

DOWNHAM MARKET TOWN COUNCIL

MINUTES OF FULL COUNCIL MEETING HELD

Tuesday 02 July 2024 at 7.00pm at Downham Market Town Hall,

Bridge Street, Downham Market, Norfolk PE38 9DW

	<p>Present</p> <p>Mayor / Chair – Cllr Hobbs Deputy Mayor – Cllr Lane</p> <p>Cllrs Brewer, Buxton, Daymond, Leach, Leivers, Lewis, Perkin, C Pyatt, J Pyatt, Sharman, Westrop & Wiles (14)</p> <p>Town Clerk – Claire Dornan</p> <p>County Councillor White Borough Councillor Bullen</p> <p>Speakers – Jacob Medlock (BCKLWN) & Jenny Groom (RAFA / RBL)</p> <p>4 Members of the public were present</p>
Number	Item
	The Mayor reminded all attendees of the evacuation procedures.
001	<p><u>To receive Members’ Apologies for Absence</u></p> <p>Apologies were received from: Cllr Doyle (Ill Health – Standing Apology), Cllr Jordan (Holiday), Cllr B Moyses (Work) & Cllr S Moyses (Work)</p> <p>Borough Cllrs Osborne, Ratcliffe and Tyler also gave their apologies.</p>
002	<p><u>To receive Members’ Declarations of Interest</u></p> <p>There were no declarations of interest made.</p>
003	<p><u>To receive a presentation from BCKLWN – Jacob Medlock</u></p> <p>Jacob Medlock, Housing Standards Officer (Energy Efficiency) from the Borough Council of King’s Lynn & West Norfolk, gave an update on Domestic Energy Efficiency Improvement Schemes.</p>

004	<p><u>To receive a presentation from Jenny Groom representing RAF Association relating to the Freedom of the Town Award</u></p> <p>Jenny Groom spoke about the event that RAFA and RBL are arranging in the Town Hall with the support of the Town Council, to celebrate the life of Colin Bell who is 103, flew the maximum 30 missions out of Downham Market during WWII and gives regular talks on behalf of charities, in Downham Market, with Andy Moore, who is an expert on Downham Market Airfield.</p> <p>Jenny asked that the Town Council consider giving the Freedom of the Town Award to Mr Bell.</p> <p>The Mayor offered to sponsor the recommendation.</p> <p>A confidential meeting will be arranged to discuss the proposal.</p>
005	<p><u>To receive Town Clerk Report & the Mayor's Announcements</u></p> <p>The Town Clerk welcomed Cllr Buxton, who was elected, uncontested, to the Town Council. Cllr Buxton had signed the Acceptance of Office, Code of Conduct and Register of Interests prior to the meeting and therefore was able to join the meeting. The Town Clerk advised that Mr Dickson had also been elected, uncontested, to the Town Council and contact is awaited from Mr Dickson.</p> <p>The Mayor advised that the Quiz Night, in aid of Downham Dementia, had raised over £130. The Mayor gave thanks to Cllrs Lane & Leivers for their assistance.</p> <p>The Mayor spoke about raising the flag for Armed Forces Day on 29 June 2024 and starting the RBL Bike ride which included a 30 mile or 50 mile option visiting 150 war graves.</p> <p>The Mayor gave an appraisal of the training that he had attended on 01 July 2024; Chairing Successful Meetings.</p>
	<p>The Mayor changed the order of Agenda Item 6.</p>
006 006.5	<p><u>Public participation, written reports and written questions</u></p> <p><u>Correspondence</u></p> <p>The Town Clerk read a letter of thanks from Ray Wales, Town Crier, and Diane Wales for the kind recognition of their 35 years service to the Town.</p>

006.4	<p>The Mayor read an email from Bill Metcalf of Geo Strategies asking for the Council's support in any recognition of the work completed at Denver Sluice to protect The Fens.</p> <p><u>Public Participation</u></p> <p>There were no members of the public who wished to speak.</p>
006.1	<p><u>County Councillor report and questions – Cllr Tony White</u></p> <p>Cllr White confirmed that yellow lines would now be placed near to Heygates Mill on Railway Road and Fairfield Road. Cllr Lewis thanked Cllr White for his support.</p> <p>Cllr White confirmed that he would use his allowance to cut the hedges on Old Brewery Lane. The Town Clerk thanked Cllr White for his support.</p>
006.2	<p><u>Borough Councillors reports and questions</u></p> <p>Cllr Bullen advised that he is working with the Business & Tourism Committee on a joint Business meeting scheduled for September 2024.</p> <p>Cllr Osborne had given his apologies prior to the meeting and therefore was not in attendance. The report submitted had been circulated to members and uploaded to the website.</p> <p>Cllr Ratcliffe had given her apologies prior to the meeting and advised that she was contactable by email if there were any questions.</p> <p>Cllr Tyler had standing apologies due to ill health and therefore was not in attendance. There was no report submitted.</p>
006.3	<p><u>Police report</u></p> <p>There were no Police representative present.</p>
007	<p><u>To approve the minutes of the Extraordinary Full Council meeting held on 25 June 2024</u></p> <p>Cllr J Pyatt advised that there was a spelling error on page 2, agenda item 6, 2nd paragraph, 4th line. The word slop was used instead of slope.</p> <p>Proposed Cllr Hobbs Seconder Cllr J Pyatt</p> <p>It was resolved:</p>

	<p>‘To approve the minutes of the Extraordinary Full Council meeting held on 25 June 2024 with the spelling amendment.’</p> <p>All In Favour</p>
	<p>Cllr Brewer left the room and returned before the vote on agenda item 008.</p>
008	<p><u>To discuss correspondence from Ron Bailey, researcher to Lord Foster, regarding Lithium Batteries and agree actions</u></p> <p>Cllrs Daymond, Lewis & Pyatt spoke in favour of supporting the agenda item.</p> <p>Proposed Cllr Leach Seconder Cllr Daymond</p> <p>It was resolved:</p> <p>‘That Downham Market Town Council support The Safety of Electric-Powered Micromobility Vehicles and Lithium Batteries Bill.’</p> <p>All In Favour</p>
009	<p><u>To consider the Committee membership of the Property Committee and agree actions</u></p> <p>Cllrs discussed the recent attendance at Property Committee meetings.</p> <p>It was noted that one Cllr had not been at the meeting due to a planned holiday, one Cllr has long standing apologies due to ill health, one Cllr had given apologies for the last two meetings and the North Downham Ward member had not taken up office and members were concerned that this could mean that the meetings risked not being quorate, if the Committee make up did not change.</p> <p>Proposed Cllr Hobbs Seconder Cllr Lewis</p> <p>It was resolved:</p> <p>‘That the decision of Full Council relating to the allocation of Cllrs on Property Committee be rescinded to allow a new allocation of Cllrs.’</p> <p>9 In Favour</p> <p>3 Against – Cllrs Brewer, Leivers, Perkin</p> <p>2 Abstentions – Cllrs Buxton & Wiles</p>

	<p>Members were asked to consider Committee membership as the rescindment meant that the Council didn't have a Property Committee following the resolution.</p> <p>Proposed Cllr Hobbs Seconder Cllr Lewis</p> <p>It was resolved:</p> <p>“To appoint Cllrs Lane, Leach, Lewis, S Moyses, C Pyatt, J Pyatt & Sharman to Property Committee.</p> <p>Cllr Jordan to act in a consultancy role with the ability to speak throughout the meeting however holding no voting rights.’</p> <p>12 In Favour</p> <p>2 Against – Cllrs Daymond & Leivers</p>
010	<p><u>To receive correspondence from the Borough Council relating to Cycle Storage and agree reply</u></p> <p>Further to the suggestion from the Borough Council to have additional cycle storage at the Memorial Field, Lynn Road and at The Howdale, Howdale Road, Cllrs were asked if they were supportive of the suggestion. It was noted that the Property Committee had already approved the additional Cycle Storage at the Town Hall.</p> <p>Cllr Pyatt raised concerns about the Cycle Storage at the Town Hall following recent antisocial behaviour.</p> <p>Cllr Leivers spoke in support of the additional Cycle Storage.</p> <p>Proposed Cllr Lane Seconder Cllr Leivers</p> <p>It was resolved:</p> <p>“That Downham Market Town Council support the suggestion of the Borough Council to install Cycle Storage at the Memorial Field and at The Howdale.’</p> <p>All In Favour</p>
011 011.1	<p><u>To adopt the Terms of Reference for the following Committees</u></p> <p><u>Business & Tourism Committee</u></p> <p>Proposed Cllr Leivers Seconder Cllr Wiles</p>

011.2	<p>It was resolved:</p> <p>“That the Terms of Reference of the Business & Tourism Committee be adopted by Full Council.’</p> <p>All In Favour</p> <p><u>Governance & Finance Committee</u></p> <p>Proposed Cllr Brewer Seconder Cllr Lane</p> <p>It was resolved:</p> <p>“That the Terms of Reference of the Governance & Finance Committee be adopted by Full Council.’</p> <p>13 In Favour</p> <p>1 Abstention – Cllr Pyatt who advised that he had not read the document</p>
011.3	<p><u>Property Committee</u></p> <p>Proposed Cllr Lewis Seconder Cllr Wiles</p> <p>It was resolved:</p> <p>“That the Terms of Reference of the Property Committee be adopted by Full Council.’</p> <p>12 In Favour</p> <p>2 Abstentions – Cllrs Daymond & Pyatt who advised that they had not read the document</p>
012	<p><u>To receive Outside Bodies Reports</u></p>
012.1	<p><u>Downham Market & Downham West Joint Burial Board – Cllrs Daymond & Westrop</u></p> <p>Cllr Westrop advised that she met with the administrator last month and had a very constructive meeting. The next meeting of the Burial Board is scheduled for November 2024.</p>
012.2	<p><u>Safer Neighbourhood Action Panel (SNAP) – Cllrs Leivers & Wiles</u></p> <p>Cllr Wiles advised that SNAP had not met since the last report at Full Council.</p>

012.3	<p>Cllr Wiles also advised that he had reported the antisocial behaviour, which included an encampment being set up and axe throwing, at Kingston Plantation, also known as Wimbotsham Woods, to the Police and the Borough Council's Arborist.</p> <p>It was also noted that there is antisocial cycling in Wales Court, that cyclists are going the wrong way down Bridge Street and on the wrong side of the road on Railway Road. Cllr Leivers confirmed that this would be reported to the Police.</p> <p><u>100 Acre Charity – Cllrs Wiles & Daymond</u></p> <p>Cllr Wiles advised that there was nothing to report as the Trustees had not met.</p>
013	<p><u>To receive recommendations from Governance & Finance Committee and agree actions:</u></p> <p>013.1 <u>'That the Governance & Finance Committee recommend to Full Council that the Council accept the insurance renewal quote and add defib / blood box cover and cyber insurance.'</u></p> <p>It was noted that the Insurance renewal quote is £20,272.08, Defib cover is £418.32 and Cyber Insurance is £506.52.</p> <p>Proposed Cllr Hobbs Seconder Cllr Brewer</p> <p>It was resolved:</p> <p>"That Full Council adopt the recommendation of Governance & Finance Committee.'</p> <p>All In Favour</p> <p>013.2 <u>'That the Governance & Finance Committee recommend to Full Council that the Business & Tourism Committee are provided with the outstanding Community Development Committee budget of £13,084.'</u></p> <p>Proposed Cllr Hobbs Seconder Cllr Wiles</p> <p>It was resolved:</p> <p>"That Full Council adopt the recommendation of Governance & Finance Committee.'</p> <p>All In Favour</p> <p>013.3 <u>'That the Governance & Finance Committee recommend to Full Council that Cllr Wiles be added to the Bank Mandate as a Full Signatory.'</u></p>

013.4	<p>Proposed Cllr Lane Seconder Cllr Lewis</p> <p>It was resolved:</p> <p>“That Full Council adopt the recommendation of Governance & Finance Committee.’ All In Favour</p> <p><u>‘That the Governance & Finance Committee recommend to Full Council a change of auditor to Norfolk Association of Local Councils with the funds being taken from the Professional Fees Budget.’</u></p>
013.5	<p>Proposed Cllr Hobbs Seconder Cllr C Pyatt</p> <p>It was resolved:</p> <p>“That Full Council adopt the recommendation of Governance & Finance Committee.’ All In Favour</p> <p><u>‘That the Governance & Finance Committee recommend to Full Council that the current Standing Orders are adopted for a further 5 months to align with the Financial Regulations review period.’</u></p>
013.6	<p>Proposed Cllr Hobbs Seconder Cllr Wiles</p> <p>It was resolved:</p> <p>“That Full Council adopt the recommendation of Governance & Finance Committee.’ All In Favour</p> <p><u>‘That the Governance & Finance Committee recommend to Full Council that the updated Grant Policy be adopted, with the removal of reference to the Community Development Committee, and acknowledging that all grants will be reviewed by Full Council during 2024/2025.’</u></p>
	<p>Proposed Cllr Daymond Seconder Cllr Leivers</p> <p>It was resolved:</p> <p>“That Full Council adopt the recommendation of Governance & Finance Committee.’ All In Favour</p>

014	<p><u>To consider the request of Property Committee and recommendation from Governance & Finance Committee:</u></p> <p><u>Property Committee Request</u></p> <p>‘That approval from Full Council be sought to use the funds from the £100,000 Car Park repairs budget, to start the work on the new Jubilee Community Centre Car Park.’</p> <p><u>Governance & Finance Committee Recommendation</u></p> <p>‘That the Governance & Finance Committee recommend Full Council refuse the request of Property Committee to use the Car Park Repair budget to complete the suggested work on the new Jubilee Community Centre car park. The Committee feel that the future of the site must be considered as a whole during 2024/2025 to ensure best value is received for the rate payer.’</p> <p>CLlr Pyatt asked that the Governance & Finance Committee minutes relating the item be read to the Council in totality to give a clear background to the vote.</p> <p>CLlrs Lewis felt that the proposal should not have gone to Governance & Finance Committee for discussion.</p> <p>CLlr Lewis stated that the Council risk losing the donation. He noted that the donor only wanted a simple advertising board.</p> <p>CLlr Hobbs suggested accepting the donation but explain to the donor that the work would not be completed immediately.</p> <p>CLlr Brewer raised concerns that by breaking up the work on the site that Council were breaching tender legislation.</p> <p>CLlr Leivers stated that the potential savings on business rates on 15 Paradise Road could be used to finance the JCC car park.</p> <p>CLlr Westrop noted that the Council run the risk of breaching procedures and questioned how the Council could justify using a maintenance budget for a capital project.</p> <p>CLlr Lane asked that the urgent work on the Hollies Car Park / Service Road be completed before the Council consider using the Car Park Repair budget for a new car park.</p>
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	<p>Cllr Pyatt noted that Cllr Lewis had done a lot of work with the FA to get some good stuff at the JCC and he finds it difficult to make a decision following the discussion this evening.</p> <p>Cllr Pyatt stated that the JCC Regeneration group were asked to investigate possibilities for 12 months and Cllr Pyatt feels that the Council are jumping all over the place.</p> <p>Proposed Cllr Leivers Seconder Cllr J Pyatt</p> <p>It was resolved:</p> <p>“That Full Council come back to the agenda item and make no decision tonight.”</p> <p>7 In Favour – Cllrs Daymond, Leach, Leivers, Lewis, J Pyatt, Sharman & Wiles</p> <p>7 Against – Cllrs Buxton, Brewer, Lane, Hobbs, Perkin, C Pyatt & Westrop</p> <p>*At the meeting, the Town Clerk thought that the vote was 7 In Favour and 6 Against and therefore the vote had passed. An EGM has been agreed to discuss the item again. The error was acknowledged by the Town Clerk when she checked the recording and it is noted that the error has no material impact on the Council.</p>
015	<p><u>To receive an update on allotments and agree actions</u></p> <p>The Town Clerk advised that she had nothing to report as there had been no correspondence received.</p>
016	<p><u>To receive an update on Downham In Bloom and agree actions</u></p> <p>The Town Clerk advised that the Anglia In Bloom judging day is Friday 12 July 2024.</p> <p>The Town Clerk advised that the portfolio had been loaded to the Council’s website for all Cllrs to view, along with a copy of Special Nomination Award.</p>
017	<p><u>To receive Councillor Questions</u></p> <p>Cllr Sharman asked for a named vote on agenda item 14. The Town Clerk confirmed that the minutes always show who voted which way. Cllr Brewer objected to the reasons for Cllr Sharman’s request and felt it was inappropriate to request in this item.</p> <p>Cllr Leivers asked when a cash machine was expected at the new Banking Hub. The Town Clerk advised that the office had been informed it will take approximately 12 months and is subject to planning permission.</p>

	<p>Cllr Lewis read an extract from the Fields In Trust website stating that the Car Park took up less than 20% of the site and therefore the work could go ahead. Cllr Lewis asked Cllrs to send him their suggested drawings for the JCC site. Cllr Brewer advised that the Council should come up with ideas for the site and it is for the architect to provide drawings.</p> <p>Cllr Westrop asked Cllr Lewis to consider the request for a public consultation on the JCC site. It was acknowledged that Cllr Westrop had sent Cllr Lewis 2 suggestions and had not received a reply.</p>
018	<p><u>To note date of next Full Council meeting – 03 September 2024</u></p> <p>The next Full Council meeting was confirmed as Tuesday 03 September 2024 at 7pm in the Grand Hall at Downham Market Town Hall.</p>
	Meeting closed: 8:27pm
	SIGNED
	DATE