

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

**held at the COMMUNITY CENTRE, OAK STREET, FAKENHAM**

**on WEDNESDAY 25<sup>TH</sup> OCTOBER 2023 at 6:00pm**

**PRESENT:**

Councillor A Glynn (Chairman)

Cllrs: J Holdom, G Acheson, P Bucknell, D Hunter, V Joslin, M Campbell, J Rockett, T Duffy.

District Councillors: L Vickers and C Cushing

County Councillor: Tom FitzPatrick

Town Clerk: Lesley Meanley

Members of the public: Five

Members of the Press: None

		<b>Action (initials)</b>
<b>AGENDA</b>		
<b>116</b>	<p><b>TO ALLOW 10 MINUTES FOR NICKY DEBBAGE AND GRAHAM CONNOLLY FROM NNDC HOUSING STRATEGY TO ADDRESS THE MEETING.</b></p> <p>NNDC provided statistics on the affordable housing shortage and housing situation they face. 2505 applicants are on the NNDC housing list. 1112 want to live in Fakenham and of those 260 have a local connection to Fakenham. Of those 260, 71 are in the most urgent need category and that includes 25 currently classed as homeless. 36 affordable homes were available in Fakenham last year. In the last 12 months there have been 69 house sales in Fakenham at an average of £262K and now there are only 4 rental properties available at a price of £750-£995. 74 applicants are currently in temporary accommodation including 41 families. NNDC have an outline plan to develop Highfield Road car park into affordable housing. Flagship have drawn up a provisional site plan showing 12 affordable homes on the site. Highfield Road car park monitoring by NNDC over 18 months with 23 visits, showed on average 8 cars using the car park, often only 4, 17 on a Thursday evening when the car park has a capacity of 75 spaces. 2022/2023 income from parking was £3862. Public toilets on site need updating. Cllr's wanted assurances that the housing would go to Fakenham residents who needed it if the plan moved ahead, and raised concerns that prior to NNDC installing the height barrier the car park was widely used by coaches bringing people into town / The site is on contaminated land / future development plans may see other car parks lost / Other NNDC car parks such as the Oak street are not maintained – trees are an issue and there is little lighting from Queens road car park to Oak street/ NNDC spent large amounts resurfacing Highfield road car park.</p>	
<b>117</b>	<p><b>TO RECEIVE A REPORT FROM FAKENHAM POLICE</b></p> <p>PC Gower-Smith from Holt attended. Fakenham new beat manager is due to start in December 2023. Police will be at Halloween and Bonfire events. Cllrs asked if Police could share crew numbers of staff on duty especially across nights.</p>	
<b>118</b>	<p><b>TO RECEIVE ANY ELECTORS' QUESTIONS</b></p> <p>There were none</p>	
<b>119</b>	<p><b>REPORTS FROM DISTRICT/COUNTY COUNCILLORS</b></p> <p>Written reports received prior to the meeting from Cllr Fitzpatrick, Cllr Vickers and</p>	

	Cllr Cushing. Cllr Vickers was asked about the position of 9 Norwich Street by a member of the public. NNDC are seeking the owner's permission to put end pieces of cladding up and expect to know by the end of November. NNDC also expects to understand the next options open to them by the end of the year on the building.	
120	<b>TO CONSIDER FOR ACCEPTANCE APOLOGIES FOR ABSENCE</b> Apologies were received and accepted from Cllrs Dutton, Cllr Coates, Cllr May-Hannam, Cllr Southerland and Cllr Mallett as well as District Councillor Punchard	
121	<b>DECLARATIONS OF INTEREST</b> Cllr Holdom declared a Nonpecuniary interest in the Market Tolls Grant discussed at Development & Market on the 2 <sup>nd</sup> October 2023.	
122	<b>TO CONFIRM THE FULL COUNCIL MINUTES OF THE MEETING HELD ON 27<sup>TH</sup> SEPTEMBER 2023 AND THE EXTRAORDINARY FULL COUNCIL MEETING HELD ON 10<sup>TH</sup> OCTOBER 2023</b> An amendment was noted to the minutes.	
123	<b>TO RECEIVE UPDATE ON ACTIONS TAKEN AFTER THE LAST COUNCIL MEETING IF THESE MATTERS ARE NOT ON THE AGENDA</b> <b>Minute 48</b> – Update on arrangements for Armistice Day and Remembrance Sunday. Draft parade details completed, leaflets with printers.	
124	<b>TO FILL TWO TOWN COUNCILLOR VACANCIES BY CO-OPTION</b> No Candidates stood.	
125	<b>TO RECEIVE THE MAYOR'S ANNOUNCEMENTS</b> None	
126	<b>TO RECEIVE ANY REPORTS FROM COUNCILLORS WHO HAVE ATTENDED MEETINGS OUTSIDE THE COUNCIL</b> Cllr Holdom advised she had attended the Norfolk Association of Local councils AGM & EP Youth had won a Dept of Education HAF Award - for their Holiday Activities and Food programme. Cllr Rockett had spoken to NNDC legal team, and they were unaware of any transfer of new allotment land at Brick Kiln to Fakenham Town Council. Clerk to write to Solicitors. Cllr Duffy had met with a builder about the Queens Road chapel – Cllr Duffy & Hunter to be invited to the next Leisure & Environment meeting to discuss the chapel on the proposition of Cllr Joslin and seconded by Cllr Holdom.	Clerk
127	<b>TO RECEIVE AND NOTE CORRESPONDENCE AND COMMENT UPON ANY ITEMS FOR INFORMATION AND ACTION</b> Active Fakenham have advised they may struggle to produce the 2024 Town guide and activities. Clerk to confirm what support they require.	Clerk
128	<b>TO RECEIVE AND ADOPT THE MINUTES OF THE DEVELOPMENT &amp; MARKET COMMITTEES HELD ON 2<sup>nd</sup> OCTOBER 2023</b> The minutes of the meeting held on 2 <sup>nd</sup> October 2023 were moved for reception and adoption by Cllr Hunter Seconded by Cllr Glynn and agreed unanimously.	
129	<b>TO RECEIVE AND ADOPT THE MINUTES OF THE LEISURE &amp; ENVIRONMENT COMMITTEE HELD ON 17<sup>th</sup> OCTOBER 2023.</b> The minutes of the meeting held on 17 <sup>th</sup> October 2023 were moved for reception and adoption by Cllr Joslin Seconded by Cllr Bucknell and agreed unanimously. It was noted that approval was needed from Full Council for expenditure agreed at the L&E meeting. Minute 71 Quote of £8970.98 plus VAT for repair and reinstallation of Millenium Park gates. Minute 71 Valuations of Council Owned buildings – a quote of £600 Minute 72 Tree Crown reduction on Greenway Lane allotments – a quote of £575	
130	<b>FINANCIAL MATTERS - MONTHLY REPORTS:</b> <b>a) To receive and approve Fakenham Town Council &amp; Charter Market Receipts and Payments reports for September 2023.</b> On the proposition of Cllr Holdom, seconded by Cllr Acheson, RESOLVED to receive, and approve the receipts and payments of the accounts as reviewed by the finance committee for September 2023 <b>b) To receive and approve Fakenham Town Council &amp; Charter Market Consolidated Bank reports for September 2023.</b> On the proposition of Cllr Holdom, seconded by Cllr Glynn, RESOLVED to receive,	

	<p>and approve the consolidate bank reports as reviewed by the finance committee for September 2023.</p> <p><b>c) To receive Fakenham Town Council 2nd Quarter Budget v Actuals and Variance report as at 30 September 2023</b> Cllr Holdom highlighted a favorable PAYE HMRC provision not yet offset by a repayment plan. Locum Services not allocated to the 2023/2024 budget adversely affecting the budget, two thirds of the IT support budget used but contracts under review, Queens Road chapel door cost exceeded allocated budget and Aldiss Park security exceeded by budget allocated.</p> <p><b>d) To receive quarterly reconciliation of Bank Statements to finance reports for Fakenham Town Council and Charter Market bank accounts.</b> On the proposition of Cllr Holdom, seconded by Cllr Acheson, RESOLVED to receive, and approve the quarterly reconciliation of bank statements to finance reports as reviewed by the finance committee for September 2023.</p> <p><b>e) To receive and adopt minutes for the Finance Committee meeting held on 16<sup>th</sup> October 2023.</b> The meeting was inquorate.</p> <p><b>f) To receive Finance Team report.</b> Note has been sent out re the meeting on the 16<sup>th</sup> October with the finance team.</p> <p><b>g) To Review and update Finance Regulations:</b></p> <ul style="list-style-type: none"> <li>• <b>F.R. 6.19 – To facilitate Debit Card use</b> - Cllr Holdom to send Clerk wording</li> <li>• <b>F.R.6.7, 6.8, 6.9 – Bi-annual review on standing order, direct debit &amp; CHAPS payments.</b> All agreed to maintain existing wording.</li> <li>• <b>FR4.1 and 4.5 - To update the Clerks spending limit in conjunction with the Chairman of the Council or Chairman of the appropriate committee to £1000.</b> All agreed. Cllr Holdom to send Clerk wording.</li> </ul> <p><b>h) To receive any updated information on 2024-25 budget preparation.</b> Contributions so far to be logged. Continue to discuss at relevant committees.</p> <p><b>i) To consider the Council's Contribution to Community Orchard bid.</b> It was agreed to note a budget of £17,000 for the purpose match funding an REPF bid if successful.</p> <p><b>j) To note Internal Audit date.</b> 23<sup>rd</sup> November 2023</p> <p><b>k) To consider Photocopier Leases.</b> On the proposition of Cllr Acheson, seconded by Cllr Glynn to take a new contract offered with the current supplier, all agreed.</p> <p><b>l) To Confirm Market Place Feeder Piller Electricity supplier renewal.</b> On the proposition of Cllr Holdom, seconded by Cllr Glynn to take a new contract offered with the current supplier, all agreed. To record Cllr Acheson as a new Finance committee member.</p>	
131	<p><b>TO RECEIVE A PROPOSAL FOR TEMPORARY SUPPORT DUE TO BANK MANDATE DELAYS FOR FAKENHAM CHAMBER OF TRADE IN RESPECT OF WEBSITE SET UP AND LOGO DESIGN COSTS.</b> The Chamber of Commerce requires a short-term loan of approximately £400 to cover their website set up and logo design costs whilst awaiting bank mandate changes. On the proposition of Cllr Glynn, seconded by Cllr Duffy. 6 Cllrs agreed.</p>	Cllr JH
132	<p><b>TO RECEIVE A PROPOSAL FOR PROFESSIONAL SERVICES EXPENDITURE CIRCA £900 IN RESPECT OF OPEN SPACES MANAGEMENT. (D. STEVENS RHS)</b> D Stevens is visiting on the 9<sup>th</sup> November 2023, agreed that a sum of up to £900 be made available for design pending the outcome of the REPF bid.</p>	Cllr JH
133	<p><b>TO RECEIVE THE INTERNAL CONTROLLERS REPORT.</b> None received.</p>	
134	<p><b>TO RECEIVE ANY FURTHER ITEMS FOR THE NEXT AGENDA</b> Future options for involvement with local community groups</p>	
135	<p><b>TO MOVE THAT THE PUBLIC &amp; PRESS BE EXCLUDED FROM THE MEETING UNDER THE PROVISIONS OF SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</b> 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,</p>	

