



Watton Town Council

Wayland Hall, Middle Street, Watton, Thetford, Norfolk IP25 6AG Telephone: 01953 881007
Website: www.wattontowncouncil.gov.uk Town Clerk: Mrs Jane Scarrott clerk@wattontowncouncil.gov.uk

Councillors: You are hereby summoned to attend the Town Council meeting to be held in the Council Chamber, Wayland Hall on Tuesday 14th May 2024 at 7.00pm for the purpose of transacting the following business.

Jane Scarrott – Town Clerk

May 8th 2024

1. To elect the Chairman/Town Mayor for the year 2024/2025 – nominations to be made at the meeting
2. Chairman to sign the Declaration of Office as Chairman and Town Mayor
3. To present the out-going Chairman with their Past Chairman's Badge
4. To elect the Vice Chairman for the year 2024/2025
5. To accept Apologies for Absence
6. To note Declaration of Members personal, prejudicial and disclosable pecuniary interests in respect of items on the Agenda
7. MINUTES
 - 7.1 To confirm that the minutes of the meeting held on April 23rd 2024 are a true and accurate record
 - 7.2 To receive an update on items from the previous meeting if not agenda items for this meeting
8. TO RECEIVE REPORTS
 - 8.1 Chairman's Report
 - 8.2 Vice Chairman's Report
 - 8.3 Clerks Report
 - i. Councillors to request hard copies of Agenda Packs
 - 8.4 HR Committee Annual Report (SH)
 - 8.5 Finance Committee Annual Report (KS)
 - 8.6 Cemetery Working Group – No Report as Group has not met during 2023/24
 - 8.7 Watton Neighbourhood Plan Steering Group – Report given at Annual Town Meeting by Chairman of the Steering Group
 - 8.8 Church Walk Working Group Update - No Report as Group has not met during 2023/24
 - 8.9 Museum 4 Watton Working Group Update - No Report as Group has not met during 2023/24
 - 8.10 Loch Neaton Working Group – No meeting since 2021
 - 8.11 Charlotte Harvey Trust Management Committee – Report given at Annual Town Meeting
 - 8.12 Emergency Plan Update
 - i. To appoint an Emergency Plan Lead Councillor
 - 8.13 Market Working Group Update
 - 8.14 Any other reports from Lead Councillors
 - i. Youth Provision
 - ii. Festive Market
 - iii. Police Priority Setting Meetings (SNAP)
 - iv. Cadets
9. To note report from Events and Marketing Officer

10. To note report from Community Projects Officer
11. To accept Terms of Reference for HR and Finance Committees, NP Steering Group, Working Groups and Lead Councillors
12. Committee Members
 - 12.1 To elect HR Committee Members
 - 12.2 To elect Chairman of the HR Committee
 - 12.3 To elect Finance Committee Members
 - 12.4 To elect Chairman of the Finance Committee
13. Working Group Members
 - 13.1 To confirm Council members of Watton Neighbourhood Plan Steering Group (NP)
 - 13.2 To elect Church Walk Working Group Members
 - 13.3 To elect Cemetery Working Group Members
 - 13.4 To elect Market Working Group Members
 - 13.5 To elect Council members of Museum4Watton Working Group
 - 13.6 To elect Council members of Watton Sports Centre Working Group
14. To agree Reps and Lead Councillors
15. To agree nomination for Trustee for the Stevens Almshouses Charity
16. To agree nomination for Member on Carnival Committee
17. To appoint Councillor as Internal Control Officer (Financial Regulations 2.2)
18. To appoint Councillor to undertake a quarterly check of staff wages
19. To appoint two Councillors to check monthly invoices against payments to be made
20. To confirm bank signatories
21. To agree that Trevor Brown will remain as Internal Auditor for Watton Town Council for 2024/25
22. PUBLIC PARTICIPATION
23. FINANCE
 - 23.1 To receive draft minutes from the Finance Committee Meeting held on 25th April 2024
 - 23.2 To consider recommendations made at the Finance Committee Meeting held on 25th April 2024
 - i. To purchase a small PA system up to £850 spend.
 - ii. that Cllrs Saunders and Hutchings be asked to meet with town councillors from Thetford to investigate how the Wednesday Market may be re-vitalised.
 - iii. to follow the works as suggested in the review of the 2020 quinquennial report for Wayland Hall. [Programme of Works in pack]
 - iv. to accept 3 year contract with Titanium Fireworks:

2024	£7035
2025	£7386.35
2026	£7756.09
 - v. to accept quote of £1600 from the preferred contractor to paint the metal plant containers at the western end of the High Street.
 - 23.3 To establish a Working Group for Heritage Park
24. To decide how to proceed with regard to GDPR Policies
25. To amend resolution passed in 2017 relating to eye tests for staff

26. To receive report for 2nd Town Van and agree how to proceed
27. To consider quote received for strimming of the Thetford Road allotment boundaries
28. To consider quote received for installation of bench in the embankment at Memorial Garden
29. To review Armed Forces Covenant

30. PLANNING

To consult on planning applications received since the last meeting

30.1 TRE/2024/0084/TPO - TPO/1981-36 As per report - Wayland High School Merton Road IP25 6BA <https://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=TRE/2024/0084/TPO>

30.2 3PL/2024/0364/HOU - Installation of 1No air source heat pump to the rear of the dwelling. - 27 Adcock Road IP25 6NX WATTON

<https://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2024/0364/HOU>

30.3 3PL/2024/0319/VAR Variation of Condition 10 & discharge of condition 13 on 3PL/2022/1375/F - Amendments to include additional Air handling unit following detailed design of HVAC system and installation of front canopy to provide protection to disabled visitors . Minor amendments to garage doors and discharge of condition 13 for surface water disposal WATTON: Land Off The Thetford Road

<https://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2024/0319/VAR>

30.4 3PL/2024/0326/F - Part change of use of residential curtilage for standing of Mobile food truck to sell food and drinks opening time will be weekends only - WATTON: 34a Akrotiri Square

<https://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2024/0326/F>

30.5 3DC/2024/0091/DOC - Discharge of Conditions 3,4,5, on 3PL/2023/1206/F Land at Junction of Portal Ave & Dowding Road Plot3 WATTON

<https://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3DC/2024/0091/DOC>

31. To pass a resolution to exclude the public and press to consider staffing matters

31.1 HR Update