

Minutes of the Full Council Meeting

Date: Tuesday 15 July 2025

Time: 7:00 PM

Venue: Town Hall, Bridge Street, Downham Market PE38 9DW

Livestream Link: [YouTube Channel](#)

Present

Chair: The Mayor, Cllr Michael Lane

Councillors Brewer, Buxton, Campbell-Robb, Daymond, Hobbs, Jordan, Leach, Leivers, Moses, Pegg, Perkin, C Pyatt, J Pyatt and Wiles

Cllr Leivers joined during item 4.

New Cllrs Cain and Sims joined at item 6, following co-option.

Norfolk County Councillor White

Tina Griffin (Deputy Clerk)

7 Members of the public at the start of the meeting

The Chair reminded all present of the emergency evacuation procedure and of the need to keep phones on silent.

1. To Note Apologies for Absence.

Apologies received from Cllr Bet Moses and Cllr Lewis.

Borough Cllrs Ratcliffe and Osborne also sent their apologies.

2. To Receive Declarations of Interest and consider requests for Dispensations.

Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct.

Cllr Lane declared an interest in item 8.3

3. To approve the Minutes of the Full Council Meeting held on the 17 June 2025.

Resolution: The minutes of the Full Council Meeting held on the 17 June 2025 were approved.

Proposed Cllr Daymond, seconded Cllr Campbell-Robb All in favour.

4. Public Forum.

4.1. County Councillor and Borough Councillor

Norfolk County Councillor White highlighted that he is in discussion with design engineers about the roundabout under construction on the A1122 bypass.

4.2. Police – the SNAP meeting was being held simultaneously with this meeting.

4.3. Public

Mark Collins from the Fen Line Users Association spoke in support of a resident

request to see the Signal Box renovated. He invited a representative from the Town Council to attend quarterly meetings with FLUA and rail industry management to discuss issues affecting the Fen Line. He also invited DMTC to join FLUA as a corporate member. The resident who made the original request thanked Mr Collins and the Council for supporting it.

The Mayor brought forward the discussion on item 13 it being relevant to the preceding item. See resolution below.

5. To consider applications and agree whether or not to co-opt into the councillor vacancies. South and Old Town Ward.

5.1. To suspend Standing Order 35 to allow for a ballot for co-option to South Ward (2 candidates).

Resolved: To suspend Standing Order 35 for item 5.1.

Proposed Cllr Lane, seconded Cllr Wiles, All in favour.

Both candidates were invited to say a few words in support of their candidacy. A paper ballot took place and Christopher Sims was duly co-opted onto the Council. The Mayor welcomed the new Cllr and thanked the other candidate for putting himself forward.

5.2. To vote for the co-option to Old Town Ward (one candidate).

The candidate was invited to say a few words in support of their candidacy. Cllrs voted by show of hands and Heather Cain was duly co-opted onto the Council. She was welcomed by the Mayor.

Resolved: Christopher Sim and Heather Cain be co-opted onto the Council.

Proposed Cllr Lane, seconded Cllr Perkin, All in favour.

Both signed their Acceptance of Office and joined the meeting.

6. Mayor's announcements.

Invitations accepted – The Mayor outlined the public engagements he had attended since the previous meeting.

Downham in Bloom update – The Mayor advised that due to a mix up with submission deadlines, there would be no virtual entry this year.

Heritage Open Day update – The Mayor confirmed that the arrangements are progressing well, and the official map of the event is due to be going to print next week.

The Mayor announced his upcoming charity events:

- Mayor's Quiz on 22nd August 2025 at 7pm in support of Downham PAX Scouts and Guides
- Mayor's Children's Disco on 29 August 2025 midday – 2.30pm

Both to be held in the Town Hall.

7. To accept the minutes of the last meetings of a Committee (Standing Order 5 j iii)

7.1 Planning Committee 28 May 2025 and 11 June 2025.

Resolved: that the minutes of the Planning Committee 28 May 2025 and 11 June 2025 be accepted.

Proposed Cllr Daymond, seconded Cllr Lane, All in favour.

8. Finance

8.1 To receive and approve The Mayor to sign Bank Reconciliation for June 2025

Resolved: To approve The Mayor to sign Bank Reconciliation for June 2025,

Proposed Cllr Lane, seconded Cllr Daymond, All in favour.

The Mayor signed the Bank Reconciliation.

8.2 To approve the bills for payment (184 onwards)

Resolved: To approve the bills for payment (184 onwards)

Proposed Cllr Lane, seconded Cllr Buxton, All in favour.

The bills for payment were signed by the Mayor.

8.3 To note the receipts (272 onwards)

These were noted.

8.4 To note the May 2025 Governance check completed by Cllrs Hobbs & Perkin on 18 June 2025

These were noted and Cllr Perkin confirmed that no issues had been found.

9. To consider and agree unbudgeted expenditure relating to:

9.1. Civic Regalia

Resolved: To postpone the decision and to include a budget allocation for 2026-7.

Proposed Cllr Buxton, seconded Cllr Pegg, 11 in favour, 6 against.

9.2. Tree works at Cousin's Court.

Resolved: To award the work to Holly Landscapes being the least expensive quote, but to ensure that disposal of the tree is included.

Proposed Cllr Leach, seconded Cllr Lane, All in favour.

9.3. Approval of the Alarm contract

Resolved: To approve CTS to take over the alarm systems, for the ongoing maintenance, and for the installation of additional call point in accordance with the quotes received.

Proposed Cllr Daymond, seconded Cllr Leach, All in favour.

10. To consider the following motions

Cllr Pegg requested that this item be discussed confidentially as matters of a staffing nature could arise during the discussion.

Resolved: That Standing Order 3D be invoked and that the public be excluded from this part of the meeting. The YouTube recording was also suspended.

Proposed Cllr Pegg, seconded Cllr C Pyatt, 10 in favour, 4 against

Following discussion the meeting came out of confidentiality.

Proposed Cllr Lane, seconded Cllr Leach, All in favour.

The public were readmitted to the meeting. The YouTube recording resumed.

10.1 To **rescind** the resolution passed on the 20 May 2025:

Resolved: To appoint 7 members to the HR Committee. Members to be determined by Full Council vote at a future meeting. Expressions of interest with details of HR experience/knowledge to be invited by the Clerk and circulated to Councillors ahead of the vote.

Resolved: That the resolution be rescinded.

Proposers - Cllrs Buxton, Hobbs, Lane, Leach & Wiles, seconded Cllr Brewer.

9 in favour, 7 against rescindment.

10.2 To **rescind** the resolution passed on the 17 June 2025:

Resolved: To appoint Cllrs Jordan, Pegg and Leach to the HR committee, noting that there still remains 4 vacancies.

Resolved: The resolution not be rescinded. It was noted that Cllr Leach had subsequently resigned from the HR Committee.

Proposers - Cllrs Buxton, Hobbs, Lane, Leach & Wiles, seconded Cllr Brewer.

7 in favour, 9 against rescindment.

10.3 To **rescind** the resolution passed on the 17 June 2025:

Resolved: To refer to the HR Committee the production of a draft Terms of Reference, for subsequent consideration by Full Council.

Resolved: That the resolution be rescinded.

Proposers Cllrs Buxton, Hobbs, Lane, Leach & Wiles, seconded Cllr Brewer.

8 in favour, 8 against – The Mayor's used his casting vote in favour of rescindment.

10.4 To agree a way forward to deal with matters of Human Resources which may include membership of an HR committee (if applicable) following receipt of two further applications – Cllrs Daymond & C Pyatt.

Resolved: To form an HR Committee of no less than 3 Cllrs, and to engage an external HR consultancy to provide advice and guidance to the Clerk and the committee on HR matters including procedures for investigating and resolving complaints.

Proposed Cllr Leivers, seconded Cllr Jordan, 13 in favour, 4 against.

11. Governance & Finance Committee recommendations

11.1 To adopt the new Investment Policy and agree Terms of Reference

Resolved: To postpone a decision on this item following clarification of paragraph 3.3 investments limits.

Proposed Cllr Daymond, Seconded Cllr Leivers, All in favour.

11.2 To adopt the new General Reserves Policy to replace the current Financial Reserves Policy

Resolved: To postpone a decision on this item because it relates to item 11.1

Proposed Cllr Daymond, seconded Cllr Pegg, All in favour.

11.3 To renew the Complaints Procedures for 3 years with no amendments

Resolved: To renew the Complaints Procedures for 3 years with no amendments.
Proposed Cllr Daymond, seconded Cllr Lane, All in favour.

11.4 To renew the Freedom of Information Policy for 3 years with no amendments

Resolved: To renew the Freedom of Information Policy for 3 years with no amendments.
Proposed Cllr Pegg, seconded Cllr Lane, All in favour.

11.5 To renew the amended GDPR (Data Protection) Policy for 3 years

Resolved: To postpone a decision on this item following minor amendment ie Personnel Committee to HR Committee.
Proposed Cllr Lane, seconded Cllr Leivers, All in favour.

11.6 To renew the Media Policy for 3 years with no amendments

Resolved: To renew the Media Policy for 3 years with no amendments.
Proposed Cllr Lane, seconded Cllr Pegg, All in favour.

11.8 To continue to exercise the General Power of Competence, as conferred on 4 May 2023

Resolved: To continue to exercise the General Power of Competence, as conferred on 4 May 2023.
Proposed Cllr Lane, seconded Cllr Hobbs, 14 in favour, 2 against.

12. To update on the following matters of Community Engagement and agree actions:

12.1 Managing events in the absence of a committee and/or insufficient volunteers.

Resolved: That the office will organise events as per the list agreed at budget setting, and be authorised (should insufficient Cllr volunteers come forward) to engage additional volunteers or paid staff as needed to ensure that the events run safely.
Proposed Cllr Lane, seconded Cllr Leach, 8 in favour, 6 against.

12.2 Love Your Town grant – including discussion on potential projects

Two ideas were put forward for further investigation – an outdoor cinema, and seasonal trails around town.

12.3 Borough Council – Lottery application West Norfolk Thriving Historic Towns.

Resolved: To provide a letter of support, signed by the Mayor, to the Borough Council of Kings Lynn and West Norfolk for their National Lottery bid.
Proposed Cllr Pegg, seconded by Cllr Lane, All in favour.

12.4 East Anglian Women in Business request

Resolved: To offer the Town Hall at a nominal hire rate.
Proposed Cllr Daymond, seconded Cllr C Pyatt, 11 in favour, 7 against.

12.5 To receive feedback from the Sunday Makers Market 22 June 2025

The Sunday Market held on 22 June 2025 had been an all round success, with stallholders and established businesses reporting much increased footfall – indeed some stalls sold out early on. Plans for the next one are underway, which as agreed is being run without the support of the Council. It was noted however that two members of staff have agreed to work directly with Mabels on this one occasion.

13. To discuss the request by a member of the public to support his wish to renovate the Station Signal Box and agree actions (public participation Full Council 17 June 2025)

Resolved: To send a letter to Network Rail in support of the renovation of the Signal Box and fencing.

Proposed Cllr Campbell-Robb, seconded Cllr Leach, All in favour.

14. To consider upgrade to the CCTV at the Jubilee Community Centre and agree actions

Resolved: To approve CTS to upgrade the CCTV at the Jubilee Community Centre, including carrying out repairs, and taking on the ongoing maintenance in accordance with the quotes received.

Proposed Cllr Jordan, seconded Cllr Daymond, All in favour.

15. To consider draft sketch from Darren French Architect for Jubilee Community Centre upgrade (previously circulated)

Resolved: To postpone items 15 & 16 to the next meeting due to time constraints.

Proposed Cllr Jordan, seconded Cllr Lane, All in favour

16. To consider engaging a Quantity Survey for the Jubilee Community Centre upgrade - Item Postponed.

17. To discuss re-joining Norfolk Association of Local Councils (NALC) and agree actions (Cllr Pegg).

Following Cllr Pegg's opinion of the advantages of joining Norfolk ALC and the relative costs it was

Resolved: To rejoin the Norfolk Association of Local Councils (NALC). Cllrs did not wish to join the National ALC.

Proposed Cllr Pegg, seconded Cllr Daymond, All in favour.

18 Councillors' Questions and to receive suggestions for future agenda items.

- Consider creating a Community/events committee.
- Consider installing air conditioning or air cooling system in the Grand Hall.

19. To note the date of the next meeting: Full Council 22 July 2025, 7pm, Town Hall.