



## Wattontown Council

Wayland Hall, Middle Street, Wattontown, Thetford, Norfolk IP25 6AG  
Telephone: 01953 881007 Website: [www.wattontowncouncil.gov.uk](http://www.wattontowncouncil.gov.uk)  
Town Clerk: Mrs Jane Scarrott [clerk@wattontowncouncil.gov.uk](mailto: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 22<sup>nd</sup> October 2024 at 7.00pm for the purpose of transacting the following business.

*Jane Scarrott* Town Clerk

16<sup>th</sup> October 2024

1. To receive and accept apologies for absence
2. To note Declaration of Members personal, prejudicial and disclosable pecuniary interests in respect of items on the Agenda
3. MINUTES
  - 3.1 To confirm that the minutes of the meeting held on 08.10.24 are a true and accurate record
  - 3.2 To receive an update on items from the previous meeting if not agenda items for this meeting
4. TO RECEIVE REPORTS
  - 4.1 Chairman's Report
  - 4.2 Vice Chairman's Report
  - 4.3 District Councillor's Report
  - 4.4 County Councillor's Report
  - 4.5 Clerk's Report
  - 4.6 Reports from Lead Councillors
5. To note and amend the Works in Progress List
6. PUBLIC PARTICIPATION
7. FINANCE
  - 7.1 To approve payments for October 2024 (To follow)
  - 7.2 To note draft minutes from the Finance Committee Meeting held on 10.10.24
  - 7.3 To consider Recommendations to Full Council:
    - I. once clarification has been received regarding possible termination of the current lease of the Thetford Road allotment land the Town Council will advise the solicitor that if the owner is unable to transfer the land to the Town Council it will withdraw from the process.
    - II. to support the installation of the footfall cameras as proposed by Breckland Council. Review to be undertaken after an initial 3 year period.
    - III. to establish a working group to prepare a long term staffing strategy. The Working Group would comprise of members of the Finance and HR Committees.
8. To receive draft notes from the Heritage Park Working Group meeting held on 08.10.24
9. To agree to make an application to Norfolk County Council Parish Partnership Funding for 2 additional SAM signs
10. To consider Tree Planting proposal from County Councillor Claire Bowes

11. To agree how to proceed with the renewal of the Museum 4 Watton Lease for part use of Wayland Hall

12. To receive an update regarding the second safety camera at the eastern end of Church Walk

13. In celebration of the 50th year of this Town Council, Watton Town Council wishes to record its thanks for the work of all the many Town Councillors who have served over the past 50years. It is with greatest appreciation that this Council recognises the dedication of Councillors and Council staff in serving the people of Watton since 1974.

The Council also recognises the service given by those involved in the Parish Council prior to this date

14. PLANNING To consult on planning applications received since the last meeting

15. To pass a resolution to Exclude the Press and Public to consider confidential matters

## Item 3.1

Minutes of the meeting of Watton Town Council held on

Tuesday October 8th 2024 at 7.00pm in the Council Chamber at Wayland Hall

Councillors Present: Don Saunders - Chairman, Tina Cruz, Peter Bishop, Keith Gilbert, Stan Hebborn, Sue Hebborn, Tomos Hutchings, Graham Martin, Kathryn Stallard, Gillian Tarrant.

Officer present: Jane Scarrott Clerk

2 members of the public also present.

### 1. **APOLOGIES FOR ABSENCE RECEIVED AND ACCEPTED from**

Tony Bridges, Tina Cruz, Tina Kiddell.

Claire Bowes also sent apologies.

### 2. **NO DECLARATIONS OF INTEREST MADE**

### 3. **MINUTES**

3.1 The Minutes of the meeting held on September 24th 2024 were accepted as a true record.

3.2 Updates from the meeting held on September 24th 2024 if not agenda items (as listed in the agenda pack):

District Councillor Claire Bowes was instrumental in Breckland Licensing revisiting its decision regarding the necessity for traders to hold street trading licences for the Fireworks Event 2024 and an email has been received confirming that an exemption will be given for the traders not to need street trading licences for the Fireworks Event. Thanks expressed to Claire Bowes for her assistance.

*Council confirmed it is willing to proceed with the Fireworks remaining a free event for 2024. The decision to charge 1p per person entry being rescinded as any charge is now unnecessary.*

- Breckland Council has been made aware of the safety concerns raised by residents of Wayland Fields. Planners have been asked “to reach out to the developers and ask if they can provide the ‘lifesaving rings’ as the residents have requested and to visit the site and see if they have any safety concerns.”
- George Freeman MP attended a meeting held in the Council Chamber on 27.09.24 updating on the introduction of car parking charges within Breckland. As agreed, Watton Town Council will compile a report to be submitted to Breckland Council requesting to take over the Breckland car parks in the town. It is suggested that as a first step the Mayor and Clerk should organise a meeting with Leader of the Council, Sam Chapman-Allen.
- The Boundary Commission has been contacted re. the proposed Breckland ward boundary changes.
- Volunteers are scheduled to undertake clearance work to the boundaries of Bridle Road Play Area 10.10.24 and w/c 21<sup>st</sup> October.

### 4. **REPORTS**

#### 4.1 **Chairman’s Report**

The Chairman has attended:

Finance Committee Meeting 26<sup>th</sup> September

Meeting to consider Car Parking Charges 27<sup>th</sup> September

Lunch at Thorpe House Care Home 6<sup>th</sup> October

#### **4.2 Vice-Chairman's Report**

Vice-Chairman has attended:

Meeting to consider Car Parking Charges 27<sup>th</sup> September. The Vice-Chair stated that she was disappointed to learn at the meeting that Breckland Council had already made the decision to introduce car parking charges to its car parks and that the imminent consultation is about the format of how charging will be implemented. The Town Council has said it would be receptive to taking over the management of the car parks in the town and this is being investigated and discussed.

HR Committee meeting 03.10.24

#### **4.3 Clerks Report**

Written report presented in Councillors Agenda Pack with verbal update given.

##### **Thetford Road Allotments**

Further advice and information has been received from the solicitor acting for the Town Council in the possible transfer of ownership of the Thetford Road Allotment Site. It was agreed that the solicitors will be asked to clarify a point made regarding the termination of a lease for allotment land and the Finance Committee was tasked with looking at what other specific questions should be asked as the Council wishes to ensure what is being spent on legal advice is producing helpful information,

##### **Audit**

The Annual Governance & Accountability Return (AGAR) for Watton Town Council for the year ending 31.03.24 has been completed. It was noted that assertion 4 of section 1 of the AGAR form was incorrectly completed in that it should have been confirmed that the notice of public rights in 2022/23 was published slightly after the public rights period had commenced.

No other matters were raised.

##### **Banking Hub**

A temporary Banking Hub has been available at Wayland House since December 2023 but a permanent home for the hub has now opened in Watton High Street. Official opening of the Hub is to be undertaken by the Mayor on 11.10.24.

##### **Emergency Planning – Flooding**

E-mail sent to Cllrs 02.10.24 giving information regarding flooding and emergency contact numbers.

Norfolk County Council Highways: 0344 800 8020

Report a power cut: dial 105

Report a gas leak: 0800 111 999

Report a water leak: 0800 771 881

Breckland Website: Flooding

##### **Norfolk PCC's Police and Crime Plan Consultation**

Email forwarded to Councillors on 02.10.24 re. launch of Norfolk's PCC Sarah Taylor Police and Crime Plan consultation.

You can take part in the consultation by visiting the Office of the Police and Crime Commissioner's website: <https://www.norfolk-pcc.gov.uk/police-and-crime-plan/police-and-crime-plan-202529-consultation/> from 9am on Monday 2 September.

## Planning

As requested Breckland Planners have supplied guidance regarding planning application 3PL/2024/0733/A for signage within the High Street.

The application site is situated within the Watton Conservation Area.

There are no explicit policies for adverts within a Conservation Area, but, there are applicable policies which will be used in the assessment of this application.

The Planning Officer has sent relevant information which was shared within the agenda pack for the meeting.

### 4.4 Reports from Lead Councillors

- Noted that Cllr Martin has planted 1150 daffodil bulbs along Church Walk.

## 5. PUBLIC PARTICIPATION

Residents of 30 Swaffham Road were present to inform the Council of their planning application.

## 6. FOOTFALL CAMERAS

The Town Council has been asked to support Breckland Council in an initiative to install two footfall cameras in Watton High Street. The proposal is that Breckland Council would cover the installation costs of the footfall counters and Watton Town Council would fund ongoing costs (3 year contract estimated at £630 p.a.).

An Officer from Breckland Council gave a brief presentation outlining the proposals and the benefits which could arise from being able to access data from footfall counters. It had previously been resolved on 10.09.24 not to financially support this initiative due to the cost involved but with the new information now presented the Council was in agreement to revisit the decision at the next meeting of the Full Council.

## 7. GRANT APPLICATION

**A grant of £300 was agreed** as requested by the 2<sup>nd</sup> Watton Brownies.

## 8. WEDNESDAY MARKET CHARGES

**It was resolved** that the current charges for the Wednesday Market would remain until 31.03.24.

## 9. FINANCE

9.1 The draft minutes of the Finance Committee Meeting held on 26.09.24 were received.

9.2 **It was resolved** that the maintenance agreement currently in place with Watton Sports Association should remain the same.

## 10. MUSEUM 4 WATTON WORKING GROUP

The notes for the Museum 4 Watton Working Group Meeting held on 04.10.24 were received.

Recommendations from the Museum 4 Watton Working Group were accepted:

- Breckland Council Historic Buildings Officer will be approached for advice on replacing the windows at Wayland Hall.

- The Town Council will contact identified companies who could carry out an audit of the heating system at Wayland Hall.

## **11. MIDDLE STREET**

The draft layout for the 'Heritage Quarter' was received and it was noted that a closed informal consultation on the proposals for Middle Street is planned for 25.11.24.

## **12. PLANNING**

12. 1 3PL/2024/0719/F - Erection of 1no. self-build residential dwelling and the use of an existing cabin as ancillary annexe accommodation - Land to rear of 30 Swaffham Road IP25 6LA WATTON

No objections

12.2 TRE/2024/0197/TPO - TPO 2005/52 T1 White Beam Take down and grind out. Tree has not come into leaf apart from a few lower branches. The tree is dying so it becomes unsafe it should come down. T2 Sycamore prune back side branches from footpath and road by 2 meters. The branches are being to encroach the footpath and road. - Street Record Eastern Road IP25 6PA WATTON

No objections

## **13. RESOLUTION PASSED TO EXCLUDE THE PUBLIC AND PRESS to consider staffing matters**

13.1 Report received from the HR Committee Meeting held on 03.10.24.

### Item 3.2 Update from the meeting held 08.10.24

Agenda Item No.	
3.2	<ul style="list-style-type: none"><li>Chairman and Clerk to meet with Sam Chapman-Allen on 25.11.24 re. possibility of the TC taking over the BDC town carparks</li><li>Natwest Volunteers have made a great start at clearing the boundaries at Bridle Road, returning to carry out more works on 17<sup>th</sup> October.</li></ul>
6	Item 9 on 22.10.24 agenda
10	Item 10 on 22.10.24 agenda

### Item 4.5 Clerks report

#### Email received from The Norfolk Winter Team

Norfolk County Council Highways Grit Bin Audit 2024

Norfolk County Council (NCC) has undertaken an audit of all grit bins located on the public highway.

The audit returned a significant number of bins that were not shown on the master list and these are now being reviewed by Highway Engineers to determine whether they have ever been assessed and/or whether they meet the grit bin criteria in order to be added to our filling schedule and then added to the map on the NCC website

<https://norfolkcc.maps.arcgis.com/apps/Viewer/index.html?appid=d16d38b40a7e44b4a835d8ce168410f9>.

For those grit bins that have been reported as broken/damaged - if they were supplied by the Parish, then it's the Parish's responsibility to replace them. NCC responsibility is to fill them as per schedule. The replenishment of the salt /sand mix in grit bins is usually undertaken twice per winter season (which is in November/December and then again after Christmas, depending upon weather conditions). Parishes cannot request any individual/additional fills.

As a reminder, please note the following in relation to any future grit bin requests (outside of this audit):

- NCC is unable to provide additional grit bins at new locations due to funding pressures. NCC owned grit bins that become redundant in their present location, because of network changes, can be re-sited if they can be re-located appropriately;
- Parish or Town Councils may wish to fund additional grit bins on the public highway and if this is the case we can work with you to agree and determine the best location. However, before agreeing to an additional asset, please consider whether relocation may be an agreeable solution;
- Requests for grit bins cannot be received directly from members of the public. They should instead be channelled through the local Town Council, Parish Council, Norwich City Council or Local Member;
- Grit bin requestors must provide details of the proposed grit bin location (ideally with a plan and coordinates). The relevant Highway Engineer will then complete a grit bin

assessment and respond to the applicant as to whether or not the new grit bin has been approved.

E-mail forwarded to Cllrs 14.10.24







### **B1108 Norwich Road, Watton – Footway Resurfacing / Construction**









Work will begin on Monday 21 October 2024 to resurface the footway along Norwich Road, beginning outside The Raj restaurant, and finishing at the entrance to Beach Tree Park private estate. These works will also see a new footway be constructed outside of Akrotiri Square, connecting two existing footways where there has been heavy foot traffic on the grass verge. These works are expected to take approximately 6 weeks to complete, subject to suitable weather conditions.







The road will be open under 2-way traffic lights during the resurfacing works and 4-way lights during the new footway construction. The nearby lay-by on Norwich Road, east of Watton is to be closed to provide a rest and storage area for our contractors. Access to businesses will be maintained and open as usual signs will be in place. Anyone who has any specific access requirements, can contact us using the email address below or speak to the team on site, so these access requirements can be accommodated.







The work which will cost approximately £65,000 be carried out by Norfolk County Council's Community and Environmental Services Department and their contractors.











	<b>Resolution</b>	<b>Date and Agenda item</b>	<b>Action</b>	<b>Link to 4YP/ NP</b>	<b>Lead</b>	<b>Current Position – 16.10.24</b>	<b>Status</b>
114	To hold discussions with BDC regarding possibility that the Town Council can take over the car parks in the town	24.09.24 8	Hold discussions with BDC		Office	Meeting scheduled for 25.11.24. See 110	
113	To write to BDC building inspector raising concerns in relation to public health issues on the Wayland Fields Development	24.09.24 7	Write to BDC		Office	BDC contacted. Developer has been approached by BDC.	
112	Purchase four “No litter” and “No Dog Fouling” signs, for use in the High Street. Signs will be purchased from Breckland Council at a cost of £52.50 per sign.	10.09.24 12	Purchase signs			Site meeting held with Breckland Officer. Location suggestions provided.	
111	A policy relating to the use of council resources, such as the market gazebos, should be compiled.	10.09.24 11	Compile policy		Office	To do.	
110	The Chairman and Town Clerk should arrange to meet with the Chairman and Clerks from the other Breckland market towns to discuss the possibility of a Judicial Review being undertaken against Breckland Council in relation to the proposed introduction of car parking charges	10.09.24 6	Maintain communication			E-mail sent suggested dates. No response to initial e-mail although contact is ongoing with other market towns.  To note Attleborough TC supports the introduction of car parking charges.	
109	To reconvene the Museum 4 Watton Working Group to discuss the needs of the lease before	27.08.24 4.7	Council to agree how to proceed.		Office	Working Group Meeting took place on October 4 <sup>th</sup> . Full Council agenda item 22.10.24.	

	proceeding any further with Solicitors						
108	To undertake the recommended works to the Cantilever Swing at Lovell Gardens as quoted before the 2025 inspection.	13.08.24 12	Schedule works before next inspection		Office	Need to book works	
106	To support the concept of a public meeting to be held near the time of the proposed Breckland Council consultation regarding the introduction of car parking charges to the market towns	13.08.24 6				George Freeman MP met with Cllrs and others 27.09.24. Chairmans and Mayor have meeting date set to meet with Leader of Breckland Council and relevant officers.	
105	To make an application for funding to plant fruit trees at Jubilee Garden	13.08.24 4.3	To collect trees		Office	Funding received, trees ordered – to be collected between December and March	
104	To produce a staff well-being policy	23.07.24 4.6	Compile policy		HR	HR to compile policy in conjunction with CBR.	
103	Submit an application for s106 funding of £7400 to contribute to the planned improvement works for the Bridle Road Play area.	09.07.24 9	Approach Breckland Council Submit application		Office	S106 funding approved for Bridle Road.	
102	A totally new Mayors chain will be purchased with the old chain to be retired and displayed in the Museum	25.06.24 18	Investigate		EMO	Chain on order.	
101	To investigate the provision of two additional SAM signs	11.06.24 11	To investigate permissions and costs		Office/ EMO	Application to be made to Parish Partnership Scheme. Highway Engineer approached for initial advice on locations. Report to be compiled and brought to Full Council. Agenda item 22.10.24.	
99	Return bench to Memorial Garden	14.05.24 28	Location to be sought		Office	Contractor given the go ahead. Just waiting for date for works.	

97	Seek amendment to the Historic Buildings Listing of Walsingham Gates	23.04.24 10	Investigate		Office	Currently liaising with Historic England. Amendment submitted on June 18 <sup>th</sup> 2024	
	To cut the wood out and store the two cast ends of the broken bench from Memorial Garden.	26.03.24 10.2	Get bench dismantled			Broken bench still being stored by contractor	
95	To investigate drainage at Wayland Hall	26.03.24 5	Contact plumber	4YP	Office	Pipe capped in Museum toilets but plumbing needs further investigation. Continuous monitoring of drainage smell. See 77.	
93	To commission a condition report on the Walsingham gates	12.12.23 6.2			Office	Estimated cost 6k to blast and repair the gates. Report still not received. TO's have cleared undergrowth and cleaned gates ready for painting.	
92	Remove the Walsingham Gates into storage as a short-term measure to prevent further deterioration.	28.11.23 9	Sought quotes for removal and storage.		Office	A decision as to how to proceed with any work to the gates will be made once the listing of the gates has been determined. See 97.	
91	To research provision of Digital Signage at the 4 entrance points into Watton.	14.11.23 11	To research		Office	Investigation being undertaken. Westcotec informally approached. Agreement would be needed from Highways and costs would need to be investigated for power supplies for suggested locations.	
85	Cllr Bridges to compile Play Area Policy	22.08.23 4.6i a,b,c,d	To present Policy to Full Council		TB	Awaiting Draft Policy	
83	Old Christmas lights will be offered (untested), to local organisations in the following order:	08.08.23 9	Other local organisations to be contacted if any lighting remains.		Office	Queens Hall has taken a lot of the lights.	

	<p>1. Queens Hall  2. CHT  3. Other charitable organisations within Watton  4. High Street businesses  Any remaining or non-working lights will be sold for scrap.</p>					<p>CHT have been given 40m of Ice White icicle lights</p> <p>Suggestion made that the Town Council might use old lights at Church Walk.  Awaiting quotes from electricians re. erecting the lights.</p>	
82	Landscaping of Portal Avenue Community Land.	08.08.23 7.3	Research landscaping.	4YP NP	Office	Heritage Park Working Group met on 08.10.24 – draft notes in agenda pack for 22.10.24	
	HR Committee to collate all existing policies relating to staffing into a Staff Policy and Procedure Handbook, to include any benefit packages that are appropriate	24.01.24 14.1	Collate policies into staff handbook	4YP	Office HR	Policies being collated	
78	Litter Bin on Norwich Road opposite Blenheim Way	10.01.23 10	Seeking permissions.		Office	Seeking information from Breckland/Highways re. location and emptying.	
77	It was suggested that the on-going issues with the Wayland Hall heating be referred to the Finance Committee to meet with the Museum for a discussion on an overhaul of the heating system	10.01.23 8	Arrange meeting.	4YP	Office Finance	<p>Initial survey of the plumbing and heating systems at Wayland Hall has been commissioned.</p> <p>Suggested that this could be combined within major project to investigate all aspects of maintenance and improvement works for Wayland Hall.</p>	
76	Thetford Road Allotment land	13.12.22	Meeting held with landowner to further consult re land being transferred to a Trust.		Office	Recommendation to be considered at TC meeting 22.10.24.	
68	Seats – to undertake audit of seats around the parish.	11.10.22 5	Undertake audit of seats.		Town	DC and TO have begun an audit of all street furniture.	

66	To consider tree planting at Shire Horse Way once it is known whether any drainage works are to be undertaken at the site as part of the LLFA/WSA project.	23.08.22 9			Office	Liz Whitcher continuing to liaise with CC Flood Officer. Noted that Dereham TC budget to plant 10 trees of different species each year.	
62	To investigate the cost of a new lighter weight case for the Mayor's Chain of Office.	12.04.22 9	Investigate as part of chain repair/replacement.		Office	Case ordered.	
45	All initial urgent repairs recommended by the Quinquennial Inspection Report on Wayland Hall for which the Town Council are responsible for will be undertaken.	14.09.21 6.1	Some works have been undertaken.	4YP	Office	April 26 <sup>th</sup> 2024 Finance committee recommendation accepted: to follow the works as suggested in the review of the 2020 quinquennial report for Wayland Hall.  Aerial Structural Report received Sept. 24. Gutters to be cleared.	
21	To commission audit of energy usage in Council premises.	22.09.20 5.1	Obtain estimates for producing report of plumbing/heating system at Wayland Hall Link to 13 and 77.	4YP	Office	Company has been commissioned to undertake an initial survey of the heating system panel at Wayland Hall.  All energy usage to be monitored.	
13	Watton Town Council will consider model Climate Change Awareness Policies for possible adoption.  To undertake a Town Council Sustainability Audit.	6 12.11.19  12 24.09.19	Clerk to investigate and present model policies to Full Council.  To undertake Audit.	4YP	Clerk  Office	Research being undertaken.  Initial basic information researched. EMO submitted Sustainability & Climate Change Awareness report to the Finance Committee on	      

						10.10.24 Suggested works on Lighting at Wayland Hall was agreed.	
5	To seek new burial land for Watton.	10.04.18 8.2	If any possible land comes forward further investigation will take place.		Office CWG	On-hold	
4	To display photos of past Mayors in Council Chamber.	14/309	To collate photos and display.		Office	2 more photos to be obtained New photos will need to be taken.	

NP – Watton Neighbourhood Plan

4YP – Town Council Financial Four Year Forecast

## Item 7.2

### Minutes from the Finance Committee Meeting held on October 9<sup>th</sup> 2024 at Wayland Hall

Present: Kathryn Stallard (Chairman), Peter Bishop, Stan Hebborn, Don Saunders.  
Officers Present: Jane Scarrott and Michelle Thompson

Presentation given by Auxilio IT prior to the start of the meeting. Noted that once costs have been received from Auxillio a comparison will be made with the current IT service contract.

1. Apologies received from Tina Kiddell.
2. Declarations of Interest made by Stan Hebborn as Auxillio are known by him.
3. Minutes from the previous meeting
  - (i) The minutes of the Finance Committee meeting held on 26.09.24 were signed by the Chairman as a correct record of the meeting.
  - (ii) Update from the previous meeting:
    - The Town Operatives have begun clearing and cleaning Walsingham Gates in preparation for painting.
    - The possible ongoing costs of further investigating the proposed transfer of the Thetford Road allotment site to the Town Council was considered and a **recommendation** will be made to Full Council that once clarification has been received regarding possible termination of the current lease of the allotment land the Town Council will advise the solicitor that if the owner is unable to transfer the land to the Town Council it will withdraw from the process.
    - A third skip will be booked to complete the clearance of rubbish from the Thetford Road Allotment Site.
    - As the Town Operatives were on leave, the Council's preferred contractor was contracted to undertake a one off set up of the market gazebos at a cost of £250.

Following discussion with the Town Operatives further investigation may be undertaken regarding using the preferred contractor to regularly assist with the market gazebos. However, figures need to be produced to establish the cost of running the weekly market so fully informed decisions can be made.
    - Quotes are to be sought to clean the gutters at Wayland Hall.
    - The cost of providing two laptops for use by Councillors is being investigated.
    - A fuel card is to be arranged for use by the Town Operatives.
    - Ground Maintenance tenders for 2025 have been posted on Contracts Finder. Tenders received will be considered by the Finance Committee at its meeting on the 14<sup>th</sup> November. Noted that the grass cutting at Jubilee Garden and Memorial Garden has been taken out of the contract as work is to be undertaken by the Town Operatives.
    - A suggestion made for a High Street Halloween event to be undertaken in 2025 was considered but it is felt there is already commitment to events at the end of the year and if a new event is to be added to the calendar the focus should be on the spring time diary.

(iii) Items raised by Full Council

Agreed by Full Council 08.10.24:

- The current grounds maintenance arrangements with Watton Sports Association will remain the same. Noted that any Memorandums of Understanding held should be reviewed in March ready to be presented to the Council at its annual meeting in May.
- £300 grant for Watton 2<sup>nd</sup> Brownies.
- Not to charge 1p per person entry fee for the 2024 Fireworks Event.
- Notes and recommendations from the Museum4Watton Working Group Meeting held 04.10.24 accepted by the Full Council. In response to recommendations it was agreed to accept the price of £435 plus VAT to undertake a service of the control panel for the heating system at Wayland Hall.
- In light of new information received the Full Council is prepared to re-visit a previous decision made regarding the support for footfall cameras to be installed in the High Street.

A **recommendation** will be made to Full Council to support the installation of the footfall cameras as proposed by Breckland Council. Review to be undertaken after an initial 3 year period.

- Charges for the Wednesday Market are to remain the same until 31.03.24, but fees will be considered as part of the 2025/6 budget setting.
- Possible staffing adjustments as suggested by the HR Committee will need to be costed. A **recommendation** will be made to Full Council to establish a working group to prepare a long term staffing strategy. The Working Group would comprise of members of the Finance and HR Committees.
- It was noted that there could be associated costs to be considered relating to possible re-location of staff work areas.

Item 5.1 was considered at this point of the agenda: The Events & Marketing Officer (EMO) was thanked for producing the Sustainability & Climate Change Awareness Report. It was agreed to proceed with the recommendation in the report to make improvements to the lighting at Wayland Hall and the quote of £699.96 plus VAT to undertake the works was accepted.

#### 4. Bank Reconciliation

The Bank Reconciliation dated 30.09.24 was presented to the Committee and checked and signed by the Internal Control Officer.

[Finance Committee members had been issued with net position figures with the agenda.]

#### 4.1/5 2025/25 Budget

Initial discussion took place regarding the possible budget need for 2025/6:

- It was agreed that the legal costs budget should be increased up to £15000 and should the Council need advice on any future major concern a meeting will be arranged to speak with the solicitors to reduce the need for continual e-mail correspondence.
- A new line will be included within the budget for 'Public Relations' - suggested £5000.
- An increase will be needed for the Fireworks budget as the contract with Titanium Fireworks is to rise by 5% pa.



- The Council is in the final year of its contract for Christmas lights and ongoing costs need to be considered.
- An increase in provision for maintenance of the High Street clock and Wayland Hall will be included within the four year plan. Investigation will be made regarding the possibility of grant funding to assist with improvements to Wayland Hall.
- It was agreed the Council should investigate whether to sell the trailer which has housed the gazebos. The EMO will be tasked with putting a report together outlining how to achieve best value before any decisions are made to sell the trailer.
- Noted that £60,000 is to be added to the staffing budget for the next financial year with £20,000 to be included from the precept with £40000 to be taken from reserves.

6. Date of the next meeting of the Finance Committee: 14<sup>th</sup> November 2024 1.00pm

Recommendations to Full Council:

1. once clarification has been received regarding possible termination of the current lease of the Thetford Road allotment land the Town Council will advise the solicitor that if the owner is unable to transfer the land to the Town Council it will withdraw from the process.
2. to support the installation of the footfall cameras as proposed by Breckland Council. Review to be undertaken after an initial 3 year period.
3. to establish a working group to prepare a long term staffing strategy. The Working Group would comprise of members of the Finance and HR Committees.

**Item 8****Heritage Park Working Group**Tuesday 8<sup>th</sup> October 2024 at 15:00pm in the Council Office

<b>In Attendance:</b>	Peter Bishop, Michelle Thompson, Lorren Woodgett
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<b>1 Apologies</b>	
	- None
<b>2 Agreement of previous meeting notes</b>	
	- It was agreed that the meeting notes from the previous meeting were an accurate representation of what had been discussed.
<b>3 Ideas for space usage – Public Feedback/Follow ups</b>	
	<ul style="list-style-type: none"> <li>- A post went out on Facebook and a section went in the Watton and Wayland times to invite public participation in the ideas of what to be included in Heritage Park.</li> <li>- Some members of the public suggested a skate park, but this idea was rejected.</li> <li>- Ideas that were accepted were: <ul style="list-style-type: none"> <li>o Fenced off area for dogs</li> <li>o Perimeter pathway with regular benches</li> <li>o Wildflower areas/orchard/wooded areas</li> <li>o Small parking area</li> <li>o Bug hotels</li> <li>o Bird/bat boxes</li> </ul> </li> <li>- LW to start looking at landscape architects and get together a list of those to approach for quotes.</li> </ul>
<b>4 Landscaping – current/future maintenance</b>	
	<ul style="list-style-type: none"> <li>- The area is being included in the next grounds maintenance contract that is out for tender – this will be to cut the area twice a year until works are underway.</li> <li>- Once the park is complete it will need to be re-evaluated for specialised maintenance.</li> </ul>
<b>5 Ecological consultancy – NCV/A.G.A</b>	
	<ul style="list-style-type: none"> <li>- NCV (Norfolk Conservation Volunteers) are currently undertaking conservation works at Bridle Road Play Area and have expressed an interest in Heritage park when it comes to implementing designs drawn up from the landscape architect.</li> <li>- A.G.A is a local company in Merton that reached out after seeing the section in the Watton and Wayland Times, their businesses carry out environmental contracting and ecological consultancy. They have worked on a variety of similar projects involving landscaping, pond design and building, boardwalks, path construction, planting and seeding. They have expressed that they would be interested in talking with the landscape architect and getting involved with the project.</li> <li>- It was discussed that these two companies can be discussed more once a landscape architect is engaged and plans have been drawn up for the park.</li> </ul>
<b>6 Any other issues</b>	
	- Lottery funding and 106 money was discussed, but it was agreed that solid plans for the park need to be in place before funding can be seriously looked at.
<b>Next meeting to be agreed after Full Council meeting 22/10</b>	

## Item 9

Item Description	Unit Price	Quantity	Price
'Slow Down' SAM 2 (Battery)	£3,175.00	2	£6,350.00
		Subtotal	£6,350.00
		VAT	£1,270.00
			<b>£7,620.00</b>

## Item 10.

Email from Claire Bowes

“I would like to make a request of Councillors so I would be very grateful if you could include it on the next meeting agenda. As I’ve mentioned before I intend to facilitate, through my County member’s Highways & Environmental budget, the planting of some trees on Highway’s land, in Watton. (This proposal is different than my previous one as it is for less trees). My budget would cover the purchase and planting and my only ask of the Town Council would be, through it’s contractor to take on the watering until they are established. Once established such maintenance should be minimal.

The locations for the trees have been identified and approved by the local highways engineer from a road safety perspective and also by the County Council’s Tree Officer. I will provide exact details of where the trees will be planted at the meeting.

We have lost trees locally over the last 20 and more years due to development in and around the town but not just due to large sites. I recall, as a planning committee member, small individual sites that have seen the loss of a tree which hasn’t been replaced. Apart from the negative environmental impact the loss of an established tree, such as a beech or horsechestnut (for example) has, it is nearly always also to the detriment of the landscape of an area. I am hoping my proposal will go a little way to redress this.

Just for information, I recently put the same proposal to Carbrooke PC for trees in their parish and they unanimously approved it.”

## **Item 11 Museum4Watton Lease**

Fee estimate has been received for the cost if the solicitor is to prepare a new lease for the Museum based on the terms in the existing lease but with all the relevant modernisations.

Fee estimate, with the scope of work anticipated, is set out below:

### Scope

- Disclosing relevant occupational information including EPCs.
- Drafting and negotiating the Lease
- Dealing with completion of the matter.

We have assumed that the Tenant will not require any title information or replies to enquires given they are in occupation. We have also assumed there is no charge on the property for which lender's consent is required. If these assumptions are incorrect we will need to take this into consideration and adjust our fee estimate accordingly.

### Assumptions

- You hold the freehold interest in the property in a single registered title and the property is currently occupied by the Tenant.
- We are not reviewing your title to the property save to check for any restrictions that may prevent registration of the lease. We are expressly not reviewing title to check for any covenants or other title matters that you may breach/may be incompatible by granting the lease.
- The tenant does not raise enquires in relation to the property.
- You will not be dealing with your interest in the property in any way prior to the grant of the lease, e.g. transfer or refinance.
- We do not need to obtain the consent of any third party prior to the grant of the lease (such as a superior landlord or a bank or to satisfy a restriction on title).
- We will progress straight to lease and an agreement for lease (conditional, for example, on obtaining planning permission or carrying out works) will not be required.
- The property benefits from appropriate planning permissions in respect of both construction and use.
- You will not require tax, licensing, environmental, planning or construction advice (but if you do require advice in any of these fields then we have specialists in each of them that can assist if required).
- The lease will be prepared and issued by us in accordance with established precedents for lettings of this nature and will not be heavily negotiated by the tenant.
- The tenant's solicitor will respond in a timely manner.
- The lease will be negotiated in accordance with the existing lease and reasonable modernisations - any substantive deviation from this could result in further time and fees being required.
- The only document we will be reviewing is the Lease, we are not required to comment on or negotiate any heads of terms and there are no other documents required (e.g. cable wayleaves).
- The matter does not become protracted and completes within 3 months of the date of the first draft being issued to the Tenant.
- Should the matter abort, we will charge for time and disbursements incurred to date.

I estimate our fee for acting on your behalf to be approximately £2,500 + VAT, however please note this is not a fixed or capped fee to which we are committed and our fees will be charged on the basis of time spent at our hourly rates. If costs look like they will exceed this sum I will let you know and provide an explanation for the same. I look forward to hearing from you in due course, as mentioned when we spoke, if you have any queries please do not hesitate to contact me.

### **Item 12 Update re. 2<sup>nd</sup> camera at the east end of Church Walk**

Breckland District Council has been attempting to secure a location for the proposed 2<sup>nd</sup> camera at the east end of Church Walk. St Mary's Church and a neighbouring resident have both been approached and further letters to them have recently been put into respective letter boxes. BDC is hoping for a response!