

DOWNHAM MARKET TOWN COUNCIL

MINUTES OF FULL COUNCIL MEETING HELD

Tuesday 23 January 2024 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 Moses, Bet Moses, Perkin, J Pyatt, Sharman, Westrop & Wiles (18)</p> <p>Deputy Town Clerk – Tina Griffin</p> <p>County Councillor White Borough Councillors – Bullen & Osborne</p> <p>11 Members of the Public were present</p>
Number	Item
001	<p>To receive Members’ Apologies for Absence</p> <p>Apologies were received from: Cllr Tawfick – family emergency C Pyatt – health reasons</p> <p>These apologies were accepted.</p> <p>Borough Councillor Ratcliffe had also given her apologies.</p>
002	<p>To receive Members’ Declarations of Interest</p> <p>Cllr Jordan declared an interest in Item 8 – Payment of Bills.</p>
003	<p>To receive Town Clerk’s Report & the Mayor’s Announcements</p> <p>The Deputy Clerk explained that in the Town Clerk’s absence, Cllr Incorvaia had agreed to assist with the discussions under items 11 and 12 as she had had some involvement in the preparation of the budget figures in her role as Chair of Governance Committee.</p> <p>NP Law has reported that it is still awaiting a response from KLWNBC with regards the Asset of Community Value nomination.</p>

	<p>It was noted that there are vacancies on HR, Planning and Community Development committees, and Cllrs were encouraged to consider joining one, and to let the office know of their interest.</p> <p>There were no Mayor's Announcements.</p>
004	<p>Public participation, written reports and written questions</p> <p>County Councillor report and questions – Cllr Tony White advised that he is awaiting quotes for the work he arranges each year to clear footpaths in the town.</p> <p>Cllr Moyses asked about investigations into the flooding on the A1122 near the new development, and Cllr White confirmed he had submitted a report and is awaiting a response.</p> <p>Borough Councillors reports and questions</p> <p>Cllr Bullen spoke to his report previously circulated, and added that he would look into the Asset of Community Value nomination process with KLWNBC.</p> <p>He promoted the Wild Downham event in the Town Hall on 3rd February and welcomed everyone to attend.</p> <p>Cllr Westrop asked Cllr Bullen to liaise with the Borough Tree Officer to confirm plans to carry out tree surveys in town.</p> <p>Cllr Osbourne highlighted the budget setting process will be starting soon. He added that the Boost Scheme is being rolled out across the Borough, which helps school leavers into employment. He asked any employer who wishes to get involved in the work experience part of the scheme to get in touch. He mentioned that the new Banking Hub has put in for Planning Permission, and also that the Mayor's Design Award is now open for nominations.</p> <p>Police report – there was no Police report.</p> <p>Public Participation – A member of the public asked the Council to liaise with the Joint Burial Board and investigate extending the lease on some of the current allotment land at Rouses Lane.</p> <p>Correspondence - There was no written correspondence.</p>
005	<p>To approve the minutes of the Full Council meeting held on 12 December 2023</p> <p>Proposed Cllr Daymond Seconded Cllr Lane All in favour</p>

	'That the minutes of the Full Council meeting held on 12 December 2023 be approved'
006	To accept recommendations within the minutes from the following Committees Resolutions were agreed as follows:
006.1	Downham In Bloom Committee – 13 November 2023 Proposed Cllr Lane Seconded Cllr Westrop All in favour 'That the recommendations and the minutes of the Downham in Bloom committee be accepted' <i>Note: Cllr Lewis left the meeting at 7.15pm</i>
006.2	Human Resources Committee –12 December 2023 Proposed Cllr Jordan Seconded Cllr Buxton 16 in favour, 1 abstention 'That the recommendations and the minutes of the HR committee be accepted'
006.3	Planning Committee – 28 November 2023, 13 December 2023 & 19 December 2023 Proposed Cllr Daymond Seconded Cllr Wiles All in favour 'That the recommendations and the minutes of the Planning committee be accepted'
006.4	Governance Committee – 05 December 2023 Proposed Cllr Incorvaia Seconded Cllr Brewer 14 in favour, 3 abstentions 'That the recommendations and the minutes of the Governance committee be accepted'
006.5	Property Committee – 23 November 2023 Proposed Cllr Jordan Seconded Cllr Lane All in favour 'That the recommendations and the minutes of the Property committee be accepted'
006.6	Community Development Committee – 15 November 2023 Proposed Cllr Buxton Seconded Cllr Leivers All in favour 'That the recommendations and the minutes of the Community Development committee be accepted'
007	<u>To adopt the policy recommendations from the Governance Committees:</u>
007.1	Grants Policy

007.2	<p>Cllr J Pyatt queried the wording of paragraphs 2.1 and 4a and suggested that the twice yearly deadlines should be more closely adhered to. Proposed Cllr Buxton Seconded Cllr Leivers 12 in favour, 4 against, 1 abstention ‘That the amended Grants Policy be adopted with more emphasis on the twice yearly deadlines.’</p> <p>Gifts Policy Cllr Incorvaia as Chair of Governance committee introduced the policy and the reasons for its proposal. Proposed Cllr Incorvaia Seconded Cllr Lane All in favour ‘That the Gifts Policy be adopted.’</p>
007.3	<p>Cllr Attendance At Committee Meetings The reasons for the Clerk’s suggested wording were explained. Proposed Cllr Incorvaia Seconded Cllr Lane 16 in favour, 1 against ‘That the Cllr Attendance at Committee Meetings statement be adopted’</p>
008	<p><u>To agree payment of Bills</u></p> <p>Proposed Cllr Lane Seconded Cllr Incorvaia All in favour</p> <p>‘That the payment of bills, as presented be agreed.’</p> <p>Cllr Jordan did not vote as he had declared a pecuniary interest.</p>
009	<p>To amend the title of the 3G Pitch Working Party to Multi Sport Working Party and agree membership</p> <p>Cllr Jordan suggested that rather than re-name the working party at this stage, longer terms plans for the JCC site would be better served by convening a working party with a wider remit.</p> <p>Proposed Cllr Jordan Seconded Cllr Sharman 15 in favour, 1 against, 1 abstention ‘That the 3G Pitch Working Party be discontinued, with a new working party encompassing the regeneration of the whole Jubilee site being convened when deemed necessary, with membership being open to members interested at the time.’</p>
010	<p>To consider a special motion</p> <p>Cllrs Buxton, Incorvaia, Leivers, Perkin and Wiles request that the resolution made on Tuesday 21 November 2023 under agenda item 013 relating to the Downham Stow Cricket Club Grant for 2023/2024 be reversed to allow it to be reconsidered.</p>

	<p>Cllrs Leivers and Buxton spoke in favour of reversing the resolution.</p> <p>Proposed Cllr Incorvaia Seconded Cllr Wiles 11 in favour, 5 against, 1 abstention ‘That the resolution made on Tuesday 21 November 2023 under agenda item 013 relating to the Downham Stow Cricket Club Grant for 2023/2024 be reversed’</p> <p>Michael Fairy was then invited to speak to explain further the contribution the Downham and Stow Cricket Club makes to the residents of the town, confirming that 80% of its membership live within Downham Market. He described the success of the club and that it had outgrown its facilities. He added that the club had considered the Memorial Field site, but that is limited and already under pressure from an extended football season. The site at Stow Bardolph has been offered to the club free of charge with permission to develop the club’s facilities.</p> <p>Cllrs then reconsidered the grant application.</p> <p>Proposed Cllr Buxton Seconded Cllr Perkin 10 in favour, 5 against, 2 abstentions ‘That the Downham and Stow Cricket Club be awarded a grant of £1000.’</p> <p><i>Note: Cllr Lewis re-joined the meeting at 7.45pm</i></p>
011	<p>To discuss and agree 2024/2025 budget</p> <p>In line with item 003, Cllr Incorvaia reminded Cllrs that at the December Full Council meeting the level of budget request for each committee had been voted on and agreed.</p> <p>She reviewed the budget figures, as prepared by the Town Clerk and shown in Cllrs information packs. Councillors were advised that the budget request was in total £699,487.98.</p> <p>Proposed Cllr Incorvaia Seconded Cllr Jordan All in favour ‘That the 2024/2025 budget be agreed as presented.’</p>
012	<p>To discuss and agree 2024/2025 precept request</p> <p>In line with item 003, Cllr Incorvaia guided Cllrs through the figures presented, the various budget and precept scenarios, and a discussion followed. Different opinions were put forward with regards the percentage increase to be applied, highlighting the need to maintain the Council’s reserves, price rises in all areas of expenditure, the need to retain funds for future projects eg car park management, the work on the</p>

	<p>Jubilee Community Centre site, and any work required at the Town Council Offices to enable the site to be let out, as well as to cover unforeseen expenditure.</p> <p>Proposed Cllr Jordan Seconded Cllr Westrop All in favour ‘That a 10% increase in precept be agreed and requested.’</p>
013	<p>To receive Councillor Questions</p> <p>Cllr Julie Pyatt requested that DMTC be consulted before the design of the new toilets on the Market Square is finalised.</p> <p>Cllr Hobbs asked that the information board on Priory Rd is repaired – the bottom of the board has become detached.</p>
014	<p>To submit items for next agenda No items were submitted.</p>
015	<p>To confirm the date of the next Full Council meeting – 27 February 2024 The meeting date was confirmed as Tuesday 27 February 2024 at 7pm in the Town Hall.</p>
	Meeting closed: 8:00pm
	SIGNED
	DATE