

**MINUTES of the FULL COUNCIL ANNUAL  
MEETING of FAKENHAM TOWN COUNCIL**  
**held at the COMMUNITY CENTRE, OAK STREET, FAKENHAM**  
**on WEDNESDAY 31<sup>ST</sup> JULY 2024 at 6:00pm**

**PRESENT:**

Councillor A Glynn (Chairman)

Cllrs: J Holdom, I Ponton, V Joslin, M Campbell, J Rockett, P Bucknell, M Dutton, G

Acheson, A May-Hannam, C Fairchild and D Hunter.

District Councillors: Cllr L Vickers & C Cushing

Town Clerk: Lesley Meanley

FTC Admin: Karen Lindsay

Members of the Public: 1

Members of the Press: 1

		<b>Action (initials)</b>
<b>AGENDA</b>		
<b>65</b>	<b>TO RECEIVE A REPORT FROM FAKENHAM POLICE</b> Crime figures report received from PC Elliot. PC Elliot advised they are expecting an August figure spike. Drug Dealing in the Bridge Street Car park had been reported and they were dealing with those involved. PC Elliot advised that the Clerk would be contacted if the police received any information pertaining to unauthorized encampments in the area.	
<b>66</b>	<b>TO RECEIVE ANY ELECTORS' QUESTIONS</b> Fayre Green asked if the Heritage Plaque number 31 for Fakenham East Station could be repainted as the colour has faded. Cllr Acheson will investigate. An elector asked if Fakenham Town Council will support a change to the speed limit in Warren Avenue from the current 30mph to 20mph. Cllrs commented that the road speed made pulling in and out of turnings very difficult. Cllrs voted with 8 agreed, 3 against recommending a speed reduction. An elector asked if Fakenham Town Council will support a speed reduction from 50mph to 40mph on the A148 from the Shell roundabout to 300m past the junction with the B1105 both ways. Cllrs commented that the reduction in speed would be unlikely to meet criteria at that location. Not supported, all agreed. An elector raised a question over incidents near the Wensum Lodge area. This was passed to District Cllr Vickers before the meeting who has picked it up and is dealing with it.	<b>GA</b>
<b>67</b>	<b>REPORTS FROM DISTRICT/COUNTY COUNCILLORS</b> Written reports received from District Cllrs Vickers and Cushing. Cllr Vickers was asked about the current scaffolding at 9 Norwich Street by Cllr Campbell. Cllr Vickers is waiting for the officer in charge at NNDC to review the report completed recently when the scaffolding was examined, it appears that a pedestrian access underneath the scaffolding cannot be put in place. Cllr Campbell asked for written confirmation that the scaffolding was not supporting the building and will write to Cllr Vickers.	
<b>68</b>	<b>TO CONSIDER FOR ACCEPTANCE APOLOGIES FOR ABSENCE</b> Apologies were received and accepted from Cllrs Harrison, Duffy and Southerland	
<b>69</b>	<b>DECLARATIONS OF INTEREST</b> None	

70	<p><b>TO CONFIRM THE FULL COUNCIL MINUTES OF THE MEETING HELD ON 26<sup>TH</sup> JUNE 2024</b></p> <p>The minutes of the Full Council meeting held on 26<sup>th</sup> June 2024 were agreed on the proposition of Cllr Acheson and seconded by Cllr Bucknell AGREED by all and signed by the Chairman.</p>	
71	<p><b>TO RECEIVE UPDATE ON ACTIONS TAKEN AFTER THE LAST COUNCIL MEETING IF THESE MATTERS ARE NOT ON THE AGENDA</b></p> <p>Nothing to report</p>	
72	<p><b>TO RECEIVE THE MAYOR'S ANNOUNCEMENTS</b></p> <p>Cllr Glynn reported that Clare Howard Jewellery is opening in Upper Market on August 17<sup>th</sup> and an upholsterer is looking to open in the shop next door, as well as a Hat shop in Norwich Street.</p>	
73	<p><b>TO RECEIVE ANY REPORTS FROM COUNCILLORS WHO HAVE ATTENDED MEETINGS OUTSIDE THE COUNCIL.</b></p> <p>Cllrs Glynn, Acheson, Rockett, Duffy and the Clerk attended a NNDC planning roadshow.</p>	
74	<p><b>TO RECEIVE AND NOTE CORRESPONDENCE AND COMMENT UPON ANY ITEMS FOR INFORMATION AND ACTION</b></p> <p>Active Fakenham have released their activity week details from the 17<sup>th</sup> to 26<sup>th</sup> August 2024. Active Fakenham have also produced a River Walk guide which will launch with a walk on the 18<sup>th</sup> August. Copies distributed.</p> <p>The Save Benjamin Court Campaign had written to the council asking for support in the call to reopen the facility after its sudden closure in 2023. Cllr Acheson seconded by Cllr Glynn proposed that Fakenham Town Council support. All Agreed. Cllr Acheson will draft a response for the office.</p>	GA
75	<p><b>TO RECEIVE AND NOTE THE MINUTES OF THE ANNUAL ASSEMBLY MEETING OF THE TOWN HELD ON 29<sup>TH</sup> MAY 2024</b></p> <p>Noted</p>	
76	<p><b>TO RECEIVE AND ADOPT THE MINUTES OF THE DEVELOPMENT &amp; MARKET COMMITTEE HELD ON 1<sup>ST</sup> JULY 2024</b></p> <p>The minutes of the meeting held on 1<sup>st</sup> July 2024 were moved for reception and adoption by Cllr Acheson Seconded by Cllr Glynn and agreed unanimously</p>	
77	<p><b>TO RECEIVE AND ADOPT THE MINUTES OF THE LEISURE &amp; ENVIRONMENT COMMITTEE HELD ON 9<sup>TH</sup> JULY 2024 - NOTING CEMETERY FEES:</b></p> <p>To note minute 31</p> <p>Interment of adult increased from £184 to £203</p> <p>Interment of cremated remains to stay at £132</p> <p>ERB for conventional burial increased from £184 to £300</p> <p>ERB for a child not in the children's section remains at £79</p> <p>Transfer of ERB increased from £27 to £30</p> <p>Ashes memorial tablet to remain at £95</p> <p>Headstone increased from £147 to £300</p> <p>Child's headstone to remain at £53</p> <p>Flat stone for a child to remain at £42</p> <p>Additional inscription increased from £53 to £59</p> <p>Searches increased from £11- £27 to £13 - £30</p> <p>To note minute 32 – The supply of bollards and footings expenditure.</p> <p>The minutes of the meeting held on 9<sup>th</sup> July 2024 were moved for reception and adoption by Cllr Joslin Seconded by Cllr Glynn and agreed unanimously.</p> <p>Cllr Hunter arrived</p>	
78	<p><b>TO RECEIVE AND ADOPT THE MINUTES OF THE POLICY &amp; RESOURCES COMMITTEE HELD ON 16<sup>TH</sup> JULY 2024 AND POLICIES AS LISTED:</b></p> <p>On the proposition of Cllr Glynn seconded by Cllr Hunter the following policies were accepted.</p> <p>Biodiversity Policy</p> <p>Training and Development Policy</p> <p>Discipline and Grievance Policy</p> <p>Compliments and Complaints Policy</p> <p>Dignity at Work Policy</p> <p>National Civility and Respect Pledge</p> <p>Health and Safety Policy</p> <p>Publication Scheme</p>	

	Records Retention Policy The minutes of the meeting held on 16 <sup>th</sup> July 2024 were moved for reception and adoption by Cllr Glynn Seconded by Cllr Joslin and agreed unanimously.	
79	<p><b>FINANCIAL MATTERS - MONTHLY REPORTS:</b></p> <p><b>a) To receive and approve Fakenham Town Council &amp; Charter Market Receipts and Payments reports for June 2024</b> 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 June 2024</p> <p><b>b) To receive and approve Fakenham Town Council &amp; Charter Market Consolidated Bank reports for June 2024</b> On the proposition of Cllr Dutton, seconded by Cllr Glynn RESOLVED to receive, and approve the consolidate bank reports as reviewed by the finance committee for June 2024. Bank statements reconciled and signed at finance subcommittee meeting.</p> <p><b>c) To receive and approve 1<sup>st</sup> Quarter Budget vs Actuals with Variances report for Fakenham Town Council</b> On the proposition of Cllr Dutton, seconded by Cllr Holdom RESOLVED to receive, and approve the 1<sup>st</sup> Quarter Budget vs Actuals with Variances report as reviewed by the finance committee for June 2024</p> <p><b>d) To receive and adopt minutes for the Finance Committee meeting held on 15<sup>th</sup> July 2024 noting:</b>  <b>Minute 27 Streetlighting – Two quotes for annual charges, 3-year contract / same service: 1. £955 excl VAT 2. £3,421.37 excl VAT.</b> An additional 3<sup>rd</sup> quote had been received for £900 + VAT. Cllr Dutton seconded by Cllr Holdom proposed that we move to the £900 + VAT supplier. All agreed.  <b>Minute 33 Subscription for automated email responses – Costs circa £120 pa.</b> All agreed  The minutes of the meeting held on the 15<sup>th</sup> July 2024, were moved for reception and adoption by Cllr Dutton, seconded by Cllr Glynn. All agreed.</p> <p><b>e) To receive Finance Team report -</b> Cllr Dutton advised that the Internal Auditors report had been amended. After an extra ordinary Finance subcommittee meeting Cllr Dutton proposed that £50,000 was placed in a 12-month fixed term savings account with Redwood currently with an interest rate of 5.2% and £50,000 with CCLA in a Public Sector Deposit fund instant access with a current investment performance rate of 5.21%, seconded by Cllr Acheson, 10 agreed 1 abstained. Budget and expenditure to be reviewed in the interim.</p>	
80	<p><b>TO RECEIVE INFORMATION REGARDING THE DRAFT HOUSING ALLOCATION SCHEME</b> All noted. Clerk to respond agreeing points</p>	Clerk
81	<p><b>TO ELECT ONE MEMBER TO THE ALLOTMENT SUB-COMMITTEE</b> Defer to next Full Council meeting.</p>	
82	<p><b>TO CONFIRM P&amp;R STANDING COMMITTEE REPRESENTATIVES AND ELECT A FIFTH INDEPENDENT MEMBER WITH RELEVANT EXPERTISE TO THE POLICY &amp; RESOURCES COMMITTEE</b> Cllr Holdom nominated Cllr Dutton, seconded by Cllr Hunter. All Agreed. To review standing orders to propose including the chair of Finance subcommittee automatically.</p>	
83	<p><b>TO DISCUSS FLASH PROJECT</b> The next Steering group meeting is next week. No further news. The last steering minutes group minutes incorrectly record that the Heads of Terms and land split have been agreed. Cllr Glynn will ask NNDC to amend</p>	AG
84	<p><b>TO DISCUSS TOWN BAND ACCOMODATION</b> Speed of move dependent upon NNDC, who are currently working on a license which will be an agreement between Fakenham Town Council as the trustees and NNDC.</p>	
85	<p><b>TO DISCUSS GRASS CUTTING CONTRACTS</b> Grass cutting across the verges and estate has improved.</p>	
86	<p><b>TO RECEIVE ANY FURTHER ITEMS FOR THE NEXT AGENDA</b> Police Traveller liaison</p>	
87	<p><b>TO MOVE THAT THE PUBLIC &amp; PRESS BE EXCLUDED FROM THE MEETING</b></p>	

	<p><b>UNDER THE PROVISIONS OF SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</b></p> <p>On the proposition of Cllr Bucknell seconded by Cllr Glynn. RESOLVED that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that Public &amp; 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>	
88	<p><b>TO CONFIRM THE CONFIDENTIAL MINUTES OF THE FULL COUNCIL MEETING HELD ON 26<sup>TH</sup> JUNE 2024, POLICY &amp; RESOURCES MEETING HELD ON 16<sup>TH</sup> JULY 2024, DEVELOPMENT &amp; MARKET MEETING HELD ON 1<sup>ST</sup> JULY 2024, FINANCE SUB-COMMITTEE MEETING 15<sup>TH</sup> JULY 2024, AND LEISURE AND ENVIRONMENT MEETING HELD ON 9<sup>TH</sup> JULY 2024</b></p> <p><b>FULL COUNCIL MEETING 26<sup>TH</sup> JUNE 2024</b> The confidential minutes of the meeting held on 26<sup>th</sup> June were agreed on the proposition of Cllr Glynn and seconded by Cllr Holdom AGREED by all and signed by the Chairman.</p> <p><b>POLICY &amp; RESOURCES MEETING HELD ON 16<sup>TH</sup> JULY 2024</b> The Confidential minutes of the meeting held on 16<sup>th</sup> July 2024 were agreed on the proposition of Cllr Glynn and seconded by Cllr Bucknell AGREED by all.</p> <p><b>DEVELOPMENT &amp; MARKET MEETING HELD ON 1<sup>ST</sup> JULY 2024</b> The Confidential minutes of the meeting held on 1<sup>st</sup> July 2024 were agreed on the proposition of Cllr Acheson and seconded by Cllr Glynn AGREED by all.</p> <p><b>FINANCE SUB-COMMITTEE MEETING 15<sup>TH</sup> JULY 2024</b> The Confidential minutes of the meeting held on 15<sup>th</sup> July 2024 were agreed on the proposition of Cllr Dutton and seconded by Cllr Glynn AGREED by all.</p> <p><b>LEISURE AND ENVIRONMENT MEETING 9<sup>TH</sup> JULY 2024</b> The Confidential minutes of the meeting held on 9<sup>th</sup> July 2024 were agreed on the proposition of Cllr Joslin and seconded by Cllr Dutton AGREED by all.</p>	
89	<p><b>TO DISCUSS TOWN COUNCIL ACCOMMODATION</b> Two matters were discussed</p>	
90	<p><b>TO DISCUSS STAFF MATTERS</b> Two matters were discussed</p>	
91	<p><b>TO DISCUSS THE TRANSFER OF LAND ON RUDHAM STILE LANE FROM LOVELL TO DETERMINE IF THE COUNCIL WISH TO PURSUE A FORMAL INVESTIGATION</b> Cllr May-Hannam left One matter was discussed</p>	
92	<p><b>TO DISCUSS THE NORFOLK MITIGATION FUND</b> One matter was discussed</p>	
93	<p><b>TO MOVE INTO OPEN SESSION</b> On the proposition of Cllr Bucknell seconded by Cllr Glynn RESOLVED the Council move into Open Session.</p>	
94	<p><b>TO NOTE THE DATE AND TIME OF THE NEXT MEETING OF THE COUNCIL ON 28<sup>TH</sup> AUGUST 2024</b> The date of the next meeting is the 28<sup>th</sup> August 2024 at 18:00pm</p>	
	<p>There being no further business the meeting closed at 19:40pm</p> <p>Confirmed this                            day of                            2024.</p> <p style="text-align: center;"><b>CHAIRMAN</b></p>	