

## WYMONDHAM TOWN COUNCIL

MINUTES OF THE TOWN COUNCIL  
MEETING HELD ON TUESDAY 1st May 2018  
in the Tiffey Room CENTRAL HALL at 7.30pm.

Councillors present:

S Wyer	S Sayer	K Hurn
J Mooney	D Underwood	J Halls
C Longhurst	L Hornby	J Hornby
I Flatt	R Savage	S Nuri
P Stearn	P Broome	A Holden

Members of the public: 8

Mayor. Cllr. Robert Savage advised that former Councillor and Mayor David Fletcher had passed away. Tributes were given by Cllr Joe Mooney & Cllr. Doug Underwood and a minute's silence was observed.

046/18 ELECTION OF MAYOR & CHAIRMAN OF THE COUNCIL

Cllr. Savage called for nominations and upon the proposition of Cllr. Savage and seconded by Cllr. Broome it was resolved to elect Cllr. Holden. A declaration of acceptance of office has been signed.

Cllr. Underwood abstained.

047/18 ELECTION OF DEPUTY MAYOR & VICE CHAIRMAN OF THE COUNCIL

Cllr. Holden called for nominations and upon the proposition of Cllr. Mooney and seconded by Cllr. Wyer it was resolved to elect Cllr. L Hornby. A declaration of acceptance of office has been signed.

Cllr. Underwood abstained

Cllr. Holden read out acceptance speech as new Mayor.

048/18 APOLOGIES FOR ABSENCE – None.

049/18 DECLARATIONS OF INTEREST – None.

050/18 REQUESTS FOR DISPENSATIONS - None.

051/18 MINUTES OF MEETING Upon the proposition of Cllr. Mooney and seconded by Cllr. Savage the minutes of the meeting held on 20<sup>th</sup> March 2018 were approved as a correct record.

052/18 PROGRESS UPDATES

- Toilets Working Group- the notes of the meetings held on 20<sup>th</sup> March were noted. *Concern was raised that work should be completed before the launch of the digital trail on 21.6.18. Cllr. L Hornby replied work should be completed. Also would they be opened at the weekend and kept clean?*

- Governance Review- the notes of the meeting held on 28<sup>th</sup> March 2018 were noted.

053/18 FINANCE & GENERAL PURPOSES COMMITTEE minutes of meeting held on 17<sup>th</sup> April 2018 were noted.

054/18 REVIEW OF DELEGATED ARRANGEMENTS TO COMMITTEES & WORKING GROUPS Cllr. Holden explained that this is covered in the Council's Standing Order pack which all Councillors have a copy. It was resolved to continue with these.

055/18 REVIEW OF TERMS OF REFERENCE FOR COMMITTEES Cllr. Holden explained that this is covered in the Council's Standing Order pack which all Councillors have a copy. It was resolved to continue with these.

056/18 APPOINTMENTS TO COMMITTEES 2018/19 After discussion it was resolved to appoint committees in accordance with the list attached to these minutes.

057/18 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES After discussion to was resolved to appoint representatives in accordance with the list attached to these minutes.

Cllr. Underwood congratulated Wymondham Town FC on a fantastic season.

058/18 APPOINTMENTS TO WORKING GROUPS After discussion it was resolved to appoint working groups in accordance with the list attached to these minutes.

059/18 FORMAL RE-ADOPTION OF STANDING ORDERS & FINANCIAL REGULATIONS Cllr. Holden explained that this is covered in the Council's Standing Order pack which all Councillors have a copy. Upon the proposition of Cllr. Savage and seconded by Cllr. Longhurst it was resolved to re-adopt these. It was noted that a new 2018 model set had been received and in due course these would be reviewed by the Governance Working Group and presented to Council.

060/18 TO NOTE INVENTORY OF LAND & ASSETS Cllr. Holden advised that these were outlined on Paper G issued with the agenda.

061/18 TO NOTE INSURANCE COVER Clerk advised that this is covered by the Council's block policy with Zurich Insurance.

062/18 TO NOTE COUNCIL / EMPLOYEES MEMBERSHIP OF OTHER BODIES List provided with agenda was noted.

063/18 TO NOTE COUNCIL COMPLAINTS PROCEDURE Cllr. Holden explained that this is covered in the Council's policy documents which all Councillors have a copy.

064/18 TO NOTE COUNCIL PROCEDURE FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2006 AND THE DATA PROTECTION ACT 1998 Cllr. Holden explained that this is covered in the Council's policy documents which all Councillor's have a copy.

065/18 TO NOTE COUNCIL POLICY FOR DEALING WITH THE PRESS / MEDIA Cllr. Holden explained that this is covered in the Council's policy document which all Councillors have a copy.



066/18 SUNDRY CREDITORS On the proposition of Cllr. Mooney and seconded by Cllr. J Hornby it was resolved to pay accounts for April, as per the submitted list in the sum of £48,806.17

In compliance with Financial Regulations the Clerk tabled a list of salaries paid from the wages account to the sum of £8499.53

067/18 PUBLIC PARTICIPATION – None.

068/18 DATA PROTECTION Clerk introduced paper outlining requirement for the General Data Protection Regulations (GDPR) which are being introduced by Central Government and the significant impact it will have not only on the Council but also Councillors. It is a complicated piece of legislation and is still being amended before becoming law and the Council should make appropriate preparations. After discussion it was resolved to establish a Time & Task Working Group of Cllrs. Underwood, L Hornby, Holden, Hurn & Halls to take this forward.

069/18 NEIGHBOURHOOD PLAN Cllr. Hurn introduced his paper to recommend to Council that a Neighbourhood Plan Steering group is formed following work carried out by the Governance Group. It was stressed that this would not be a formal Council working group but would contain a small number of Councillors. The Steering group would be serviced by the Town Clerk and Councillors were requested to provide a minimum of one name each of potential group members who would represent residents, businesses and Community groups. Upon the proposition of Cllr. Hurn and seconded by Cllr. Mooney it was unanimously resolved that 'The Town Council authorises the Governance Working Group to proceed in the establishment of a Neighbourhood Plan Steering Group consisting of a small number of Councillors, residents and representatives of local businesses/community groups. Authority to be given to seek quotations from professional companies to assist. If plans proceed funding as indicated above (£9000 Central Government. £6,000 from South Norfolk Council and remainder from Town Council)

070/18 COMMUNITY BUILDING Cllr. Broome presented the paper he had prepared in respect of the proposed new community building in South Wymondham. Under a S106 agreement upon the occupation of the 300 new homes a community building needs to be built as follows- sit on an area of 02hectares, minimum of 300 sq metres and to include changing rooms. Developers have asked if the Council or local groups wish to become involved in designing the building and ultimately ownership. A long and lively discussion then took place incorporating areas such as

- Who was best placed to run the building?
  - Council or Trustees/volunteers?
- What running costs might be inc. Business rates
  - Should a Trust to set up who would be exempt from business rates?
- The facilities should be open to all residents not a closed group.
- Community consultation?

The following motion was proposed by Cllr. Broome and seconded by Cllr. L Hornby 'Wymondham Town Council enters into discussions with Taylor Wimpey (UK) East Anglia with a view to taking over the Community Facility that they have to provide at South Wymondham under the requirements of their S106 agreement'.

Cllr. Hurn seconded by Cllr. Savage then proposed the following amended motion 'Wymondham Town Council enters into discussions with Taylor Wimpey (UK) East

Anglia in regards to the design of the building and who may ultimately take over the running of the building’.

For: 6

Against: 9

The amendment was lost.

The original motion was then voted on:

For: 10

Against: 1

Abstain: 4

The original motion was passed.

071/18 SOUTH NORFOLK COUNCIL GOVERNANCE REVIEW Request received from South Norfolk Council for a list of assets held by the Town Council within the proposed new Spooner Row, Wattlefield and Sutton Community Area. It was agreed that the only substantive asset was the Spooner Row Playing Field (incorporating the car park). Other assets were waste bins, dog bins, planters and 2 street lights.

072/18 NORFOLK COUNTY COUNCIL -A47 Cllr. Mooney outlined the campaign to dual the A47 road. It was resolved that the Town Council would support this.

073/18 REPORTS FROM COUNTY / DISTRICT COUNCILLORS

- NORFOLK COUNTY COUNCIL – Cllr. Mooney.
  - Gas works on Fairland Street would commence on 9.7.18 and are scheduled to be completed by 10.8.18. Traffic diversion had been carefully considered and Bridewell Street would become a one entry into the Market Place. The importance of signage for buses and businesses was emphasised. Whilst the work coincided with the South Norfolk Digital Trail it was important the work was carried out.
  
- SOUTH NORFOLK COUNCIL - None

074/18 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

- Cllr. Halls – Old Grammar School Trust – New Chair (Mike Gibbins) who had re-organised charity which provided funds to disadvantaged children.
- Cllr. Broome – Ketts Park – Meeting with Users and South Norfolk Council to discuss SNC’s future plans.
- Cllr. Mooney – Wymondham Town Football Club – congratulated ladies team on winning Norfolk Cup. Mens team achieved promotion.
- Cllr. Nuri – Green Infrastructure Group – reported meeting had taken place.
- Cllr. Mooney – Geening Wymondham had organised a very successful litter pick.
- Cllr. Underwood – Wymondham Access Group – held AGM and D Roberts elected as Chair. Were working well with other groups and the Council.

075/18 SUGGESTED ITEMS FOR NEXT MEETING - None

*[The meeting closed at 21.10 pm]*

DATED this .....day of .....2018

SIGNED .....(Chairman)



**WYMONDHAM TOWN COUNCIL  
APPOINTMENTS TO COMMITTEES  
MAY 2018**

**Finance & General Purposes: (5)**

Cllrs:

Mooney	Flatt	Hurn	Savage	J Hornby
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**Leisure & Environment: (5)**

Cllrs:

Longhurst	L Hornby	Wyer	Stearn	Underwood
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**Planning, Lighting & Highways: (5)**

Cllrs:

Broome	Longhurst	Sayer	Nuri	Halls
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**Outside Bodies:**

**Archive Management Group (3)** - Cllrs. Wyer, Longhurst & J Hornby

**Central Hall Committee: (1)** – Cllr. Stearn

**Letts Park Management Committee (4)** – Cllrs. Broome, L Hornby, Sayer & Flatt

**Lizard Trustees (2)** – Cllr. Halls & Mrs A Roberts (2015-19)

**Lizard Trustees (2)** – Messrs Hawkins & S Knights (2014-18)

**North Wymondham Community Centre (1)** – Cllr. Holden

**Spooner Row Village Hall (2)** – Cllrs. Halls & J Hornby

**Nym Access Group (1)** Cllr. Underwood.

**Nym. Allotments Group (1)** – Cllr. Savage

**Nym. Fuel Allotments Charity (1)** – Cllr. Savage

(M Armstrong, R Bartram, M Gibbins, G Iain, J Reynolds & Dr C Thorman).

**Nym. Grammar School Trust (1)** Cllrs. Savage & Halls

**Nym. Market Cross Trust (2)** – Mayor & Deputy Mayor

**Nym. Music Festival (1)** –Cllr. J Hornby

**Nym. Tennis Club (1)** – Cllr. Sayer

**Nym. Town Football Club (1)** – J Mooney

**Wymondham Business Group – Town Team (1)** – Cllr. Longhurst

**Working Groups:**

**About Wymondham’** – Town Mayor, Town Clerk, John Wood

**Council Bids, Health & Safety & Personnel (4)** – Cllrs. Savage, Flatt, Hurn & Underwood

**New Council Office – (5)** – Cllrs. Savage, Underwood, Broome, Halls & L Hornby.

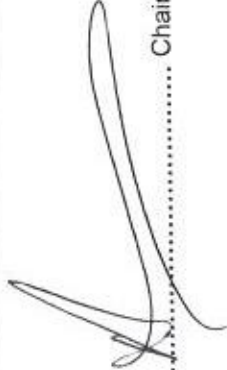
**Governance Group – (5)** – Cllrs Mooney, Hurn, Underwood, Broome & Savage.

**Toilets (5)** – Cllrs Broome, Savage, Stearn, Sayer & L Hornby.

**Farmers Market (2)** – Cllrs. Longhurst & Nuri.

**Green Infrastructure Group (1)** –Cllr. Nuri.

WYMONDHAM TOWN COUNCIL SALARIES							
No	PAID TO	DESCRIPTION	SERVICES	EXPEND	ANALYSIS	VAT AMOUNT	CHEQUE
1	Barclays Payflow	Salaries - April	Admin Salaries Est Salaries TIC Salaries Cemetery Salaries	4,490.35 3,585.89 423.29		8,499.53	D/D
					<b>TOTALS</b>	<b>8499.53</b>	

  
 ..... Chairman

  
 ..... Deputy Chairman

30th April 2018

PAID TO		WYMONDHAM TOWN COUNCIL MONTHLY CREDITORS					SERVICES		N/C		EXPEND		ANALYSIS		VAT		AMOUNT		CHEQUE	
No		DESCRIPTION																		
1	Wymondham Central Hall	Hire of hall 6/3/18							4020	Est - Rent			18.33	3.67	22.00		705362			
2	Gala Tent Ltd	6 No. Gazebo Truss Bolts							4540	Markets - Maintenance			26.61	5.32	31.93		705363			
3	Castle Group Ltd	Hire of Vexo vibration meter							4195	Est - Health & Safety			275.00		330.00		705364			
4	R & G Services East Anglia Ltd	Empty septic tank, remove pump, rewind and fit new parts							6210	Ketts Park - Maintenance			3185.00	637.00	3822.00		705365			
5	Ketts Park Community & Recreation Centre	Electricity for tennis flood lights							6050	L & E Tennis light electric				25.41	666.83		705366			
		Electricity for football club house							6220	Ketts Park Changing Rooms				0.00						
6	Anglian Water Business Ltd (National)	Water charge - Football changing rooms							6220	Ketts Park				0.00						
		Water charge - Cemetery							4430	Cemetery				0.00						
7	Alan Bunting	Noise and Vibration measurements and report							4195	Est - Health & Safety			620.00	0.00	620.00		705367			
8	Longwater Gravel Ltd	5 tonne top soil							4440	Cemetery - Maintenance			142.90	28.58	171.48		705368			
9	Abbeygate Garage Ltd	Fuel Account							6130	L & E Maintenance			163.18		195.82		705370			
10	Lark Valley Training	1 day Lantra training Brushcutter/Trimmer							4140	Est - Staff Training			114.00							
		Trainers mileage to Mile Cross Road, Norwich							4140	Est - Staff Training			10.62		747.72		705371			
11	EMO Oil	1000 ltrs heating oil							4060	Est - Heating			760.00	38.00	798.00		705372			
12	South Norfolk Council	Quarterly rent							4020	Est - Rent			7375.00	1,475.00	8,850.00		705373			
13	EE	Groundsmans telephone							4320	Admin - Telephone			12.97	2.59	15.56		705374			
14	Viking	Stationery							4310	Admin - Print/Stationery			164.73	32.95	197.68		705375			
15	Jewson Ltd	Black & Decker workmate, circular saw blade, screws							6130	L & E Maintenance			88.59	17.72	106.31		705376			
16	Castle Group Ltd	Return charge of vibration rental kit							4195	Est - Health & Safety			20.00	4.00	24.00		705377			
17	Broadland Tree Services	Cut back Yew tree by School House - Church Street							6130	L & E Maintenance			380.00	78.00	468.00		705378			
18	E.ON	Town Sign elec - 1/1/18-31/3/18							4040	Est - Electricity			41.13	2.06	43.19		705379			
19	Institute of Cemetery and Cremation Management	Annual subscription							4130	Est - Subscriptions			90.00	0.00	90.00		705380			
20	Vincent and Goring Ltd	Architectural and consultancy services, Elmaw consulting							4090	Est - Miscellaneous			9,238.30	1,847.66	11,085.96		705381			
21	HMRC	PAYE/NI							4000	PAYE/NI			2,895.46	0.00	2,895.46		705382			
22	Norfolk Pension Fund	Pensions							4000	Pensions			3,034.88	0.00	3,034.88		705383			
23	Viridor Waste Management Ltd	Wheeled Bin Account							4520	Council Refuse			68.02		68.02		705384			
		Wheeled Bin Account							4420	Cemetery Refuse			68.02		68.02		705384			
24	Slow Theatre Company	Grant							4700	Grants			450.00		450.00		705385			
25	Ernest Doe & Sons Ltd	Screws, ratchet tie and screen wash							6130	L & E Maintenance			24.71	4.94						
		Chain oil, Motomix fuel, Rollomatic guide bar							6140	L & E Equipment Maintenance			154.50	30.90						
		Lined leather gloves							4195	Est - Health & Safety			10.79	2.16	228.00		705386			
		Centre feed blue roll							6130	L & E Maintenance			11.95	2.39	14.34		705387			
26	Barclays Bank PLC/Mr Overalls Ltd	Water charge 7/1/18-6/4/18							4030	Est - Water			40.30	0.00	99.92		705388			
27	Anglian Water Business	Water charge standpipe - Market Place							4195	Est - Health & Safety			21.31	4.27						
		Artwork and print 7,500 About Wymondham							4800	About Wymondham - Print			1,215.00	243.00	1,458.00		705389			
28	Naked Marketing Ltd	Daily EDP							4090	Est - Miscellaneous			30.00	0.00	30.00		705390			
29	Norfolk News Deliveries Ltd	Basket liners and plants							6150	L & E Brighter Wymondham			62.73	12.55	75.28		705391			
30	Wymondham Garden Centre	4 No. posts							4600	Allotments			17.36	3.47	20.83		705392			
31	Farmbit Direct Limited	Repairs pop ups and TIC lights							8120	TIC - Miscellaneous			321.88	64.38	386.26		705393			
32	Alan R Cross & Son	Temporary Groundsman							4000	Salaries & Wages Temporary Staff			123.29							
33	Hays	20 kg grass seed							6160	L & E Brighter Wymondham			95.76	0.00	1,314.35		705394			
34	Collier Turf Care Ltd	Standing charge							6130	L & E Maintenance			196.00	0.00	196.00		705395			
35	Calor Gas Ltd	Training programmes on noise awareness and reports							6220	Ketts Park - Changing Rooms			19.61	0.98	20.59		705396			
36	Alan Bunting	Ordinance survey maps							4195	Est - Health & Safety			292.50	0.00	292.50		705397			
37	Linden Crescent Marketing Ltd	Kitchen Supplies							8050	TIC Purchases			95.41	0.00	95.41		705398			
38	Cash	Batteries							4090	Est - Miscellaneous			17.12	0.00						
		Bouquet - Dianne Fernee - Civic Award							4090	Est - Miscellaneous			2.99	0.00						
		Artificial grass							4440	Cemetery Maintenance			10.00	0.00						
		Bulb and bulb holder							4155	Est - Van maintenance			30.00	0.00						
39	Cash	Postage							4330	Admin - Postage			21.93	4.38	86.42		705399			
		TOTALS											2,942.08	5,036.27	39,457.87		705400			
		Non-Domestic Rates & Council Tax											8,658.31	0.00	8,658.31					
	SNDC	Tractor/Mower							6150	South Norfolk Council			165.58	33.11	198.69					
	CNH Capital								6150	April Maintenance			409.42	81.88	491.30					
										April Lease Rental			40,712.83	5,151.26	48,866.17					

Deputy Chairman *L. H. H. H. H.*

Chairman *[Signature]*