

**MINUTES of the FULL COUNCIL MEETING
of FAKENHAM TOWN COUNCIL**

held at the COMMUNITY CENTRE, OAK STREET, FAKENHAM

on WEDNESDAY 27TH MARCH at 6:00pm

PRESENT:

Councillor A Glynn (Chairman)

Cllrs: J Holdom, M Dutton, D Hunter, V Joslin, I Ponton, M Campbell, T Duffy, J Rockett, R

Mallett and P Bucknell

District Councillors: None

County Councillor: None

Town Clerk: Lesley Meanley

FTC Admin: Karen Lindsay

Members of the Public: Three

Members of the Press: None

		Action (initials)
AGENDA		
282	TO RECEIVE A REPORT FROM FAKENHAM POLICE Crime Figures sent, no police in attendance	
283	TO RECEIVE ANY ELECTORS' QUESTIONS <ul style="list-style-type: none"> - Residents have complained about 3 or 4 motorbikes using Church Lanes as a racetrack around 5 – 5:30 pm on Sunday and Monday. The Clerk will escalate to the Police. - A Norwich Street resident has complained about cars parking on both sides of the street right up to the scaffolding which forces pedestrians into the road. They have also complained about a car and motorbike racing around and around the town at 3am. The Clerk will escalate to the Police. - A resident of Queens Road has complained about the parking in Queens Road, cars parking directly opposite each other, blocking driveways, parking on dropped kerbs etc. Clerk will escalate to the Police. - A resident has complained about the lack of a crossing supervisor for the infant's school on Norwich Road as the road is busy and speeding is a constant issue. The resident has already spent significant time on the phone to the school and Norfolk County Council but is not satisfied with their responses. They believe the safety of young children, especially on a busy highway, should be a major concern and funded appropriately. FTC have already spoken to County Cllr FitzPatrick who has asked the resident to make direct contact. - A shop owner has complained about buses waiting outside leaving their engines running, fumes filling the shop and they are losing custom. They are also concerned that as buses now park opposite each other, people trying to cross the road do not have sight of vehicles pulling around the buses and an accident is likely to happen. Cllr FitzPatrick has spoken to the resident. - Cllr Hunter reported that a resident had mentioned there are no Motorbike parking spaces available within the NNDC car parks in town so Motorbikes have to take a car space. Clerk will raise with NNDC 	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p>
284	REPORTS FROM DISTRICT/COUNTY COUNCILLORS Apologies received from all due to a NNDC meeting clash. Written reports were received from District Cllr Cushing as well as County Cllr FitzPatrick. These will be available on the FTC website. District Cllr Vickers provided an update on lighting the	

	community centre car park – the steps leading up from the library will be lit, vegetation around the lamp post cut back and new lights places on the side of the community centre where the footpath leads to Church lanes. NNDC Estates will review the trees in the car park to see if any remedial work is required on safety grounds only.	
285	TO CONSIDER FOR ACCEPTANCE APOLOGIES FOR ABSENCE Apologies were received and accepted from Cllrs Acheson.	
286	DECLARATIONS OF INTEREST None	
287	TO CONFIRM THE FULL COUNCIL MINUTES OF THE MEETING HELD ON 28TH FEBRUARY 2024 The minutes of the Full Council meeting held on 28 th February 2024 were agreed on the proposition of Cllr Campbell and seconded by Cllr Glynn AGREED by all and signed by the Chairman.	
288	TO RECEIVE UPDATE ON ACTIONS TAKEN AFTER THE LAST COUNCIL MEETING IF THESE MATTERS ARE NOT ON THE AGENDA Minute 257 (186) - To receive an update on the parking town centre rejuvenation stakeholder working group Cllr Glynn has circulated to Cllr FitzPatrick some suggested meeting dates, once confirmed will circulate to the working party – Cllr's Bucknell, Rockett, Duffy and Acheson	
289	TO FILL TWO TOWN COUNCILLOR VACANCY BY CO-OPTION 1 candidate stood, following the co-option policy and they were successful in their application	
290	TO RECEIVE THE MAYOR'S ANNOUNCEMENTS None	
291	TO RECEIVE ANY REPORTS FROM COUNCILLORS WHO HAVE ATTENDED MEETINGS OUTSIDE THE COUNCIL Cllr Duffy met with the appointed contractor at Queens Road chapel, materials have been ordered ahead of remedial work starting. Cllr Glynn met with Robertson barracks, a contingent will be attending the D-Day celebrations. Multiple Cllrs took part in a community engagement exercise in the market place on the 21 st March, results from the survey will feed a larger residents survey. Litter pick organised on the 22 nd March was highly successful, thanks to all volunteers who supported it, especially the Rotary club, Race Course, Fakenham Garden Centre and Town Council. Cllrs would like to encourage young people to be involved with the next one. Potential to be part of Duke of Edinburgh awards.	
292	TO RECEIVE AND NOTE CORRESPONDENCE AND COMMENT UPON ANY ITEMS FOR INFORMATION AND ACTION Correspondence received from NNDC regarding a request for placement of a branded car at Fakenham Leisure centre for marketing. Clerk to ask NNDC to confirm the location of the car to ensure no parking or roads are restricted and if payment is being received, who to. Active Fakenham had enquired about assistance with paying for new market and Town photos, the last ones are about 8 years old and need refreshment. Active Fakenham have had 2 quotes, £350 & £400 for photos to be taken at different times of the year. Cllr's suggested that the market tolls could fund 50% of the cost if the Photographer were happy to split their invoice.	Clerk
293	TO RECEIVE AND ADOPT THE MINUTES OF THE DEVELOPMENT & MARKET COMMITTEE HELD ON 4th March 2024 The minutes of the meeting held on 4 th March 2024 were moved for reception and adoption by Cllr Hunter Seconded by Cllr Glynn and agreed unanimously	
294	TO RECEIVE AND ADOPT THE MINUTES OF THE POLICY AND RESOURCES COMMITTEE HELD ON 5th March 2024 The minutes of the meeting held on 5 th March 2024 were moved for reception and adoption by Cllr Glynn Seconded by Cllr Hunter and agreed unanimously. MINUTE 78 MEETING RECORDING POLICY - TO CONSIDER THE RECOMMENDATION OF THE POLICY AND RESOURCES COMMITTEE Cllrs all agreed to a 3-month trial period to establish what equipment would be needed and costs. Office to look at renting equipment.	Clerk
295	TO RECEIVE AND ADOPT THE MINUTES OF THE LEISURE & ENVIRONMENT	

	<p>COMMITTEE HELD ON 19TH March 2024</p> <p>The minutes of the meeting held on 19th March 2024 were moved for reception and adoption by Cllr Joslin Seconded by Cllr Campbell and agreed unanimously. Cllr Joslin reiterated her thanks for the litter pick.</p> <p>Cllr Dutton challenged the need for removal of the interior fence. The Clerk explained that she had viewed the broken section along with Cllr Rockett and the grounds men and that it was beyond repair, it is rotted through and has collapsed. On the proposition of Cllr Joslin, seconded by Cllr Hunter to as per the L&E Minutes – broken interior fence will be removed. The remainder interior fence and gate will remain at present. Agreed.</p>	
296	<p>FINANCIAL MATTERS - MONTHLY REPORTS:</p> <p>a) To receive and approve Fakenham Town Council & Charter Market Receipts and Payments reports for February 2024 On the proposition of Cllr Dutton, seconded by Cllr Holdom, RESOLVED to receive, and approve the receipts and payments of the accounts as reviewed by the finance committee for February 2024</p> <p>b) To receive and approve Fakenham Town Council & Charter Market Consolidated Bank reports for February 2024 On the proposition of Cllr Dutton, seconded by Cllr Holdom RESOLVED to receive, and approve the consolidate bank reports as reviewed by the finance committee for February 2024</p> <p>c) To receive and adopt minutes for the Finance Committee meeting held on 18th March 2024 As per the minutes Cllr Dutton proposed to transfer £30,000 from the general reserves to cover Aprils bills until the precept is received, and then it can be replaced, seconded by Cllr Holdom. All agreed. The minutes of the meeting held on the 18th March 2024, were moved for reception and adoption by Cllr Dutton, seconded by Cllr Holdom</p> <p>d) To receive recommendation from meeting minutes to elect Cllr Ponton to the Finance committee All Agreed</p> <p>e) To receive Finance Team report Cllr Dutton apologised for his email rant about spending and the Clerk accepted his apology. The precept was received in 2 tranches and Cllr's need to be aware of spending over the course of a year and consider spending frugally. Work needs to be constantly reviewed and prioritised.</p>	
297	<p>TO RECEIVE AND ADOPT POLICIES BROUGHT TO MARCH DATA PROTECTION MEETING:</p> <p>GDPR Policy On the proposition of Cllr Glynn, seconded by Cllr Holdom and agreed by all that this policy should be approved.</p> <p>Privacy Notice On the proposition of Cllr Glynn, seconded by Cllr Bucknell and agreed by all that this policy should be approved.</p> <p>Removable Media Policy On the proposition of Cllr Glynn, seconded by Cllr Dutton and agreed by all that this policy should be approved.</p> <p>Social Media Policy On the proposition of Cllr Glynn, seconded by Cllr Dutton and agreed by all that this policy should be approved.</p>	
298	<p>To DISCUSS REPLACING THE DEFIBRILLATOR AT THE FIRE STATION Clerk to contact Heart 2 Heart to see if they can apply for a market tolls grant to purchase a replacement, then FTC would maintain</p>	Clerk
299	<p>TO ELECT A COUNCILLOR TO THE ALLOTMENT SUB-COMMITTEE Deferred to Leisure & Environment</p>	
300	<p>TO RECEIVE AN UPDATE ON THE FLASH PROJECT FOLLOWING THE MARCH STAKEHOLDER ENGAGEMENT COMMITTEE MEETING NNDC confirmed that it's not feasible to have 6 lanes based on the current and projected user figures vs additional cost. As part of the original bid NNDC offered accommodation space for the Town Council but the them chairman turned it down, all Cllrs were informed of this in May 2022. Any of the 3 possible contractors could complete the project on time. Two options for NNDC – Preconstruction services agreement or no upfront costs but higher fees. District Cllr Cushing's report mentions the finance has still not been confirmed by the government. NNDC are speaking to canoe clubs direct – issues with contamination,</p>	

	<p>damage, storage to consider. Cllr Ponton highlighted sport England argued for 6 lanes in the levelling up bid. Cllr Glynn said NNDC had said it would cost an additional £1.5 million for an expected commercial benefit of £500 per annum. Cllr Dutton queried plans showing school specific changing rooms being taken over. Cllr Hunter said the school are represented at the meeting and will be using shared space. Cllr Hunter said that the FTC representatives are discussing with NNDC a new maintenance area for FTC but it would need separate planning.</p>	
301	<p>TO RECEIVE AND ADOPT THE MULTI FACTOR AUTHENTICATION RECOMMENDATIONS FROM THE IT SUB-COMMITTEE MEETING As per the IT Sub-committee recommendation to full council that ICOS be instructed to proceed with the Microsoft Security Defaults update and a new implementation date set. Proposed by Cllr Glynn, seconded by Cllr Dutton. Cllr Rockett objected; all others agreed with the proposal.</p>	
302	<p>TO DISCUSS CCTV PROVISION IN THE TOWN Currently waiting for the police to respond to questions posed on their use of CCTV provision. Suggested that Clerk write to the Police commissioner with the questions. Cllr Hunter left.</p>	Clerk
303	<p>TO RECEIVE ANY FURTHER ITEMS FOR THE NEXT AGENDA Staff Accommodation</p>	
304	<p>TO MOVE THAT THE PUBLIC & PRESS BE EXCLUDED FROM THE MEETING UNDER THE PROVISIONS OF SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 On the proposition of Cllr Bucknell seconded by Cllr Duffy. RESOLVED that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that Public & Press be excluded from the Meeting, as publicity would be prejudicial to the public interest by reason of the nature of the business to be transacted</p>	
305	<p>TO CONFIRM THE CONFIDENTIAL MINUTES OF THE FULL COUNCIL MEETING HELD ON 28TH FEBRUARY 2024, POLICY AND RESOURCES MEETING HELD ON 5TH MARCH 2024, FINANCE SUB-COMMITTEE MEETING HELD ON 18TH MARCH 2024 AND LEISURE AND ENVIRONMENT MEETING HELD ON 19TH MARCH 2024. FULL COUNCIL MEETING 28TH FEBRUARY 2024 The confidential minutes of the meeting held on 28th February 2024 were agreed on the proposition of Cllr Glynn and seconded by Cllr Holdom AGREED by all and signed by the Chairman. POLICY AND RESOURCES MEETING 5th MARCH 2024 The Confidential minutes of the meeting held on 5th March 2024 were agreed on the proposition of Cllr Glynn and seconded by Cllr Joslin AGREED by all. FINANCE SUB-COMMITTEE MEETING 18TH MARCH 2024 The Confidential minutes of the meeting held on 18th March 2024 were agreed on the proposition of Cllr Glynn and seconded by Cllr Dutton AGREED by all. LEISURE AND ENVIRONMENT MEETING 19th MARCH 2024 The Confidential minutes of the meeting held on 19th March 2024 were agreed on the proposition of Cllr Glynn and seconded by Cllr Joslin AGREED by all.</p>	
306	<p>TO DISCUSS F.L.A.S.H On the proposition of Cllr Glynn, seconded by Cllr Dutton, Standing orders were suspended. Cllr Mallett raised one matter regarding buses. On the proposition of Cllr Glynn, seconded by Cllr Dutton that standing orders should be re-instated Two matters relating to the Flash project were discussed</p>	
307	<p>TO MOVE INTO OPEN SESSION On the proposition of Cllr Bucknell seconded by Cllr Glynn RESOLVED the Council move into Open Session.</p>	
308	<p>TO NOTE THE DATE AND TIME OF THE NEXT MEETING OF THE COUNCIL ON 24th APRIL 2024 The date of the next meeting is the 24th April 2024 at 18:00pm</p>	
	<p>There being no further business the meeting closed at 20:10pm</p>	

	Confirmed this day of 2024. CHAIRMAN	
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