

**WYMONDHAM TOWN COUNCIL**  
**MINUTES OF A TOWN COUNCIL**  
**MEETING HELD ON TUESDAY 5<sup>th</sup> April 2022**  
**in the Council Offices at 7.00 pm.**

Councillors Present

S Nuri-Nixon	P Broome	K Hurn
K Cross	P Hubble	Y Astley
A Holden	J Halls	R Savage
A James	K Carsok	R Elliott

Member(s) of the Public: 6

Councillor Hurn in the Chair

040/22	<u>APOLOGIES FOR ABSENCE</u> – Cllr. Flatt & Murrell
041/22	<u>DECLARATIONS OF INTEREST</u> – None.
042/22	<u>MINUTES OF MEETINGS</u> Upon the proposition of Cllr. Hubble and seconded by Cllr. Holden the minutes of the meeting held on 1 <sup>st</sup> March 2022 were approved as a correct record.
043/22	<u>PROGRESS UPDATES</u> <ul style="list-style-type: none"> <li>• <u>Room Hire</u> Clerk confirmed that a booking form was being prepared and would be placed on the Council’s website in due course.</li> <li>• <u>Job descriptions</u> Clerk confirmed that these would be on a future agenda.</li> </ul>
044/22	<u>LEISURE ENVIRONMENT ENTERPRISE &amp; TOURISM COMMITTEE</u> minutes of meeting held on 15 <sup>th</sup> March 2022 were discussed. In particular, the allocation of all of the £300 South Norfolk Council Queens Jubilee grant to the Town Team, with a number of Councillors expressing a view that other groups/street parties should have been given the opportunity to have some part funding. It was agreed to match fund SNC with £300 from the Sponsorship budget and it was resolved to note the minutes and ratify the decisions made by the Committee.  Cllr. James queried if she should declare an interest as a member of Wymondham In Bloom as they were affiliated to the Town Team. She was advised no as the funding was not going to Wymondham In Bloom.
045/22	<u>SUNDRY CREDITORS</u> Upon the proposition of Cllr. Cross and seconded by Cllr. Halls it was resolved to pay accounts for March 2022, as per the submitted list in the sum of £48,656.22 In compliance with financial regulations the Clerk tabled a list of salaries paid from the wages account to the sum of £8,297.58

046/22	<p><b><u>PUBLIC PARTICIPATION:</u></b></p> <ol style="list-style-type: none"> <li>1. Representative from Greening Wymondham <ul style="list-style-type: none"> <li>• Browick Road Recreation Ground Agenda item 8 <ul style="list-style-type: none"> <li>○ Not clear on what consultation will take place.</li> <li>○ Allocation of Community Infrastructure Levy (CIL) premature, wants working group to discuss.</li> </ul> </li> <li>• Break Charity – Mammoth – Agenda item 9 – doesn’t like them nor the existing Henry the Hare in the Market Place.</li> </ul> </li> <li>2. Public – Markets - Agenda item 10 – Contributes to economy – backward step to take canopies away</li> </ol>
047/22	<p><b><u>BROWICK ROAD RECREATION GROUND</u></b> Cllr. Nuri-Nixon presented her paper in respect of re-modelling Browick Road Recreation Ground following the working groups meeting with an officer from South Norfolk whose recommendation was that consultants are employed to carry out consultation, prepare plans and specifications to enable funding applications to be made. It was proposed that the first stage would be the installation of an improved skateboard facilities. After discussion during which there was support for the overall project concerns were raised as to the allocation of CIL monies the following was proposed.</p> <ol style="list-style-type: none"> <li>1. Upon the proposition of Cllr. Savage and seconded by Cllr. James it was unanimously resolved to establish a Browick Recreation Ground Earmarked Reserve and to transfer (‘vire’) £20,000 from the General Reserve.</li> <li>2. An amendment to the original paper proposal was put forward by Cllr. Elliott and seconded by Cllr. Carsok ‘To defer any allocation of Community Infrastructure Levy funds in respect of the project until the Consultation report is received’ For 5 Against 7 - Amendment lost.</li> </ol> <p>Upon the proposition of Cllr. Nuri-Nixon and seconded by Cllr. James it was resolved to ‘Earmark/Ringfence incoming CIL allocation of £250,000 to be received in April 2022 for the Browick Road Recreation Ground Improvements’ For 7 Against 5- motion passed.</p>
048/22	<p><b><u>BREAK CHARITY</u></b> Request from Break Charity to site a ‘Buzz’ mammoth sculpture on their preferred site being The Fairland for a 11-week period. Other locations such as outside the library and on the grassed area of the Back Lane car park were discussed. Upon the proposition of Cllr. Savage and seconded by Cllr. Astley it was unanimously resolved to allow the siting with the sculpture preferably being in the top left-hand corner near the Fairland Hall.</p>
049/22	<p><b><u>MARKETS</u></b> - Paper outlining the work undertaken by the Markets Review Working group was discussed. Charges to be applied per linear foot and concerns were raised about depth of stall. Electricity supply was discussed and it was agreed that this should be for lighting not heaters with costs being regularly reviewed in light of rising energy prices. It was also felt that most traders would have their own canopies. Upon the proposition of Cllr. Cross and seconded by Cllr. Astley it was unanimously resolved to adopt the new regulations and pricing structure.</p>

050/22	<p><u>CHANDLERS HILL</u> Scheme design and details of possible furniture were discussed with concerns raised as to their suitability. Issues were also raised as to the type of path to be installed and to the overall cost of the project as it was felt that the budget of £5,000 may be too low for a quality installation. It was agreed that a local firm of Landscape gardeners should be contacted, and a meeting arranged with Cllrs Cross and Broome to seek their professional advice and to obtain a quote.</p>
051/22	<p><u>UKRAINE REFUGEE CRISIS</u> Cllr. Holden advised that Norfolk County Council and South Norfolk Council were taking the lead in the re-settlement of refugees, and it was a fast-moving situation. Upon the proposition of Cllr. Holden and seconded by Cllr. Hurn it was unanimously resolved that Wymondham Town Council will aid and assist Norfolk County Council and South Norfolk Council wherever possible to ensure that Ukrainian refugees are integrated into our community.</p>
052/22	<p><u>REPORTS FROM COUNTY / DISTRICT COUNCILLORS</u></p> <p><u>Norfolk County Council</u> Cllr. Savage</p> <ul style="list-style-type: none"> <li>• Ketts Trail officially now open.</li> <li>• School Streets scheme start for Browick Road school (25/4/22) &amp; Robert Kett School (2/5/22). Consultation has taken place.</li> <li>• Tourism Survey now underway.</li> </ul> <p><u>South Norfolk Council</u> Cllr. Nuri-Nixon</p> <ul style="list-style-type: none"> <li>• Funds being allocated for Road signage in Town Centre.</li> </ul> <p>Cllr. Halls</p> <ul style="list-style-type: none"> <li>• Joint working group with Broadland DC re joint office accommodation resulted in acrimonious split with no joint decision.</li> </ul> <p>Cllr. Savage</p> <ul style="list-style-type: none"> <li>• Love Local/Spend Local campaign to support local businesses.</li> </ul>
053/22	<p><u>REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES</u></p> <ul style="list-style-type: none"> <li>• Cllr. Holden – Allotment Association – AGM (7/4/22) and Sunday for Bacon Butties.</li> <li>• Cllr. Carsok – Greening Wymondham – 20 Volunteers at recent Orchard Day and next session on 16/4/22. Litter Pick (23/4/22) and Great Big Green Week (24/9/22-2/10/22)</li> </ul>
054/22	<p><u>EXCLUSION PRESS &amp; PUBLIC</u> On the proposition of Cllr. Broome and seconded by Cllr Hubble resolution by the Council under the provisions of Section 1 of the Public Bodies (Admissions to meetings) Act 1960 to exclude Press and the Public from the meeting of Wymondham Town Council in order to discuss matters where publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.</p>

055/22	<p><u>COUNCIL BUILDINGS, HEALTH &amp; SAFETY AND PERSONNEL WORKING GROUP</u> minutes of the meeting held on 24th March 2022 were noted and the following was resolved:</p> <p><u>TOWN CO-ORDINATOR</u> Cllr Holden reported that he had spoken to officers at South Norfolk Council and that they will be producing a job description. It was also reported that South Norfolk Council had made other offers regarding the management of the Town Co-ordinator or the possibility of the Town Co-ordinator being directly employed and managed by South Norfolk Council with Wymondham Town Council contributing the amount allocated in the budget towards this role.</p> <p>It was agreed that a report detailing the job description and associated offers and options would be provided and that this would be discussed by the Councils Building, Health and Safety &amp; Personnel Working Group at a meeting to be convened following receipt of the report.</p> <p><u>STAFFING</u> Cllr Hurn explained the issues relating to staffing as outlined in the report. Following a debate between Councillors it was resolved to adopt the pay strategy using the scale points as per the table shown in the report. A recorded vote was requested.</p> <p>For: Cllrs Hurn, Broome, Savage, Astley, Nuri-Nixon, James, Halls &amp; Hubble  Against: Cllrs Holden &amp; Carsøck  Abstentions: Cllrs Elliott &amp; Cross</p>
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*[The meeting closed at 22.10 pm]*


DATED this .....day of .....2022

SIGNED .....(Chairman)

**WYMONDHAM TOWN COUNCIL MONTHLY CREDITORS**

No	PAID TO	DESCRIPTION	SERVICES	N/C	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
333	Joseph Ash Medway	Part for gate at Play park - Ketts Park	Ketts Park Maintenance	6210		475.00	95.00	570.00	706813
334	Norfolk Association of Local Councils	Being an Effective Councillor course - February 2022	Est - Staff Training	4140		108.00	21.60	129.60	706814
335	EDF	Market Place elec 26.1.22-23.2.22	TIC - Electricity	8040		70.63	0.00	70.63	706815
336	Sanitec Cleaning (Norwich) Ltd	Daily clean of public toilets and emergency clean -February	Public Toilets	4300	940.33		188.07		
		Additional cleaning due to vandalism and flooding	Public Toilets	4300	70.00			1212.40	706816
337	BT	Lift line	Admin - Telephone	4320		10.28	2.06	12.34	706817
338	BT	Telephone and Internet	TIC - Telephone	8100		222.90	44.58	267.48	706818
339	Anglian Internet	Office 365 subscription, Domain renewal	Admin - Print/stationery	4310		187.80	0.00	187.80	706819
340	Netmatters Ltd	Time and skills on Compliance Development - website	Admin Print/Stationery	4310		816.00	163.20	979.20	706820
341	Ingham Pinnock Associates	Neighbourhood plan consultancy services	Est - Miscellaneous	4090		2486.64	497.33	2983.97	706821
342	E.ON Next	Elec 1.2.22 - 28.2.22	L & E electric - Browick	6040		10.27	0.51	10.78	706822
343	E.ON Next	Elec 1.2.22 - 28.2.22	Est - Electricity	4040		472.59	94.52	567.11	706823
344	Norman Wenn Ltd	Hire of skip - Cemetery	Cemetery maintenance	4440		154.17	30.83	185.00	706824
345	BT	Lift line	Admin - telephone	4320		10.28	2.06	12.34	706825
346	Anglian Water Business (National) Ltd	Water 4.12.21 - 3.3.22	L & E Water - Browick	6030		11.78	0.00	11.78	706826
347	Abbeygate Garage Ltd	Fuel Account	SNC - Dog bins	6170		6.746.60	1,349.32	8,095.92	706827
348	South Norfolk Council	Dog bin - annual charge 2021/2022	Est - van maintenance	4155		275.00	0.00	275.00	706830
349	Post Office	Road tax - van	Est - Staff Training	4140		225.99	45.20	271.19	706831
350	Britannia Safety and Training	Scissor lift and cherry picker training, Harness and lanyard	Public toilets	4300		503.81	0.00	503.81	706832
351	Anglian Water (Business) Ltd	Water charge 10.12.21 - 9.3.22	Wymondham Cemetery	4430		61.18	0.00	61.18	706833
352	Anglian Water (Business) Ltd	Water charge 12.12.21-11.3.22	Est - Miscellaneous	4090		800.00	160.00	960.00	706834
353	Ingham Pinnock Associates	Neighbourhood Plan consultancy services	About Wymondham Distribution	4810		508.20	0.00	508.20	706835
354	Mr R Stone	Delivery of Wymondham Magazine	L & E Equipment Maintenance	6140		163.80	32.76	196.56	706836
355	Ray Tuttle Lift Services Limited	LOLER inspections on passenger lift and scissor platform	Est - Miscellaneous	4090		160.00	32.00	192.00	706837
356	Westotec Ltd	2 No. SAM2 speed camera batteries	Public Toilets	4300		940.33	188.07	1,128.40	706838
357	Sanitec Cleaning (Norwich) Ltd	Daily clean of public toilets - March 2022	Street Lights	4200		6,727.66	1,345.53	8,073.19	706840
358	Suffolk County Council	LED upgrade on 14 units	Est - van maintenance	4155		236.74	39.75	276.49	706841
359	TG Bodyshop	MOT and service Citroen relay	Cemetery maintenance	4440		281.33	56.27	337.60	706842
360	Alan R Cross & Son	Replace heater in toilet	Admin Print/Stationery	4310		175.00	35.00	210.00	706843
361	Anglian Internet	Wipe and reinstall windows and office - virus on computer	TIC - electricity	8040		67.27	3.36	70.63	706844
362	EDF	Electricity 26.1.22-23.2.22	L & E Equipment Maintenance	6140		388.04	77.62	465.66	706845
363	Ernest Doe & Sons Ltd	Repairs to Ferris Mower	PAYE/NIC	4000		3,615.99	0.00	3,615.99	706846
364	HMRC	PAYE/NIC	Pensions	4000		3,786.73	0.00	3,786.73	706847
365	Norfolk Pension Fund	Pensions	L & E Maintenance	6130		9.76	1.94	11.70	706848
366	C C Clements & Sons	2 No. mortice keys	L & E Maintenance	6130		15.51	3.10	18.61	706849
367	Edmundson Electrical Ltd	Connector and plug	Admin Print/Stationery	4310		84.89	16.98	101.87	706850
368	Canon UK Ltd	Printing costs 1.12.21- 28.2.22	Salaries and wages	4000		2,402.12	480.44	2,882.56	706851
369	Hays recruitment	Temporary Ground staff	Est - Cleaning	4050		150.00	0.00	150.00	706852
370	Mrs O Gaul	Cleaning of Council Offices	Est - van maintenance	4155	186.66		37.33		
371	T G Bodyshop	Replace offside front spring - Citroen relay van	Est - van maintenance	4155	238.86		40.17	503.02	706853
372	Hugh Crane Cleaning Equipment Ltd	Service and MOT - VW Caddy	Public toilets	4300		43.60	8.72	52.32	706854
373	Broadland Tree Services	5 No. Savon peatle 5 litre soap Cutting back trees overhanging the Loke	Est - Miscellaneous	4090	560.00		112.00		
374	StandleySteel Stockholders	Pollard Sycamore tree and removal of Pine branch	Cemetery - Maintenance	4440	660.00		132.00	1,484.00	706856
375	Biffa Waste Services Ltd	Modifying gate - Ketts Park Play Area Wheeled Bin Account	L & E Maintenance	6130		40.00	8.00	48.00	706857
		Wheeled Bin Account	Council Refuse	4520	87.68		17.54		
		Wheeled Bin Account	Cemetery Refuse	4420	76.18		15.24	196.64	706858
376	Viking Payments	Brother printer	TIC purchases	8050	87.49		17.50		
		DL envelopes	Admin Print/Stationery	4310	24.99		5.00	134.98	706859

377	Alan R Cross & Son		Carry out appliance tests, repair extension leads, supply flex	L & E Maintenance	6130		437.56	87.51	525.07	706860
378	Jewson		Postfix and softwood sleepers	L & E Maintenance	6130		75.92	15.18	91.10	706861
379	Suffolk County Council		Street light maintenance and energy 1.4.21-31.3.22	Street Lights	4200		4,839.43	967.89	5,807.32	706862
380	Cash		Bouquet	Est - Miscellaneous	4090	40.00		0.00		
			Fan Heater	Cemetery maintenance	4440	11.99		0.00		
			Ratchet set	L & E Maintenance	6130	8.49		1.70		
			Aerosol spray	L & E Maintenance	6130	9.58		1.92		
			2 No. Queens Platinum Jubilee Flags	Est - Miscellaneous	4090	15.98		0.00		
			Toilet seat fixings	Public Toilets	4300	5.00		1.00		
			Wall mountable lockable letter box	TIC purchases	8050	28.00		0.00		
			Kitchen supplies	Est - Miscellaneous	4090	6.99		0.00	130.65	706863
						3,058.22	38,859.63	6,501.97	48,419.82	
	Direct debits									
	EE		Groundsman mobile phone	Admin - telephone	4320		15.64	3.13	18.77	
	Sage UK Ltd		Sage 50c Accounts Essential	Admin Print/Stationery	4310		82.25	16.45	98.70	
	Anglian Internet		Telephone and internet	Admin - telephone	4320		99.11	19.82	118.93	
						3,058.22	39,056.63	6,541.37	48,656.22	

 Deputy Chairman

 Chairman

31st March 2022

**WYMONDHAM TOWN COUNCIL SALARIES**

NO	PAID TO	DESCRIPTION	SERVICES	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
12	Barclays Payflow	Salaries - March	Admin Salaries	5978.97				
			Estab Salaries	1867.76				
			TIC Salaries	226.13				
			Cemetery Salaries	1603.14			9676.00	D/D
<b>TOTALS</b>							<b>9676.00</b>	

..... Chairman

..... Deputy Chairman

31st March 2022