> <p>Abzag Ltd – Shaun Vincent</p> <p>West Norfolk Youth Advisory – 5 members</p> <p>3 Members of the public were present</p>
Number	Item
	<p>The Mayor reminded all attendees of the evacuation procedures.</p> <p>The Mayor also reminded all members of the Nolan Principles and importance of having a civilised discussion.</p>
001	<p><u>To receive Members’ Apologies for Absence</u></p> <p>Apologies were received from:</p> <p>Cllr Doyle – Ill Health Cllr Daymond – Ill Health</p>
002	<p><u>To receive Members’ Declarations of Interest</u></p> <p>Cllrs Brewer & Westrop declared an interest in agenda item 8.</p>

003	<p><u>To receive a presentation from West Norfolk Youth Advisory Board's Young Commissioners</u></p> <p>3 Young Commissioners presented on the Right To Play Pledge and making parks accessible for all.</p>
004	<p><u>To receive Town Clerk Report & the Mayor's Announcements</u></p> <p>The Town Clerk advised:</p> <p>That the planned business meeting on 19 June 2024 has been postponed.</p> <p>That 10 or more electors have requested the 3 Cllr vacancies go to election and therefore information is awaited from the Borough Council on when the process will take place.</p> <p>That further to Cllr Daymond asking that an agenda item be added to this meeting to debate whether Committee meetings should be recorded. After speaking with Cllr Daymond, she authorised the purchase of 2 Dictaphones which is within her remit and does not require Full Council approval. Councillors should be aware that the recordings will be deleted once the minutes have been approved.</p> <p>That the Deputy Clerk has continued to work with link regarding an additional ATM in Downham Market. Link have advised that they will be working with the Conservation Officer at the Borough Council with the intention of submitting a Planning Application in order to gain approval for an ATM in the new Banking Hub on High Street South. This is positive news for the residents of Downham Market but there is no guarantee made at this stage.</p> <p>The Mayor advised:</p> <p>That he had attended the BCKLWN Mayor Making on Thursday 16 May 2024</p> <p>That he had attended the annual Reception at Marham on Wednesday 22 May 2024.</p> <p>That he presented the trophies for best floats at the Downham Festival at the end of May 2024.</p> <p>That he wished to thank Graham Adderson & Bearts for their support at the Downham Festival in providing vehicles</p> <p>That he had presented the Town Crier, Ray Wales, with an engraved pocket watch to celebrate his 35th anniversary in the role.</p>

005	<p><u>Public participation, written reports and written questions</u></p>
005.1	<p><u>County Councillor report and questions – Cllr Tony White</u></p> <p>Cllr White had given his apologies prior to the meeting and therefore was not in attendance.</p>
005.2	<p><u>Borough Councillors reports and questions</u></p> <p>Cllr Bullen gave an overview of the vacancies / changes in the leadership roles at the Borough Council and confirmed that there was a new Mayor and that he had been elected Deputy Mayor.</p> <p>Cllr Bullen advised that although the Borough Council may not be able to provide financial support to the Town Council, they can provide resources along with advice and support to the Town Council.</p> <p>Cllr Osborne had given his apologies prior to the meeting and therefore was not in attendance. There was no report submitted.</p> <p>Cllr Tyler had given his apologies prior to the meeting and therefore was not in attendance. There was no report submitted.</p> <p>Cllr Ratcliffe was not present and had not submitted a report.</p>
005.3	<p><u>Police report</u></p> <p>There were no Police representative present.</p> <p>Cllr Leivers provided a SNAP report on behalf of herself and Cllr Wiles which will be uploaded to the Town Council website.</p> <p>The Town Clerk commended the local neighbourhood team for their responsiveness to 3 recent incidents.</p>
005.5	<p><u>Correspondence</u></p> <p>The Mayor read out correspondence from Downham Arts Circle regarding Festival Week thanking The Mayor, Town Clerk and the Administrator.</p>
005.4	<p><u>Public Participation</u></p> <p>Shaun Vincent, Abzag Ltd, asked the Council to reconsider their decision to stop the Neighbourhood Plan and explained that non continuance invoked the cancellation clause in the current contract.</p>

	<p>Mr Vincent offered Cllrs the opportunity to ask questions.</p> <p>The Mayor asked for a copy of the contract to be provided to the Town Clerk to which Mr Vincent agreed. No further questions were asked.</p> <p>The other members of public did not wish to speak.</p>
006	<p><u>To approve the minutes of the Full Council meeting held on 14 May 2024</u></p> <p>Proposed Cllr Hobbs Seconder Cllr Westrop</p> <p>It was resolved:</p> <p>‘To approve the minutes of the Full Council meeting held on 14 May 2024.’</p> <p>14 In Favour</p> <p>1 Abstention – Cllr Leivers, who was not present at the meeting on 14 May 2024</p>
007	<p><u>To accept from the recommendations within the minutes from the following Committees:</u></p>
007.1	<p><u>Planning Committee – 16 April 2024</u></p> <p>Proposed Cllr Wiles Seconder Cllr Brewer</p> <p>It was resolved:</p> <p>‘To accept the minutes of the meeting from Planning Committee dated 16 April 2024.’</p>
007.2	<p>All In Favour</p> <p><u>Property Committee – 28 March 2024</u></p> <p>Proposed Cllr Lewis Seconder Cllr Leach</p> <p>It was resolved:</p> <p>‘To accept the minutes of the meeting from Property Committee dated 28 March 2024.’</p> <p>All In Favour</p>

008	<p><u>To discuss sale of Paradise Garage following receipt of valuation and agree actions</u></p> <p>Cllrs Brewer & Westrop left the room as they had declared an interest in this agenda item.</p> <p>The Town Clerk advised that Landles had valued the property at £225,000 and that members had received a copy of the report prior to the agenda being sent out. The Town Clerk reminded members that the Council currently receive income of £1,300 per month, equal to £15,600 in income per annum, from the current leaseholder.</p> <p>The Town Clerk confirmed that the lease is a full repairing 20 year lease which began in January 2017.</p> <p>Cllr Perkin advised that he is not against the sale of capital assets but is concerned by the lack of detail. As custodians of the property, he stated that he would like to know what the money would be ear marked for. Cllr Perkin asked that Property Committee compile a report to ensure that they are not just ‘selling the silver.’</p> <p>Cllr Lewis advised that once the Town Council Offices are sold, there is a risk of a vacant property in years to come and this is an opportunity to sell the property and invest in the local community.</p> <p>Cllr Hobbs suggested that the sale proceeds be used for the Jubilee Community Centre.</p> <p>Cllr Leach noted that there were many projects open to the Council namely the Jubilee Sports Centre or solar panels on the Town Hall. Cllr Leach stated that there is no shortage of projects on which to use the funds.</p> <p>Cllr S Moyses supported the thoughts of Cllr Perkin and asked if the money is restricted on what it can be spend on.</p> <p>Cllr Hobbs confirmed that the money must to be used for capital expenditure and not running costs.</p> <p>Proposed Cllr Perkin Seconder Cllr S Moyses</p> <p>‘That Full Council ask the Property Committee to prepare a report, prior to the next Full Council meeting, to enable a decision to be made based on the facts.’</p> <p>4 In Favour – Cllrs B Moyses, S Moyses, Perkin & Wiles</p> <p>9 Against – Cllrs Hobbs, Jordan, Lane, Leach, Leivers, Lewis, C Pyatt, J Pyatt & Sharman</p>
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	<p>The proposal failed.</p> <p>Proposed Cllr Leach Seconder Cllr Lane</p> <p>It was resolved:</p> <p>‘That Full Council accept the offer of £225,000 for 13 Paradise Road.’</p> <p>11 In Favour - Cllrs Hobbs, Jordan, Lane, Leach, Leivers, Lewis, B Moses, C Pyatt, J Pyatt, Sharman & Wiles</p> <p>2 Against – Cllrs S Moses & Perkin</p>
009	<p><u>To receive an update on Paradise Road Crossing Request and agree actions</u></p> <p>Cllr Brewer & Westrop rejoined the room.</p> <p>The reply from the Highways Engineer, Andy Wallace, to County Cllr Tony White regarding the request for a crossing on Paradise Road was read to Council</p> <p>‘Trust you are well, See below the thoughts from our network safety team. The location is a very busy location and adding a crossing here would in my opinion create a danger, If the TC want to proceed with a study if they let me know I can get things organised but they will need to pay upfront.</p> <p>We'd need to carry out a feasibility study with traffic and pedestrian surveys to establish what (if any) formal crossing provision is viable and the most appropriate location. The first thing I note is that the footway looks narrow on the east side of Priory Road and may need widening to accommodate a zebra crossing. I also note there is on street parking on the west side. There may need to be a loss of one or two parking spaces to accommodate the zebra crossing and zig zag marks, primarily to improve visibility past parked cars. Typically, a feasibility study costs £5k to £6k but does qualify for Parish Partnership and LMF funding. Also, there is no current NCC budget for providing zebra crossings, however, by carrying out the study, Downham Market TC would know what is achievable should external funding become available.’</p> <p>The Town Clerk advised that she had been in contact with the resident who requested the crossing at the Annual Town meeting:</p> <p>‘Unfortunately, DMTC does not currently have a budget for the feasibility study for the work and the Council voted not to apply for a Parish Partnership 50% grant this year in order to keep the precept as low as possible.</p>

	<p>It may be something for DMTC to consider for 2025/2026 however NCC also state they have no funding even if the report showed that a crossing was possible with adjustments to the Hollies Car Park and pavement.</p> <p>Should the crossing cost in the region of £180,000 - £200,000, as was quoted for the Lynn Road crossing, DMTC would not have the funds available to pay for this work without a loan, if NCC were unable to find funding.</p> <p>I cannot locate any current accident data for Paradise Road but wonder if the SNAP representative could raise it with the Police at their next meeting to see whether they consider it a high-risk location.'</p> <p>It was agreed this would be reviewed again at budget making in September / October 2024.</p>
010	<p><u>To discuss and agree Council response to applications received from the Borough Council:</u></p> <p><u>24/00844/F Single Storey side and rear extension at 36 Masefield Drive Downham Market Norfolk PE38 9TS</u></p> <p>Proposed Cllr Leach Seconder Cllr Westrop</p> <p>It was resolved:</p> <p>'That the Town Council support the planning application, however asked that Anglian Water ensure that all drainage issues are resolved, to all party's satisfaction, prior to commencement of any works.'</p> <p>13 In Favour</p> <p>1 Abstention – Cllr Julie Pyatt</p> <p>Cllr Pyatt did not vote as he said he did not have enough experience in planning to comment.</p>
011	<p><u>To receive a recommendation from Governance & Finance Committee to re-adopt the existing Financial Regulations, allowing the Committee six months to review and cross reference the new NALC Model Financial Regulations 2024 and make recommendations to Council</u></p> <p>Proposed Cllr Brewer Seconder Cllr Lane</p> <p>It was resolved:</p>

	<p>‘To agree to the recommendation from Governance & Finance Committee to re-adopt the existing Financial Regulations, allowing the Committee six months to review and cross reference the new NALC Model Financial Regulations 2024 and make recommendations to Council.’</p> <p>All In Favour</p>
012	<p><u>To receive an update on the 2023/2024 AGAR and agree actions</u></p> <p>The Town Clerk advised that due to the Town Hall kitchen flood and annual leave, the AGAR had not been fully completed.</p> <p>An Extraordinary Full Council meeting is to be arranged, as agreed by The Mayor, to sign off the AGAR prior to the deadline of 01 July 2024.</p>
013	<p><u>To receive correspondence from the BCKLWN Monitoring Officer and agree actions</u></p> <p>The Town Clerk advised that the report from the Borough Council had not been received and therefore this item could not be discussed.</p>
014	<p><u>To receive Councillor Questions</u></p> <p>Cllr Leivers asked that the Town Clerk contact Norfolk County Council and Police to question why they did not support the request for a slower speed limit on the A1122 during the works on the Nightingale Estate but supported a slower speed limit on Lynn Road running past the Willows Estate. This request was agreed.</p>
015	<p><u>To note the date of the whole Council Health & Safety Training – 10 June 2024</u></p> <p>Cllrs were reminded of the Full Council Health & Safety training for staff and Cllrs on Monday 10 June 2024 at 5:30pm in the Assembly Room at Downham Market Town Hall.</p>
016	<p><u>To note the date for an Extraordinary Full Council meeting to agree the AGAR and related documents – 25 June 2024</u></p> <p>Further to agenda item 12, it was noted that there will be an Extraordinary Full Council meeting to approve the AGAR and related documentation on Tuesday 25 June 2024 at 6:30pm in the Assembly Room at the Town Hall.</p>
017	<p><u>To note date of next Full Council meeting – 02 July 2024</u></p> <p>The next Full Council meeting was confirmed as Tuesday 02 July 2024 at 7pm in the Grand Hall at Downham Market Town Hall.</p>

	Meeting closed: 8:02pm
	SIGNED
	DATE