

MINUTES OF THE MEETING OF THETFORD TOWN COUNCIL
HELD IN THE COUNCIL CHAMBER, KING'S HOUSE, THETFORD, ON
TUESDAY 25th JULY 2017, STARTING AT 7.00 P.M. WITH THE OPEN FORUM

Present:

The Mayor, Councillor D M Crawford

Councillors:

S J Armes
M P Brindle
B J Canham
J Hollis
T J Jermy
J Newton
F Robinson

R F W Brame
C R P Burnett
C Harvey
J James
R G Kybird
M S Robinson

Officers present:

Tina Cunnell
Chris Crimmen

Town Clerk
Committee Secretary

OPEN FORUM

QUESTIONS PRESENTED BY THE PUBLIC

A resident asked if there was any progress to identify the piece of land adjacent to the Castle Park that he believed belongs to the Town Council that he felt could be used as an additional car park. Councillor R Brame reported that he had a meeting with Breckland Council later in the week to discuss this matter.

A resident asked if the increase to the precept allowed the Council to meet their legal obligations. The Town Clerk reported that the only legal obligations that the Council have is to the allotments. The resident asked why the Council were not holding any night markets this year. The Town Clerk reported that the Spring into Summer market held a few weeks ago continued into the evening with live music. She asked if there were any implications in the change of ownership to Thetford Grammar School. Councillor R Brame replied that the new owners had a good record in education and bursaries/apprentices would still be available to Thetford children.

Minutes

259/17

DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS

None

260/17

APOLOGIES FOR ABSENCE

Apologies were received from Councillors J Newton and S N H Wright.

261/17

MINUTES

RESOLVED: The minutes of the Council Meeting held on 27th June 2017, excepting those items dealt with following the exclusion of press and public, addressed under agenda item 272/17 below, be confirmed as a true record and signed/initialled by the Committee Chairman.

COMMITTEE REPORTS

To receive the following:

a) Civic Committee (minutes 150/17 - 168/17) 29/06/2017

RECOMMENDATION: That Thetford Town Council engages with RAF Honington to discuss the case for granting the freedom of the Town in what is the RAF's 100th year.

RECOMMENDATION: That Thetford Town Council agree the order of procession at Civic functions as follows:

1. Clergy.
2. Lord Lieutenant of ABC.
3. High Sheriff of ABC.
4. Mace and Sword bearers.
5. Town Mayor and Mayoress.
6. Deputy Town Mayor and Consort.
7. Town Clerk.
8. Town Councillors – Past Mayors Lead with Councillors in order of seniority.
9. Chairman of ABC District Council.
10. Justices of the Peace.
11. Member of Parliament for ...
12. ABC District Council Chief Executive.

RECOMMENDATION: That Thetford Town Council agree that in future the order of seating in the Council Chamber should be:

1. That past years' service count towards seniority.
2. Total years' service equals higher seniority.
3. After an election Councillors polling the highest percentage of votes cast will have seniority.
4. A Councillor who was elected unopposed has the lowest seniority.
5. This order of seating to take place at the July Full Council meeting.

Note: After a discussion on this recommendation Councillor J Hollis proposed and Councillor M Brindle seconded that this recommendation be referred back to the Civic Committee for further consideration.

RESOLVED: With the exception of the recommendation above the Civic Committee recommendations and minutes were adopted as presented.

b) Personnel Committee (169/17 – 178/17) 04/07/2017

RECOMMENDATION: The Employees Handbook and Code of Conduct be Adopted at Full Council.

RECOMMENDATION: That Full Council adopt the salaried contract and put out to staff for consultation.

RECOMMENDATION: That Full Council adopt the zero hours contract and put out to staff for consultation.

RESOLVED: The Personnel Committee minutes and recommendations were adopted as presented.

c) ALP Committee (minutes 179/17 – 196/17) 05/07/2017

RECOMMENDATION: That the ALP Committee recommend to Full Council that the additional £3,059.00 costs of the Christmas Lights Scheme be taken from the from the Street Light Reserve.

RECOMMENDATION: The ALP Committee recommend to Full Council that the remaining streetlights reserve of £21,940 be transferred to the property repair budget to be ring-fenced to be used on the external renovation of the British Legion and the removal of the non-operational lighting around council's the buildings in the market place.

RESOLVED: The ALP Committee minutes and recommendations were adopted as presented.

d) Planning Committee (minutes 198/17 – 206/17) 11/07/2017

RESOLVED: The Planning Committee minutes were adopted as presented.

e) VEM Committee (minutes 207/17 – 220/17) 12/07/2017

RECOMMENDATION: In order to expedite the installation of the CCTV system at the Carnegie & Guildhall and the VEM Committee request that the contractor would be appointed at Full Council on 25th July 2017.

RESOLVED: The VEM Committee minutes and recommendation was adopted as presented.

f) Allotments Committee (minute number 221/17 – 230/17) 13/07/2017

RESOLVED: The Allotments Committee minutes were adopted as presented.

g) Cemetery Committee ((minute number 231/17 – 246/17) 13/07/2017

RESOLVED: The Cemetery Committee minutes were adopted as presented.

h) Finance Committee (minute number 247/17 – 258/17) 19/07/2017

RECOMMENDATION: To receive and approve financial reports and the schedule of payments contained therein.

RECOMMENDATION: To appoint a non-finance committee member to the Review of the Effectiveness of Internal Control panel.

Note: The Chairman at Full Council asked for a volunteer to join this panel which meets twice a year. Councillor B Canham was put forward and voted by Council to sit on the Internal Control Review.

RECOMMENDATION: To request that all committees consult with finance/full council prior to spending on VAT exempt properties so the tax implications can be considered.

RECOMMENDATION: To include all potential contracts over £5,000 on contracts finders' website in order to increase transparency.

RESOLVED: The Finance minutes and recommendations were adopted and presented.

263/17

MAYOR'S REMARKS AND REPORT

The Mayor reported that he had attended the RAF Regiment Queen's Colour presentation to Prince Harry at RAF Honington. He said it was an excellent ceremonial occasion. The following day he had attended the Change of Command Ceremony at RAF Mildenhall. The new Commander asked the Mayor for a visit to Thetford so he can get to know the area.

Events attended since the last meeting

Mayor of Thetford Councillor Denis Crawford

June

- 29 'How Should Norfolk Grow' Housing Conference
- 30 West Suffolk College Celebration of Achievement Gala Dinner

July

- 5 Thetford Business Forum Breakfast at The Bell
- 7 Chairman of Fenland District Council Reception
- 8 Lord Mayor of Norwich Celebrations 2017
- 14 Thetford Players performance of 'My Fair Lady'
- 20 RAF Regiment Queen's Colour Presentation at RAF Honington
- 21 Change of Command Ceremony at RAF Mildenhall
Mayor of Ipswich 'Mayor's At Home' event
- 23 Presenting medals and trophies at Thetford Rugby Club

Events attended by the Deputy Mayor of Thetford Councillor Roy Brame

July

- 8 17 All Out Music Festival at Thetford Cricket Club
- 20 Thetford Singers Summer Concert at the Carnegie Room

List of Forthcoming Events

- 22 & 23 July 2017 River Day Festival
- 31 July 2017 Launch of Heritage Open Days, King's House from 10am
- 17 September 2017 Battle of Britain Service, 10am at the Council Chamber, King's House
- 12 November 2017 Remembrance Parade, 10am at the Small Court, Guildhall Complex
- 15 December 2017 Mayor's Carol Service, 7pm at St Cuthbert's Church

264/17

TOWN COUNCIL REPRESENTATIVES ON OTHER BODIES

Councillor J James wished to thank SERCO and NCC who responded very quickly on issues on the Cloverfields Estate where paths had been encroached by undergrowth.

Councillor J Hollis reported she had attended the STAG meeting on the 6th July 2017 where the following priorities had been set:

- PSPO Street drinking.
- Cloverfields Estate – Speeding and drinking.
- St Johns Way/St Martins Way – Anti-social behaviour and speeding.

She had attended assembly at Drake School, viewed the new build and the refurbishment of the new site that had cost £4.8M which had doubled the size of the school. The official opening of the new site was commemorated with a Battle of Britain flypast by the RAF. She had also attended and helped out at the recent River Day which was well attended,

Councillor M Brindle was pleased to announce that the owner of St Mary the Lesser had applied for a grant to repair the building and has a plan to redevelop this for housing. He went on to report that the recent CBC Ltd AGM reported a

great success with occupancy now over 90% with 41 businesses operating from the centre. There is an open day planned for Sunday 3rd September 2017 starting at 10 am.

Councillor B Canham reported that the Charles Burrell Museum is working well with the Dads Army Museum sharing visitors. When a coach party comes into town they visit both museums. She had visited the Thetford Almhouse's and was very pleased with how they are run and maintained. She reported that the Citizens Advice Bureau had moved to the Keystone Abbey Centre. She had attended a meeting of the GTDP Community Sub-Group on the 19th July 2017 and had circulated a report to Councillors.

Councillor T Jermy reported that the Charles Burrell Centre Ltd AGM took place on 12th July 2017. The meeting was very positive and highlighted excellent progress made so far and a copy of Centre Manager's report has been circulated to Town Councillors. CBC progressed to stage 2 on a 'Power to Change' funding bid (lottery money). If successful, this would bring in funding to support the redevelopment of parts of the site to make them available for small businesses and community groups.

He went on to report that the Greater Thetford Development Partnership Board had not met since the last Full Council meeting. The next meeting is on 11th August 2017 at 10am in the Captain Mainwaring Room, Bell Hotel and is open to public.

265/17

REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

Councillor R Brame reported he is still attending training days with the latest being on Planning and Business Development.

Councillor R Kybird reported that NCC has placed the traffic movement ban signs in the wrong place and they are in the process on change them.

Councillor T Jermy reported on the Breckland Council Overview and Scrutiny Commission meeting on Thursday 6th July 2017. The primary purpose of the meeting was to receive the draft Local Plan. Breckland Council will be cutting its target for affordable housing for new developments from 40% down to 25%. The meeting also received a presentation on the Councils approach to financial investments and how it may seek to diversify its income. The Council is continuing its work to identify derelict and unsightly buildings across the District, the Cottage Hospital on the list of priorities.

Councillor T Jermy reported on the NCC Full Council on Norfolk Monday 24th July 2017. The main discussion point at the meeting was a motion regarding Norfolk Fire and Rescue Service. The motion sought to protect the budgets of the service, to undertake a review of capacity, lobby Government to include dealing with flooding as a statutory function and increase funding, retain current number of stations and fire fighters and resist a bid by the Police and Crime Commissioner to take over the service. The motion was defeated. He reported that the weed spraying is being undertaken across Thetford and may well now be complete. If any issues remain please let Councillor T Jermy know.

Councillor M Robinson reported on a Breckland Council cabinet meeting on 10th July 2017 that covered:

- Further development of the Breckland Market Town initiative.
- Discussed a prioritised a list of derelict and unsightly sites.
- The Breckland Council grant fund of £1.2M runs out in 6 years' time.
- It was recommended to maintain the current match funding of £300,000 for the next two years,
- A Breckland lottery fund is to be introduced run by partners.

Councillor M Brindle asked Councillor M Robinson if there was any progress of the former Cottage Hospital building but he had no further update. He will speak to Officers and let Councillor M Brindle have an update.

Councillor D Crawford congratulated the staff on the River Festival which was a fantastic day.

266/17

GENERAL DATA PROTECTION REGULATION 2018

The Town Clerk reported that on 28th May 2018 this becomes legislation and governs how organisation like the town council collect, process, access and store personal data. The cost of non-compliance will be high consisting of fines up to £200,000 or 4% of turnover. In order to gain compliance the council will have to undertake an information security gap analysis to ascertain areas of non-compliance, then produce and follow the process to achieve full compliance.

The Town Clerk covered detail including:

- Areas of Compliance.
- Key Aspects of this Compliance
- First Steps.
- The sort of information they are looking for.

After a discussion Councillor J James proposed and Councillor M Robinson seconded:

RESOLVED: That the Town Clerk seeks quotations from companies to be contracted to carry out information Security Gap Analysis for Thetford Town Council as soon as possible to allow for any corrective action that may need to be taken.

267/17

STRONGER TOGETHER PROJECT

The Chairman gave the Council an update on this project. He thanked the councillors who have agreed to work with him on this project in achieving best practice on the successful community cohesion the Council want for Thetford. There are five training days planned with one to be held in Thetford which he together with several councillors and the Town Clerk are all looking to forward to attending.

At the end of September, there is the first meeting to discuss the training and to start to plan the World Day that he will be hosting in Thetford. He stated he would keep the Council updated and would welcome any interest or help from anyone who wishes to be part of this fantastic project.

268/17

CCTV FOR THE CARNEGIE

The Town Clerk reported three companies were approached to quote for this contract, two of which have carried out a site survey and submitted the following quotes. The third company never agreed date and have declined to quote.

Each company were given the following specification:

- To install CCTV coverage at three key exterior areas of the Carnegie & Guildhall.
- The Control monitor to be housed in the Carnegie office.
- Cameras should be HD quality and have good recognition quality in hours of darkness.

Camera location points:

1. Carnegie Exterior (camera angle to include DAMT entrance)
2. Carnegie Exterior rear stage door (camera angled to include steps to upper market)
3. Guildhall Exterior Main Entrance

Quote 1 - £1990.00 + VAT £398.00 = £2388.00

Quote 2 - £1491.15 + VAT £298.23 = £1789.38

Supplementary Information:

- Both suppliers' quotes utilise Hikvision Cameras & Monitors therefore no difference in quality of equipment.
- Both Companies are local.

Councillor T Jermy proposed and Councillor R Kybird seconded:

RESOLVED: That the Council accept quotation 2 for the installation of CCTV coverage at three key exterior areas of the Carnegie & Guildhall.

269/17 ITEMS OF URGENT BUSINESS

a) CILCA QUALIFICATIONS

The Town Clerk was pleased to announce the she and Deputy Town Clerk has achieved CILCA qualification and there are now 3 SILCA qualified officers working for the Town Council. This will help with the gold standard Quality Town council and 80% of all the information needed has been collated.

270/17 PRESS RELEASES

None.

271/17 EXCLUSION OF PRESS AND PUBLIC

To consider resolving that, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded for any remaining items of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed.

272/17 COMMITTEE REPORTS

To receive Committee minutes recorded below the line:

a) Full Council (minutes 150/17) 27/06/2017

RESOLVED: The Full Council minutes were adopted as presented.

b) ALP Committee (minutes 197/17) 07/06/2017

RESOLVED: The ALP Committee minutes were adopted as presented.

Chairman.