

WYMONDHAM TOWN COUNCIL
 MINUTES OF THE TOWN COUNCIL
 MEETING HELD ON TUESDAY 3rd MARCH 2020
 in the COUNCIL CHAMBER at 7.30pm.

Councillors Present

S Nuri	P Broome	K Hurn
A James	J Halls	I Flatt
P Hubble	W Batchelor	P Travis
D Roberts	J Hornby	A Holden
R Savage		

Member(s) of the Public: 3

Norfolk County Council: Cllr. Mooney

Councillor Hurn in the Chair

014/20	<u>APOLOGIES FOR ABSENCE</u> – Cllrs Astley
015/20	<u>DECLARATIONS OF INTEREST</u> <ul style="list-style-type: none"> • Cllr. Hurn – Agenda item 13 – Grant application – Company provided quotation. Took no part in debate or vote.
016/20	<u>MINUTES OF MEETINGS</u> Upon the proposition of Cllr. Travis and seconded by Cllr. Hubble the minutes of the meeting held on 7 th January 2020 were unanimously approved as a correct record.
017/20	<u>PROGRESS UPDATES</u> <ul style="list-style-type: none"> • <u>Neighbourhood Plan</u> – Cllr. Hurn reported that a meeting had been held with Consultants who had provided an initial outline of the process. Upon the proposition of Cllr. Broome and seconded by Cllr. Travis it was unanimously resolved to appoint Cllrs Hurn, Savage, Nuri and James onto the steering group as the Councils representatives. • <u>Greater Norwich Local Plan</u> – consultation period ends 16th March 2020.
018/20	<u>LEISURE ENVIRONMENT ENTERPRISE & TOURISM</u> minutes of meeting held on 21 st January 2020 were noted.
019/20	<u>FINANCE & GENERAL PURPOSES COMMITTEE</u> minutes of meeting held on 18 th February 2019 were noted and in particular that Market fees had not been increased.
020/20	<u>SUNDRY CREDITORS</u> Upon the proposition of Cllr. Roberts and seconded by Cllr. Halls it was unanimously resolved to pay accounts for January 2020, as per the submitted list in the sum of £208,694.02 In compliance with financial regulations the Clerk tabled a list of salaries paid from the wages account to the sum of £9,356.21
021/20	<u>SUNDRY CREDITORS</u> Upon the proposition of Cllr. Savage and seconded by Cllr. Broome it was unanimously resolved to pay accounts for February 2020, as per the submitted list in the sum of £269,159.78 In compliance with financial regulations the Clerk tabled a list of salaries paid from the wages account to the sum of £8,408.08

022/20	<u>MAYORS ENGAGEMENTS</u> were noted.
023/20	<u>PUBLIC PARTICIPATION</u> – None.
024/20	<u>RISK ASSESSMENTS</u> Upon the proposition of Cllr. Broome and seconded by Cllr. Roberts it was unanimously resolved to approve the risk assessments for 2019/20 and resulting action plan
025/20	<u>CIVIC AWARD</u> After discussion upon the proposition of Cllr. Halls and seconded by Cllr. Travis it was resolved to make an award to both nominees being Philip Yaxley and Arnie McConnell. N.B – written biographies of any future nominees to be forwarded to Councillors in advance of the meeting.
026/20	<u>GRANT APPLICATION</u> After discussion upon the proposition of Cllr. Savage and seconded by Cllr. Broome it was resolved to award a grant of £434.40 to Wymondham Dementia Support Group towards the £868.80 cost of installing a warm air curtain in the entrance way at the United Reform Church.
027/20	<u>ANNUAL PARISH MEETING</u> Cllr. Hurn advised that a representative from the Wymondham Dementia Support Group would attend to give a presentation on their work.
028/20	<u>REPORTS FROM COUNTY / DISTRICT COUNCILLORS</u> <ul style="list-style-type: none"> • Norfolk County Council <ul style="list-style-type: none"> ○ Cllr. Mooney <ul style="list-style-type: none"> ▪ Division boundary review in progress. ▪ Environmental Policy updated and on website. ▪ Library now accessible 24/7 by using a PIN access code. ▪ Traffic tables on Harts Farn estate have been re-aligned and improved. • South Norfolk Council <ul style="list-style-type: none"> ○ Cllr. Halls <ul style="list-style-type: none"> ▪ Leaking vending machine had resulted in Broadland DC staff being relocated temporarily into the Council chamber. ▪ Budget had been set for 2020/2021. ○ Cllr. Nuri <ul style="list-style-type: none"> ▪ Transforming cities fund bid had been made including £1m to improve Wymondham Station area. ○ Cllr. Hornby <ul style="list-style-type: none"> ▪ Emergency Committee had met for first time in 50 years to consider the current Coronavirus situation. ○ Cllr. Holden <ul style="list-style-type: none"> ▪ Greater Norwich Infra Structure CIL had allocated £196,000 to two projects in Wymondham including improving tennis facilities.

029/20

REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

- Cllr. James – Wymondham Access Group are giving out small grants including £50 to Robert Kett Court for gardening tools.
- Cllr. Roberts – Central Hall no longer progressing with a Post Office application due to requirements of Post Office Counters.
- Cllr. Travis – Wymondham Football Club Limited - attended meeting with Cllr. Hum and Clerk. Not activating Kings Head Meadow lease break clause. Awaiting financial information and proposal.
- Cllr. Hubble – Town Team – 27/6/20 Community Fusion Day, 13/9 2020 Vintage Day. Question mark over Wynterfest in December as no volunteers have yet come forward to organise the event.

[The meeting closed at 20.37 pm]

DATED this day of2020

SIGNED(Chairman)

DRAFT

No		PAID TO	DESCRIPTION	WYMONDHAM TOWN COUNCIL MONTHLY CREDITORS				SERVICES				NIC	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE		
281		Anglian Water Business (National) Ltd	14/1/19-9/12/19	Public toilets	4300	168.25									0.00				
			4/12/19-9/12/19	L & E Water - Browick	6030	11.30									0.00				
282		Sanitec Cleaning (Norwich) Ltd	Daily cleaning of public toilets	Public toilets	4300										182.00			179.55	706032
283		EE	Groundsmans telephone December	Admin - Telephone	4320										3.08			1.092.00	706033
284		Abbeygate Garage Ltd	Fuel Account	L & E Maintenance	6130										10.81			18.48	706034
285		Richard Stone	Delivery of About Wymondham	About Wymondham - Distribution	4810										0.00			64.88	706035
286		Hays	Temporary Grounds person	Salaries & Wages Temporary Staff	4000										0.00			441.60	706036
287		E.ON	Town sign 1/10/19-31/12/19	Est - Electricity	4040										2.95			1,112.41	706037
288		Post Office	Van Tax - VW Caddy	Est - van maintenance	4155										0.00			61.94	706038
289		SEH French Ltd	Interim payment No. 9 - New office and maintenance shed	Est - Miscellaneous	4090										28,931.61			260.00	706039
290		Vincent & Goring Limited	Architectural and Consultancy services, travel	Est - Miscellaneous	4090										144,658.03			173,589.64	706040
291		Viridor Waste Management Ltd	Wheeled Bin Account	Council Refuse	4520	51.79									1,021.60			6,129.60	706041
			Wheeled Bin Account	Cemetary Refuse	4420	68.02									10.36				
292		Jewson Ltd	Evo stick and screws	L & E Maintenance	6130										11.93			14.32	706042
293		Alan R Cross & Son	Attend to uplighters - Market Cross	TIC - Miscellaneous	8120	70.00									14.00				
			Repairs, installing and taking down Christmas lights	Est - Christmas lights	4120	3,357.85									671.57				
			Ketts Park Fire Alarm upgrade	Ketts Park Maintenance	6210	1,871.00									374.20			6,358.62	706044
294		Viking	Wash your hands signs	Public toilets	4300	9.90									1.98				
			2 packs of coloured paper	Admin - print/stationery	4310	15.98									3.20				
			Postage stamps	Admin - postages	4330	131.00									0.00			162.06	706045
295		Norfolk News Deliveries Ltd	Daily EDP	Est - Miscellaneous	4090										20.80			20.80	706046
296		Ernest Doe & Sons Ltd	Snow shovel, fuel line, micro fibre towels	L & E Maintenance	6130										33.67			40.40	706047
297		HMRG	PAYE/NIC	PAYE/NIC	4000										2,810.48			2,810.48	706048
298		Norfolk Pension Fund	Pensions	Pensions	4000										3,380.22			3,380.22	706049
299		E.ON	15/10/19-6/1/20	L & E Electricity - Browick	6040										2.44			51.19	706050
300		Boilerplus	Heating Insurance renewal	Est - Heating	4090										182.03			182.03	706051
301		Cleaning Supplies Ltd	Soap bars, toilet rolls and liquid soap	Public toilets	4300										25.63			153.75	706052
302		Roger Hyde Ltd	50% balance - Ketts Park Hall floor repairs	Ketts Park Maintenance	6210										380.30			2,281.80	706053
303		Information Commissioner's Office	Data Protection renewal	Est - Miscellaneous	4090										40.00			40.00	706054
304		R W Rice	Fee for Permissive footpath - Triffey Valley	L & E Brighter Wymondham	6160										600.00			600.00	706055
305		Neil Thomas	Remove Ivy from Pine tree, all brash chipped and removed from site	L & E Maintenance	6130										600.00			600.00	706056
306		South Norfolk Council	Quarterly rent	Est - Rent	4020										1,475.00			8,850.00	706057
307		EE	Groundsmans telephone - January	Admin - Telephone	4320										15.40			18.48	706058
						5,755.09									33,136.53			208,658.02	
		Sage UK Ltd	Sage 50c Accounts Essential	Admin Print/Stationery	4310										30.00			36.00	
						5,755.09									33,142.53			208,694.02	

 Chairman

Deputy Chairman

31st January 2020

WYMONDHAM TOWN COUNCIL SALARIES

No	PAID TO	DESCRIPTION	SERVICES	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
10	Barclays Payflow	Salaries - January	Admin Salaries Estab Salaries TIC Salaries Cemetery Salaries	£4,898.96 £2,682.26 £152.52 £1,622.47				£9,356.21 D/D
TOTALS							£9,356.21	

..... Chairman

..... Deputy Chairman

31 January 2020

WYMONDHAM TOWN COUNCIL MONTHLY CREDITORS

No	PAID TO	DESCRIPTION	N/C	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
308	Santec Cleaning (Norwich) Ltd	Daily cleaning of public toilets January	4300		910.00	182.00	1,092.00	706059
309	Nell Thomas	Fell dead pine tree and broken branches 2 days work	6130		1,000.00	0.00	1,000.00	706060
310	Trinity Stained Glass	Re lead and repair stained glass window	4440	1,494.90		0.00		
		Replace glass pane	8120	146.18		0.00	1,641.08	706061
311	Anglian Water Business (National) Ltd	4/10/19-3/1/20	4030		357.99	0.00	357.99	706062
312	Abbeygate Garage Ltd	Fuel Account	6130		345.88	69.17	415.05	706063
313	SEH French Ltd	Interim payment No. 10 - New office and maintenance shed	4090		204,138.26	40,827.65	244,965.91	706064
314	HMRC	PAYE/NIC	4000		3,814.77	0.00	3,814.77	706065
315	Norfolk Pension Fund	Pensions	4000		3,380.22	0.00	3,380.22	706066
316	T G Bodyshop	Repairs to Citroen van	4155		367.23	73.45	440.68	706067
317	Santec Cleaning (Norwich) Ltd	Daily cleaning of public toilets February	4300		910.00	182.00	1,092.00	706068
318	Westcootec Ltd	2 no. additional batteries for SAM 2 machines	4090		160.00	32.00	192.00	706069
319	Larking Gowen	Mid Year internal audit	4110		1,330.00	266.00	1,596.00	706070
320	Savills Client a/c re: Anglian Water Services Ltd	Rent in advance 25/3/20-23/6/20	4600		907.12	0.00	907.12	706071
321	Norfolk News Deliveries Ltd	Daily EDP	4090		26.00	0.00	26.00	706072
322	Cleaning Supplies Ltd	10 boxes mini jumbo toilet rolls, sanitary bin	4300		117.18	23.44	140.62	706073
323	Vindor Waste Management Limited	Wheeled Bin Account	4520	84.25		16.85		
		Wheeled Bin Account	4420	84.25		16.85		
324	Derek Powley Services Ltd	Repairs to pressure washer	6140		145.55	29.11	174.66	706074
325	Vincent & Gorbng Ltd	Architectural and Consultancy services, travel	4090		5,144.00	1,028.80	6,172.80	706075
326	Kevin Pope	Window cleaner	4050		50.00	0.00	50.00	706076
327	Canon UK Ltd	Printer charges 1/3/20-31/5/20	4310		124.42	24.88	149.30	706077
328	Jewson Ltd	Fencing pin, barrier tape, screws, screwbolt	6130		114.19	22.83	137.02	706078
329	Ernest Doe & Sons Ltd	Bolts, bleach, oil, drill bit, de-icer, hacksaw blades & shovel	6130		200.43	34.16	234.59	706079
330	Norman Wenn Ltd	Hire of extra large skip	4440		183.33	36.67	220.00	706080
331	DMH Solutions Ltd	LGRS Win 20 2019 (upgrades)	4310		99.00	19.80	118.80	706081
332	Biltem Books	10 No. books	8050		28.60	0.00	28.60	706082
333	Hays	Temporary Grounds person	4000		368.16	73.63	441.79	706083
334	Cash	Gum dispersal agent	6130	8.09		1.62		
		Toilet alarm pull cords	4300	37.00		7.40		
		Ball valve	6130	3.37		0.67		
		Shelf bracket and wall fittings	4440	9.46		1.89		
		Kitchen supplies	4090	10.09		0.00		
		Bouquet	4090	45.00		0.00		
		Bulb for van	4155	6.65		1.34	132.58	706085
				1,929.24	224,222.33	42,972.21	269,123.78	
	Sage UK Ltd	Sage 50c Accountis Essential	4310		30.00	6.00	36.00	
		TOTALS		1,929.24	224,252.33	42,978.21	269,159.78	

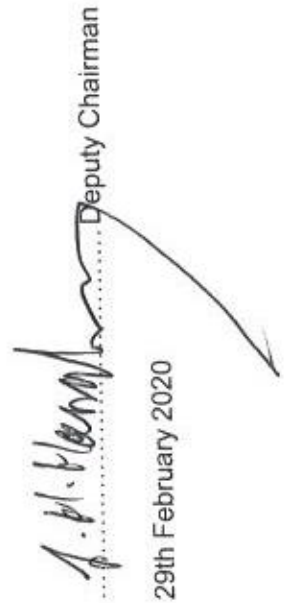
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Chairman

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Deputy Chairman

WYMONDHAM TOWN COUNCIL SALARIES

No	PAID TO	DESCRIPTION	SERVICES	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
11	Barclays Payflow	Salaries - February	Admin Salaries	4,898.96				
			Estab Salaries	3,340.64				
			TIC Salaries	168.48				
			Cemetary Salaries				8,408.08	D/D
TOTALS							8,408.08	

..... Chairman

..... Deputy Chairman

29th February 2020