

DOWNHAM MARKET TOWN COUNCIL
MINUTES OF THE FULL COUNCIL MEETING HELD
TUESDAY 3 MARCH 2020 AT 7:00PM

Those in attendance at the meeting were notified of the emergency evacuation procedure from the Town Council offices. Members were asked to ensure that their mobile telephones were either turned off or switched to silent mode.

	<p>Present</p> <p>Cllr Hayes (Mayor), Brighty, Bulley, Daymond, Doyle, Groom, Hendry, Hepworth, Horne, Lawson, Lightfoot, McKee, Pickering, Pyatt, Sharman, Westrop, Woodmin</p> <p>Elaine Oliver Town Clerk</p> <p>22 Members of the Public</p>	ACTION
1	<p><u>To receive Members' Apologies for Absence</u></p> <p>Apologies were received from</p> <p>Cllr McKee – Holiday</p> <p>Cllr Shippey</p> <p>Cllr J Ratcliffe BCKLWN (previous meeting)</p> <p>Cllr A White NCC</p> <p>Cllrs Daymond and Doyle declared an interest in item 7 as they are Parish Cllrs for Downham Market West.</p>	
2	<p><u>To receive Members' Declarations of Interest</u></p> <p>Cllrs Daymond and Doyle declared an interest in item 7 as they are Parish Cllrs for Downham Market West.</p>	
3	<p><u>Mayors Announcements</u></p> <p>Cllr Hayes gave the following announcements: -</p> <ul style="list-style-type: none"> • We need to comply with fire regulations and sign in. To help Cllrs we are going to purchase a signing in board for Town Councillors and staff. Other users will need to sign in with the sheets on the clipboard. • We are hosting the International Women's Day in the Town Hall on 9 March. This is run in conjunction with the Women in Business in Downham Market and is free to attend. • There will be networking opportunity and guest speakers. • Mayors at Home will be on 9 April, Dr Paul Richards will give a talk on an aspect of Downham Market. • Cllr Shippey has tendered his resignation. The Clerk was asked to write to Mr. Shippey and thank him for contribution to the Council • Cllr Lawson asked if the WI branch in Downham Market shut would it just roll into a local branch. <p>Cllr Westrop replied this doesn't happen automatically, but members could meet at another branch.</p>	
4	<p><u>To approve</u></p>	

	<p>The Minutes of the Full Council Meeting 4 February 2020</p> <p>RESOLVED The minutes of the full council meeting on 4 February 2020 were accepted as a true and accurate record.</p> <p>Proposer Cllr Hayes and seconder Cllr. Lawson Agreed</p> <p>Cllr Pyatt asked about copies of the agenda. It was reported that although all agendas are emailed a mini projector will be purchased so that the agenda can be projected on the wall at the meeting</p>	
5	<p><u>Matters Arising</u></p> <p>No matters arising from the minutes</p>	
	<p>Adjourn the meeting for public participation and reports</p> <p>County Councillor report and questions</p> <p>County Council Report</p> <p>Cllr White had tendered his apologies but sent a report, main points as follows: -</p> <p>The cutting of the roadways and byways has now been completed.</p> <p>Now in the process of getting coatings to cover the surface of the cycle way from Bridge over A1122 to Ryston End.</p> <p>Checking on 13 trees on Cock Drove to make sure they are safe.</p> <p>2019-20 Members allowance has been allocated to clearing the town's public right of way including some tree works, investigating a drainage issue in the Bexwell Road layby outside the Academy and any surplus to be put towards improving the Nightingale Lane surface, which is part of the National Cycling Network</p> <p>The PROW work has now been completed and further updates will be given at the next meeting.</p> <p>Cllr Westrop registered concerns about losing the children's centre in Downham Market.</p> <p>The Clerk reported that Downham Market had been successful in obtaining all the Parish Partnership grants applied for.</p> <p>Borough Councillors report and questions</p> <p>Cllr Ratcliffe had sent a report main points as follows: -</p> <p>She has requested a call in of the planning application for McDonald's/Starbucks.</p> <p>She has been advised that this will be determined at the March 30th Planning Committee meeting.</p> <p>Public participation - No public present</p>	
6	<p>To discuss and agree the following proposal recommended by Town Hall Strategy Group – Cllr Lightfoot</p> <p>“To recommend to Full Council the Hallmaster online booking system be purchased for Town Hall booking</p> <p>Proposer Cllr Lightfoot and seconder Cllr Woodmin Agreed</p>	

7	<p>To discuss and agree charging for parish meetings held in our premises – Cllr Pickering</p> <p>Cllr Pickering explained that as Downham West is a separate Parish, Downham Market should not subsidise it. He reported that we are writing to the Council to explain from 1 April 2019 we will be charging Downham Market West PC room charges. It was agreed that we will bill after the meetings to see how long they use. However, we can only bill in full hours.</p>	
8.	<p>To discuss the future of the cinema – Cllr Westrop & Cllr Daymond</p> <p>The following was reported by Cllr Lightfoot</p> <ul style="list-style-type: none"> • This is now under Action Downham and falls in with other events. • Through hard work, marketing and advertising Downton Abbey had been a real success. • We also learnt from this and realise we need to produce posters as well. <p>Cllr Westrop made the following points</p> <ul style="list-style-type: none"> • The last two films, Judy and Downton Abbey made a profit. • We need to look at who provides the films. • WNDA provided refreshments at the last film and this was very successful. • They are willing to cover all the forthcoming refreshments slots. • We have been contacted by 3 other cinema clubs who would like to come onboard one is looking very positive. <p>Cllr Lightfoot reported that the refreshments slots have been opened up to all charities. She also reported that the Lion King Matinee will be at 4.00 so that children can attend after school</p> <p>Cllr Pyatt asked that the evening performance says 7.00 for 7.30</p> <p>Cllr Horne was informed that hand sanitiser has been ordered and is being used.</p>	
9.	<p>To discuss and agree boosting Facebook page for consultation _ Cllr Lightfoot</p> <p>Cllr Lightfoot reported that social media is new for the TC and explained that you can pay to boost a post and send who you want to, any cost could be spread across events. It was felt that this was a form of open dialogue with the community and an opportunity to garner support for events that haven't done well. It would also be good to subscribe to a service for unlimited surveys for £192.00</p> <p>Cllr Pickering reported it would be best for budgeting if each event had a budget for FB but for this year as long as it is noted which budget each boosting comes from it will enable us to see where the benefit has been</p> <p>A budget of up to a £1000 was proposed by Cllr Lightfoot, Seconded by Cllr Pickering. All Agreed</p> <p>It was agreed that the website page needs updating.</p>	
10.	<p>To discuss and agree contract for maintenance of surface water drains on Town Council assets – The Clerk</p> <p>The Clerk reported that 2019-20 annual service is due to take place w/c 30th March, and this is the last service of the current 3-year contract. We are in receipt of 2 quotes with a further site visit arranged for Thursday 5 March</p>	a

	and also, we have requested a quote from the person undertaking the Paradise Car park pump work. It was agreed to defer this until the quotes have been reviewed and a recommendation can be made to council	
11.	<p>To recruit volunteers for the St Winnold event – Cllr Hayes</p> <p>The Mayor reported that the St Winnold event has been revamped and gave a brief description of how the day would be. There will be a procession of animals, a medieval market and a heritage display.</p> <p>Volunteer stewards are needed.</p> <p>Cllr Lightfoot agreed to help out.</p>	
12.	<p>To receive any written, previously circulated, reports from the following groups and receive questions from Cllrs.</p> <ul style="list-style-type: none"> • Town Hall strategy - Cllr Lightfoot reported that the TH is hoping to run tea dances alternating with a disco They are also looking into Craft and tabletop sales. • Environment strategy - Cllr Hayes Cllr Groom reported that the Spring into Sustainability event is forming, they hope to bring in speakers to talk to key issues and see what we can do as a town and as individuals. The WP has identified 6 areas and as well as speakers they hope to have displays and activities to engage with the community such as Master Chef competition using leftovers. There will be information leaflets and publicity with involvement from NCC and BCKLWN. Look at upcycling • Neighbourhood Planning strategy - Cllr Hendry reported that the working party has been working on Terms of Reference and these will be presented to Full Council in April • Action Downham - Cllr Lightfoot • Notes from St Winnold's - Cllr Hayes, Local Heroes • Cllr Pickering reported there will be a press release launch on Friday. Seating and staging have been looked at by Cllr Groom and she will use the format that she has used before. • VE Working Parties - Cllr Lightfoot • Market strategy - Cllr Doyle reported that the group had decided that they could not supply waste services to the traders. This will be brought to the next Full Council. It was recommended that a lock be used on the bins • It was also reported that after recent advertising 6 interested parties had been in contact about hiring a casual market stall. <p>Cllr Hayes thanked Cllr Lightfoot for all her efforts on FB which appears to be going very well</p>	
13	<p>Policies and Procedures</p> <p>To review and agree</p> <ul style="list-style-type: none"> • Training and Development <p>Proposed Cllr Lightfoot, Seconded Cllr Groom. Agreed</p>	

	<p>Councillor training is being arranged</p> <ul style="list-style-type: none"> Disciplinary Proposed Cllr Pickering, Seconded Cllr Hayes. Agreed Grievance Proposed Cllr Groom, Seconded Cllr Lightfoot. Agreed <p>Cllr Horne had various comments and will meet with the Clerk to discuss them.</p> <p>It was felt that any panel should be trained asap, and that ACAS would be looking for this.</p> <ul style="list-style-type: none"> Data Protection Policy Proposed Cllr Westrop, Seconded Cllr Groom. Agreed Privacy Notice Proposed Cllr Westrop, Seconded Cllr Hendry. Agreed 	
14	<p>Correspondence</p> <p>Cllr Hayes reported a thank you card had been received from the Festival Committee to thank for their grant.</p>	
15	<p>Payment of bills</p>	
16	<p>To adopt the Standing Committee Minutes of</p> <ul style="list-style-type: none"> Finance & General Purposes Committee - 28/01.2020 Proposed Cllr Pickering, Seconded Cllr Hendry. Agreed Planning – 11/02/2020 Proposed Cllr Daymond, Seconded Cllr Lawson. Agreed 	
17	<p>Items for the next agenda</p> <p>Cllr Lawson may have some feedback from NALC about lobbying parliament to reduce business rates.</p>	
18	<p>Confidential Items</p> <p>To consider a resolution (under the Public Bodies Admission to Meetings Act 1960) to exclude members of the public and press Proposed Cllr Hayes, Seconded Cllr Westrop. Agreed</p>	
19	<p>To discuss and agree the recommendation from the Town Clock Contract working party to award the clock restoration to Contractor A - Cllr Hepworth</p> <p>Cllr Hepworth gave a report of the meeting to discuss the tenders for the clock restoration.</p> <p>After discussion it was proposed by Cllr Hepworth, seconded by Cllr Groom to award the contract to contractor A who was the cheapest quotation, although it was acknowledged both firms were reputable. It was understood that scaffolding would be additional to the price.</p> <p>Cllr Pyatt reported that the clock used to be painted light green and it was considered that we could use FB to see what colours the community would like to see it painted.</p>	
20	<p>Personnel Issues – Cllr Pickering</p> <p>Confidential personnel issues were discussed.</p>	

21	Date of Next meeting to be held in Downham Market Town Hall 7 April 2020	
	<div>Signed</div> <div>Mayor</div> <div>Date</div>	