

DOWNHAM MARKET TOWN COUNCIL MEETING
MINUTES OF MEETING HELD
TUESDAY 09th OCTOBER 2018 AT 7:00PM

Present:	The Mayor	Cllr D J Sharman
	Deputy Mayor	Cllr J W Doyle
	Councillors	F E Daymond J K Fox R L Hayes R A C Hepworth B Hobbs R Horne A Pickering C Pyatt A D Stacey R Turner J L Woodmin A White
	County Cllr	Mr R A Davidson
	Deputy Clerk	Ms C Dornan
	Senior Administrator	
	Public	0

Those in attendance at the meeting were notified of the emergency evacuation procedure from the Town Council offices. Those in attendance at the meeting were notified that mobile telephones should be turned off or switched to silent mode for the duration of the meeting.

3693. To receive Members' Apologies for Absence

Apologies for absence had been received from the Cllrs' J Groom (family ill-health) and R Pegg (ill-health) and Borough Cllr J Westrop (Borough meeting). The apologies were accepted.

Cllrs' Lawson and Reed did not attend the meeting.

3694. To receive Members' Declarations of Interest

There were no such declarations.

3695. To approve the minutes of the Extraordinary Full Council meeting on Thursday 06th September (pages 6189 – 6193) and the Full Council meeting on Tuesday 11th September 2018 (pages 6194 – 6199)

The minutes of the Extraordinary Full Council meeting on Thursday 06th September (pages 6189 – 6193) and the Full Council meeting on Tuesday 11th September 2018 (pages 6194 – 6199) were accepted as a true and accurate record.

Adjourn meeting for public participation and reports

The Mayor, Cllr Sharman, adjourned the meeting.

Police report

There was no Police representative in attendance.

County Councillor report and questions

Cllr White reminded members of the Town Infrastructure Improvement Strategy meeting due to take place on Tuesday 15th October 2018.

Cllr White asked the Town Council's position regarding residents seeking authority for the Stirling Close streetlights to be illuminated all night due to perceived crime fears. Cllr Hepworth advised she had undertaken to bring this concern to the correct authority.

Borough Councillors report and questions

There was no Borough Councillor in attendance.

Public Participation

There were no members of the public present and no members wished to address the committee in such a capacity.

Accordingly, the Mayor resumed the meeting.

3696. To receive Councillors' Questions

Cllr Fox:

Q. Following the rescinding of the Town Council Standing Orders and their various appendices in June 2018 and the subsequent adoption of the Model Standing Orders as the Standing Orders of this Council I am concerned that little progress has been reported on the development of the Standing Orders to cover the needs of Downham Market Town Council. There has been some NALC changes to the Model Standing Orders which has not been reflected in an adjustment to Downham Market Town Council Standing Orders. (See NALC L09-18).

Other developments include, amongst many, acknowledging that the Chairman of this Council shall be called The Mayor.

In the next couple of months there should be three new Councillors and in May 2019 there will be, hopefully, a number of new Councillors. All these will need guidance on the structure of the Council such as what Standing Committees are and the roles and responsibilities of these Committees. This was part of the extended previous Standing Orders.

Can I have the promise of this Council that these matters will be dealt with as a matter of urgency before the end of the year, and not left to people to guess the rules?

Cllr Stacey:

Q. Can I ask how many meetings of the new Model Standing Orders working party have taken place?

Cllr Hayes:

A: No meetings have yet taken place. Any pertinent information would be welcomed by the working party to aid their deliberations.

3697. To adopt the Standing Committee Minutes of:

Community Development Committee

Proposed – Cllr Hobbs

Seconded – Cllr Pickering

'Community Development Committee meetings of Wednesday 01st August (pages 6157 – 6159) and Wednesday 05th September 2018 (pages 6186 – 6188) – as approved'

All in favour

Finance & General Purposes Committee

Proposed – Cllr Hayes

Seconded – Cllr Pickering

'Finance & General Purposes Committee meeting of Tuesday 28th August 2018 (pages 6175 – 6177) – as approved'

All in favour

Planning & Environmental Committee

Proposed – Cllr Fox

Seconded – Cllr Daymond

'Planning & Environment Committee meeting of Tuesday 04th September 2018 (pages 6181 – 6185) - as approved'

All in favour

Property Committee

Proposed – Cllr Pyatt

Seconded – The Mayor Cllr Sharman

'Property Committee meeting of Tuesday 21st August 2018 (pages 6168 – 6171) – as approved'

All in favour

Town Hall Committee

Proposed – The Mayor, Cllr Sharman

Seconded – Cllr Stacey

'Town Hall Committee meeting of Wednesday 29th August 2018 (pages 6178 – 6180) – as approved'

All in favour

3698. Payment of Bills

There were no such bills.

3699. Clerk's Report

The Deputy Clerk advised members that in respect of the Stirling Close streetlight enquiry, there is a particular process to follow that allows communities to request the lights be altered. He undertook to advise Cllr Hepworth of this.

3700. To adopt the Model Financial Regulations

Cllr Hayes advised that the Model Financial Regulations had been on the table since the July Full Council meeting. A query was raised as to whether they had been brought forward from the Finance & General Purposes Committee and an assurance sought they would be kept updated.

Cllr Fox highlighted that Section 1.8 (a reference to the Responsible Finance Officer) was incorrect. Cllr Hayes answered that it was now incorrect but at the time it had been approved by the Finance & General Purposes Committee and subsequently left on the table, the information was, in fact, correct. Cllr Hayes highlighted her disappointment that no one had brought any concerns or potential errors to the Finance & General Purposes Committee before this evening.

Proposed – Cllr Hayes

Seconded – Cllr Fox

'The Downham Market Town Council Financial Regulations be adopted; together with the relevant amendment (Section 1.8) to meet the Council's current circumstances'

For 11 Abstention 2

3701. To agree amended bank signatories

The Deputy Clerk advised members that due to the retirement of the previous Clerk, Mrs Markwell, and the resignation of Cllr Mrs Thompson, there was a need to agree signatory amendments.

Proposed – Cllr Pickering

Seconded – Cllr Fox

'The bank accounts officer signatories should be Mrs Westwood, Mr Davidson and Ms Dornan, and the councillor signatories should be Cllrs' Doyle, Fox, Hayes, Pegg, Pyatt and Stacey'

All in favour

3702. To rescind and reform the Car Park Management Strategy Sub Committee

- i) Name of sub committee
- ii) Report to Full Council
- iii) Terms of reference

Firstly, the Mayor Cllr Sharman both thanked and congratulated Cllr Hayes for her leadership over the past two years, leading a difficult subject.

Cllr Hayes, opening the topic, explained that now Council had voted on the matter (at the 06th September Extraordinary Full Council meeting) the work of the current sub committee had concluded, accordingly there was a need to rescind the existing sub committee. Moving forwards, Cllr Hayes shared a suggested terms of reference and explained the rationale for the new sub committee to report directly to Full Council; in that the decision regarding the car parks had been taken by Full Council and the mechanism would ensure all councillors would be kept appraised in a timely fashion, rather than a two tier system of firstly, Property Committee members and then, secondly, all councillors.

Cllr Stacey countered that a sub committee should report to a standing committee but subject to the Car Park Management Strategy group reforming as a full committee he would be happy to endorse its candidacy.

Cllr Fox queried if Full Council had the authority to rescind the sub committee and argued for the group to remain as a sub committee reporting to the Property Committee.

Proposed – Cllr Hayes

Seconded – Cllr Daymond

‘The Car Park Management Strategy sub committee be rescinded’

For 12 Against 1

Proposed – Cllr Hayes

Seconded – Cllr Stacey

‘The Car Park Management Strategy Committee be formed consisting of Cllrs’ Doyle, Hayes, Lawson, Pickering, Pyatt, and Sharman, using the suggested terms of reference to call a first meeting whereupon the full terms of reference can be agreed’

All in favour

3703. To receive update on possible purchase of discuss of Memorial Sculpture

Members were advised that at the 25th September Finance & General Purposes Committee meeting it was established there was no such budget line to purchase the sculpture. The Deputy Mayor Cllr Doyle, whilst supporting the initiative, doubted if manufacture and delivery would be in time for Remembrance Day anyway. It was suggested such projects need to be identified when setting budgets.

3704. To receive details of NCC Downham Market Town Network Improvement Strategy initial meeting

Members were advised of the first introductory meeting to take place on Tuesday 16th October at 1:00pm. The Mayor Cllr Sharman, Deputy Mayor Cllr Doyle and Cllrs’ Daymond, Pickering, Pyatt and Stacey all stated their intention to attend.

3705. To receive report from the Neighbourhood Plan Advisory Committee

The Chairman Cllr Hobbs explained Senior Planner Mr A Fradley from the Borough Council Planning Policy Team had attended the last meeting and given a very informative Borough Council perspective. 3,000 Neighbourhood Plan questionnaires had been distributed by the contractor; these had been supplemented with the remaining questionnaires distributed by members of the advisory committee, ensuring most of the town had received a questionnaire. The Chairman highlighted that the consultant had been most surprised with the return ratio and had now commenced analysing and processing the results.

3706. To discuss and agree Downham In Bloom 2019

This agenda item had been requested by the Planning & Environmental Committee at their 02nd October meeting to discuss the immediate future of Downham In Bloom.

Cllr Fox contended that it should be a 52 weeks of the year event and not be centred around the judging week. He was concerned about the pressure placed on a diminishing committee and suggested it may need a 1 - 2 year absence to come back with a renewed impetus.

The Deputy Mayor Cllr Doyle queried if too much emphasis was focused on the town centre.

Cllr Hayes focused on the financial point of view saying it had to be costed and provide value for money.

Cllr Stacey agreed with much of Cllr Fox's views but countered that if a break was taken it would be extremely difficult to resurrect.

The Mayor Cllr Sharman highlighted the need to attract new committee members.

Cllr Daymond, speaking as Chairman of Downham In Bloom, insisted they didn't need any 'grand ideas' but should concentrate on improving existing features.

Cllrs' Woodmin and Horne queried what the effect would be, and if indeed there was one, on our community, if a decision was taken not to enter Anglia In Bloom.

Cllr Hayes highlighted the staff implications.

Following these differing views, a proposal was received.

Proposed – Cllr Fox

Seconded – Cllr Stacey

'That Downham Market takes part in Anglia In Bloom 2019 and a Sub Committee be formed'

For 10 Against 2 Abstention 1

3707. To receive details of Battle's Over – A Nation's Tribute – 100 Years Commemorating the End of the Great War – Sunday 11th November 2018

The Deputy Clerk gave a report on the event due to take place at St Edmund's Church at 6:00pm on Sunday 11th November 2018.

Cllr Stacey made his apologies and left the meeting at 8:43pm

3708. To receive report on the Downham Market Festival – Cllr Pickering

In the interests of brevity and remaining business to be conducted Cllr Pickering advised there was no report.

3709. To receive report on the Joint Burial Board – Cllr Fox

Cllr Fox read out a report (Appendix 1).

3710. To receive report on the Twinning Club

No members of the Twinning Club were in attendance.

3711. To receive report on the Jubilee Community Centre – Cllr Sharman

The Mayor Cllr Sharman advised there was to be a full report within confidentiality section.

3712. To receive verbal report from the Human Resources Committee

Cllr Hayes reported that the second newly recruited member of staff had started employment.

3713. Mayor's Announcements

There were no such announcements

Proposed – The Mayor, Cllr Sharman

Seconded – Cllr Hayes

'To invoke Standing Order 3d, that in view of the confidential nature of the business about to be transacted, namely funding the Jubilee Community Centre improvements, it is advisable in the public interest, that the public and/or the press be temporarily excluded, and they are instructed to withdraw.'

All in favour

3714. To receive confidential report from the Human Resources Committee

There was no such report.

3715. To receive Officer Report regarding, and discuss liaison with BCKL&WN in respect of funding assistance for Jubilee Community Centre redevelopment

Discussion within confidentiality commenced.

The meeting came out of confidentiality as it was realised 2 hours had elapsed since the meeting started; accordingly, the meeting was suspended and adjourned at 9:10pm

Chairman

Date