

**MINUTES of the FULL COUNCIL MEETING
of FAKENHAM TOWN COUNCIL
held at the COMMUNITY CENTRE, OAK STREET, FAKENHAM**

WEDNESDAY 28TH AUGUST 2024 at 6:00pm

Councillors: A Glynn (Chairman), M Campbell, N Southerland, G Acheson, P Bucknell, J Rockett, J Holdom, M Dutton, T Duffy & I Ponton

District / County Councillors: Cllr C Cushing and T FitzPatrick

Town Clerk: L Meanley

Administration Assistant: K Lindsay

Members of the Public: None

Press: None

95	TO RECEIVE A REPORT FROM FAKENHAM POLICE Apologies received from Officer Elliot. No report sent. Cllrs were concerned about the drugs issue in Fakenham and that the smaller players are being allowed. A Cllr raised a situation last week where a member of the public had encountered a naked man clutching a teddy in the town who was obviously distressed. Police advice was to follow him until they could get there. ACTION: Cllrs requested the Clerk write to the Chief Inspector expressing Cllrs concern and requesting details of the local policy for drugs. Depending upon the result to then follow up with the Police and crime commissioner.
96	TO RECEIVE ANY ELECTORS' QUESTIONS None
97	REPORTS FROM DISTRICT / COUNTY COUNCILLORS Apologies received from Cllrs L Vickers and J Punched. Cllr Cushing was asked if the letter Jerome Mayhew has sent to all Fakenham Residents about the swimming pool being in jeopardy is because funding has not been confirmed. Cllr Glynn confirmed that the civil service has advised there are no updates to the funding either way now.
98	TO CONSIDER FOR ACCEPTANCE APOLOGIES FOR ABSENCE Cllr May-Hannam, Cllr Hunter, Cllr Fairbrother and Cllr Joslin.
99	DECLARATIONS OF INTEREST None
100	TO CONFIRM THE FULL COUNCIL MINUTES OF THE MEETING HELD ON 31ST JULY 2024 The minutes of the Full Council meeting held on 31 st July 2024 were agreed on the proposition of Cllr Glynn and seconded by Cllr Bucknell AGREED by all and signed by the Chairman.
101	TO RECEIVE UPDATE ON ACTIONS TAKEN AFTER THE LAST COUNCIL MEETING IF THESE MATTERS ARE NOT ON THE AGENDA Minute 66 - The Clerk thanked Cllr Acheson for reviewing the Heritage Trail plaques. Cllr Acheson advised it would be around £300 for new self-adhesive centres and some because of direction would fade before others. Minute 66 – The Clerk advised that Highways had sent through the criteria needed to reduce speed limits which will need to be studied to see if Warren Avenue qualifies. Minute 77 – The Clerk thanked Cllr Acheson for the draft letter to the Save Benjamin court campaign. It has been sent and acknowledged. NNDC and Jerome Mayhew's office have also acknowledged.
102	TO RECEIVE THE MAYOR'S ANNOUNCEMENTS None
103	TO RECEIVE ANY REPORTS FROM COUNCILLORS WHO HAVE ATTENDED MEETINGS OUTSIDE THE COUNCIL. Cllr Holdom opened the Extraordinary Hat Shop. Cllr Glynn opened the new Men's shed. Cllr Southerland is helping in the cinema triangle garden next week.
104	TO FILL ONE TOWN COUNCILLOR VACANCY BY CO-OPTION No one stood
105	TO RECEIVE AND NOTE CORRESPONDENCE AND COMMENT UPON ANY ITEMS FOR INFORMATION AND ACTION The Clerk advised that memorial safety inspections had begun with 60 of approx 1400 checked and it would be a lengthy process. The Clerk showed an example of a headstone found to be

	loose staked and banded.
106	<p>TO RECEIVE AND ADOPT THE MINUTES OF THE DEVELOPMENT & MARKET COMMITTEE HELD ON 5TH AUGUST 2024</p> <p>The minutes of the meeting held on 5th August 2024 were moved for reception and adoption by Cllr Acheson Seconded by Cllr Ponton and agreed unanimously</p>
107	<p>TO RECEIVE AND ADOPT THE MINUTES OF THE LEISURE & ENVIRONMENT COMMITTEE HELD ON 13TH AUGUST 2024 – TO NOTE:</p> <ul style="list-style-type: none"> • Brickwork repair to walls at Queens Road Cemetery - recommended to proceed with a quote for £445. - Agreed • Brickwork repair at Library corner - recommended to proceed with a quote for £275. - Agreed • Recommended to proceed with a 12 month hire contract for a ground's vehicle at £625 per month. Concerns raised over the Terms and conditions putting all the emphasis for any mechanical issues as well as damage onto Fakenham Town Council, Cllr Dutton, seconded by Cllr Bucknell prosed to defer any decisions on vehicles until after the working group had met. All agreed • Recommended purchase of strimmer for £1012.50 net. • Recommended purchase of a commercial push mower for £1239 gross. Several Cllrs believed there may be a cheaper but just as robust alternative available for both the strimmer and push mower at an alternative location in Fakenham. If so Clerk given authority to purchase, if not Clerk given authority to purchase as per the original recommendation of £1012.50 net and £1239 gross. Proposed by Cllr Dutton, seconded by Cllr Acheson, agreed by all. • Recommended Tree Survey quote of £790 for 9 locations across the estate. Agreed • Recommended specialist cemetery mapping for £7220 net (this included a arboriculture survey identifying root protection zones – Clerk confirming if it can be covered under Tree survey quote. <p>ACTION – Cllrs asked the Clerk to advise the company that the maximum budget was £3000 and ask them to remove the Arboriculture Survey and the project management elements. If they won't, then to use independent suppliers for topographical surveys and mapping etc.</p> <p>Regarding Minute 55 – Cllr Holdom would like to be involved in the planning of where Cllrs stand for the remembrance parade.</p> <p>The minutes of the meeting held on 13th August 2024 were moved for reception and adoption by Cllr Bucknell Seconded by Cllr Campbell and agreed unanimously subject to the amended expenditure listed above.</p>
108	<p>TO RECEIVE AND ADOPT THE MINUTES OF EXTRAORDINARY POLICY & RESOURCES MEETING HELD ON 13TH AUGUST 2024</p> <p>The minutes of the meeting held on 13th August 2024 were moved for reception and adoption by Cllr Holdom Seconded by Cllr Bucknell and agreed unanimously</p>
109	<p>FINANCIAL MATTERS - MONTHLY REPORTS:</p> <p>a) To receive and approve Fakenham Town Council & Charter Market Receipts and Payments reports for July 2024</p> <p>b) To receive and approve Fakenham Town Council & Charter Market Consolidated Bank reports for July 2024</p> <p>c) To receive schedule of payments over £500.</p> <p>d) To receive update on investment strategy proposal (July 31st Minute 79e)</p> <p>e) To receive Finance Team report –</p> <p>The Finance sub committee meeting of the 19th August was not quorate so did not go ahead. Points a)b)c)e) will be part of the September Finance meeting. Cllr Dutton advised regarding d) that he had been unable to complete the forms for Redwood so proposed changing to Unity, seconded by Cllr Glynn, all agreed.</p>
110	<p>TO DISCUSS POLICE TRAVELLER LIAISON</p> <p>Nothing heard from police</p>
111	<p>TO RECEIVE THE INTERNAL CONTROLLERS REPORT FOR JULY 2024</p> <p>Noted.</p>
112	<p>TO ELECT ONE MEMBER TO THE ALLOTMENT SUB-COMMITTEE</p> <p>Cllr Holdom was proposed by Cllr Duffy and seconded by Cllr Campbell, all agreed.</p>
113	<p>TO DISCUSS ALLOTMENT TENANT'S DISCOUNTS</p> <p>The Office advised that tenants over 62 years had previously automatically been given a £2</p>

	discount on their plot. Previously the allotments software had allowed a monetary figure adjustment when working out tenancy agreements, however a software update has meant that now they only accept a percentage figure adjustment. To calculate £2 as a percentage of each plot and add it to the tenancy agreement requires individual manual calculation – time consuming. Cllrs discussed applying a flat rate 5% and then reviewing the discount over the course of the year. Cllr Campbell proposed, seconded by Cllr Acheson to remove the discount altogether. All agreed.
114	TO AGREE RESIDENT AND STAKEHOLDER SURVEY QUESTIONS AND FORMATS Agreed to change one of the events categories and the Clerk will try to make printed copies larger. To run for 1 month. ACTION: Clerk to launch in as many outlets as possible with QR code and hard copies
115	TO DISCUSS FLASH PROJECT No further updates. Cllr Ponton requested copies of the steering group minutes. Cllrs Glynn and Duffy advised that NNDC have requested they not be distributed in previous steering group meetings, but will ask if they can distributed in full or in an abbreviated version for the future and after the next meeting on the 5 th September.
116	TO RECEIVE ANY FURTHER ITEMS FOR THE NEXT AGENDA To discuss Land Leases To discuss Refuse sites requiring bookings
117	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 Acheson. 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.
118	TO CONFIRM THE CONFIDENTIAL MINUTES OF THE FULL COUNCIL MEETING HELD ON 31ST JULY 2024, DEVELOPMENT & MARKET MEETING HELD ON 5TH AUGUST 2024 AND LEISURE AND ENVIRONMENT MEETING HELD ON 13TH AUGUST 2024 FULL COUNCIL MEETING 31ST JULY 2024 The confidential minutes of the meeting held on 31 st July were agreed on the proposition of Cllr Glynn and seconded by Cllr Dutton AGREED by all and signed by the Chairman. DEVELOPMENT & MARKET MEETING HELD ON 5TH AUGUST 2024 The Confidential minutes of the meeting held on 5 th August 2024 were agreed on the proposition of Cllr Acheson and seconded by Cllr Ponton AGREED by all. LEISURE AND ENVIRONMENT MEETING 13TH AUGUST 2024 The Confidential minutes of the meeting held on 13 th August 2024 were agreed on the proposition of Cllr Campbell and seconded by Cllr Bucknell AGREED by all.
119	TO DISCUSS TOWN BAND ACCOMMODATION Due to the delay with the Flash project Cllr Glynn requested this be deferred to the next Full Council meeting. Cllr Ponton queried the wording of minute 84 of Full Council 31 st July.
120	TO DISCUSS THE NORFOLK MITIGATION FUND Cllr Glynn has sent cubic meterage figures to the Norfolk Mitigation Fund and is expecting a reply detailing potential income by the 9 th September
121	TO MOVE INTO OPEN SESSION On the proposition of Cllr Bucknell seconded by Cllr Glynn RESOLVED the Meeting moves into Open Session
122	TO CONFIRM THE DATE AND TIME OF THE NEXT MEETING 25 th September 2024 at 6:00pm
	There being no further business the meeting closed at 19:43 pm Confirmed this day of 2024 CHAIRMAN