

WYMONDHAM TOWN COUNCIL
 MINUTES OF A TOWN COUNCIL
 MEETING HELD ON TUESDAY 6th September 2022
 in the Council Offices at 7.00 pm.

Councillors Present

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

Member(s) of the Public: 2

Councillor Hurn in the Chair

110/22	<u>APOLOGIES FOR ABSENCE</u> – Cllr. Flatt & Murrell.
111/22	<u>DECLARATIONS OF INTEREST</u> <ul style="list-style-type: none"> • Cllr. Holden – sits on Committee which will review Neighbourhood Plan will take no part in debate and leave room. • Cllr. Savage – Norfolk County Council Western Link Road Consultation – non-pecuniary as the elected NCC Councillor for Wymondham Division.
112/22	<u>MINUTES OF MEETINGS</u> Upon the proposition of Cllr. Savage and seconded by Cllr. Cross the minutes of the meeting held on 5 th July 2022 were unanimously approved as a correct record.
113/22	<u>PROGRESS UPDATES:</u> <ul style="list-style-type: none"> • <u>COMMUNICATIONS WORKING GROUP</u> Upon the proposition of Cllr. James and seconded by Cllr. Broom the notes of the meeting held on 9th August 2022 were noted and the attached Terms of Reference were ratified. • <u>VANDALISM - PUBLIC TOILETS</u> - On the proposition of Cllr. Savage and seconded by Councillor Astley it was unanimously resolved to condemn the recent vandalism of the Public Toilets in the Town Centre, with the consequent cost to the public purse for repairs and that the Council encourages anyone who witnesses vandalism to report it to the Police so that the culprits may be apprehended and charged.
114/22	<u>SUNDRY CREDITORS</u> Upon the proposition of Cllr. Elliott and seconded by Cllr. Halls it was resolved to pay accounts for July 2022, as per the submitted list in the sum of £25,937.42 In compliance with financial regulations the Clerk tabled a list of salaries paid from the wages account to the sum of £10,227.62
115/22	<u>SUNDRY CREDITORS</u> Upon the proposition of Cllr. Elliott and seconded by Cllr. Holden it was resolved to pay accounts for August 2022, as per the submitted list in the sum of £34,217.87 In compliance with financial regulations the Clerk tabled a list of salaries paid from the wages account to the sum of £10,079.69

116/22	<u>MAYORS ENGAGEMENTS</u> – Noted.
117/22	<p><u>PUBLIC PARTICIPATION:</u></p> <ul style="list-style-type: none"> ● Cllr. Savage – Outlined concerns as the County Councillor for Wymondham Division and Resident in respect of proposed Market Place Street enhancements. <ul style="list-style-type: none"> ○ No public consultation ○ Buses turning and potential damage to Market Cross wall ○ Increase risks to pedestrians ○ Longer route for traffic/pollution/noise/increase fuel costs ○ Only a couple of businesses will benefit. ○ Excessive cost (still rising) ○ CIL could be used elsewhere e.g., play equipment refurbishment at Ketts Park.
118/22	<p><u>NEIGHBOURHOOD PLAN</u> <u>Cllr. Holden left the room.</u> Cllr. Hurn outlined the process to date and that the plan had now been revised, taking into account comments from South Norfolk Council when it was originally submitted Questions were answered and it was agreed that this is an important plan to assist in the shaping of the Town in the future. The group consisting of Councillors and representatives from the community who worked on it in conjunction with the Councils professional advisors (Ingham Pinnock) were thanked for their work. Upon the proposal of Cllr. Hurn and seconded by Cllr. Savage it was unanimously resolved (with the exception of Cllr. Halls who did not vote as he sits on South Norfolk Councils Scrutiny Committee) to approve the revised plan.</p> <p>Cllr. Holden returned to the room.</p>
119/22	<p><u>CHANDLERS HILL</u> Cllr Cross referred to her report that following a meeting with contractors a revised quotation had been received which was higher than their original quote due to rising prices. Removal of seating and the two proposed arches brings the cost back to the original sum agreed by the Council. Cllr. Broome reminded the Council that a new quotation in writing should be sought to ensure it was clear what work was being undertaken. Upon the proposition of Cllr. Cross seconded by Cllr. Carsok it was resolved to approve the work provided it did not exceed the previously agreed sum of £12,654 + VAT.</p>
120/22	<p><u>BROWICK ROAD RECREATION GROUND REVIEW</u> Cllr. Nuri-Nixon introduced her paper in respect of the appointment of a preferred partner to undertake the initial phase of this project. She explained that 2 potential partners details had been provided by South Norfolk Council and interviews had been held and proposals and costs received. It had not been possible to obtain a third quote due to the specialised nature of the work. Following discussion and upon the proposition of Cllr. Nuri-Nixon and seconded by Cllr. James it was unanimously resolved to invoke financial regulation 11 removing the need to obtain three quotes and to allocate an additional £10,000 from general reserves and to appoint FMG consulting as the preferred contractor for the re-development and improvement of Browick Road Recreation Ground for recreational and leisure purposes.</p>

121/22	<p><u>CIVILITY & RESPECT</u> Cllr. Elliott outlined his paper in respect of the new nationally introduced Civility & Respect policy. Upon the proposition of Cllr. Elliott and seconded by Cllr. Halls it was unanimously resolved to:</p> <ol style="list-style-type: none"> 1) This Council agrees to implement all elements and adopt the civility and respect pledge as outlined in section 2 of this report. 2) This Council agrees to immediately put in place initial civility and respect training for both Councillors and Clerk as detailed in section 303 of this report. A commitment is also made to further training for Councillors and all staff.
122/22	<p><u>NORFOLK COUNTY COUNCIL WESTERN LINK CONSULTATION</u> Cllr. Hurn outlined the consultation being undertaken by Norfolk County Council in respect of the proposed Western Link Road project and its implications to Wymondham and in particular Chapel Lane, Tuttlles Lane & Barnham Broom Road. After discussion during which a number of Councillors confirmed that they had attended the recent NCC presentation at Barnham Broom Cllr. Savage made a number of proposals to support the overall scheme, but with caveats in respect of the above roads. Other Councillors were unhappy to vote and requested a deferral. Upon the proposition of Cllr. Cross and seconded by Cllr. Holden it was resolved to defer this matter to the October meeting of the Council.</p>
123/22	<p><u>CHRISTMAS TREE – MARKET PLACE</u> Cllr. Cross introduced her paper for a real 20ft Christmas tree to be erected in the centre of the Market Place. Traders have been consulted and she advised they are happy as long as it does not interfere with their trading. Concerns were raised as to:</p> <ul style="list-style-type: none"> • Will a larger tree fit into the existing supporting base that the Council has. • How will the base be bolted to the ground (Clerk advised that Council staff are not qualified to install ground fixings under Health & Safety nor covered by Insurance). • A 20ft tree will require a crane to lift in place. <p>Cllr. Halls then advised that he had some information of a confidential nature that should be considered. Upon the proposal of Cllr. Halls and seconded by Cllr. Nuri-Nixon it was resolved to continue this discussion at the end of the meeting following the exclusion of the press and public in accordance with Section 1 of the Public Bodies (admission to meetings) Act 1960.</p>
124/22	<p><u>STREET ENHANCEMENT – MARKET PLACE</u> Cllr. Holden referred to his Paper outlining the present position in respect of the Temporary Traffic Regulation Order (TTRO) that applied to the stretch of Road between Fairland Street and Queen Street in the Town Centre and the planters placed there by South Norfolk Council during the Covid 19 Pandemic. The opportunity has now arisen to work with South Norfolk & Norfolk County Councils to support residents and businesses by making a permanent TRO and extending the existing footpath out to create a one way street. A long discussion then ensued and upon the proposition of Cllr. Holden and seconded by Cllr. Hubble it was resolved that the Council commits to reserving £50,000 of Community Infrastructure Levy (CIL) or 1/3rd of the cost (whichever is lower) of the improvements to the area of the Market Place outside the Cross Keys public house and Mad Hatters tea shop.</p> <p>Fore 6 Against 2 Abstentions 4.</p>

125/22	<p><u>KEEPING INFORMED</u> Cllr. Holden introduced his paper proposing that an agenda item is added to meetings of the full Council allowing questions received in writing to be asked of the Chairs of the Council, its committee's and working groups limited to a maximum of 20 minutes. After discussion upon the proposal of Cllr. Holden and seconded by Cllr. Hubble it was resolved that an agenda item is added to all meetings of the full council to allow questioning of the chairs of the council, its committees and working groups. Such questions and follow up questions are expected to be answered in full but can be deferred to the following meeting or answered in writing, with all written replies shared with all Councillors. Questions are to be submitted to the chairs (and copied to the Clerk) via email no later than 3pm on the Thursday prior to the meeting. This item to be trialled for a 6-month period.</p>
126/22	<p><u>REPORTS FROM COUNTY / DISTRICT COUNCILLORS</u> <u>Norfolk County Council</u></p> <ul style="list-style-type: none"> • Cllr. Savage -Re-iterated that all residents should be encouraged to view and respond to the Western Link Consultation noting the deadline date of 9/10/22. <p><u>South Norfolk Council</u> – None.</p>
127/22	<p><u>REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES:</u></p> <ul style="list-style-type: none"> • Cllr. James – <ul style="list-style-type: none"> ○ Wymondham Access Group – held officers meeting and are looking to create an Accessibility Action Plan. ○ Wymondham Access Group – Network Rail have rejected proposals to rectify rail station accessibility issues. NCC are aware. • Cllr. Carsok <ul style="list-style-type: none"> ○ Greening Wymondham – running Greening week 24/9/22 – 1/10/22.
128/22	<p><u>EXCLUSION PRESS & PUBLIC</u></p> <p>On the proposition of Cllr. Halls and seconded by Cllr Nuri-Nixon 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>
129/22	<p><u>CHRISTMAS TREE – MARKET PLACE</u> Cllr. Halls advised some information which was pertinent to the Councils decision. Discussion then took place in respect of the positioning of the tree, its size and how the tree holder will be affixed to the ground. It was resolved to obtain a Structural engineers report before discussing the matter further.</p>

[The meeting closed at 22.24 pm]

DATED thisday of2022


SIGNED(Chairman)

WYMONDHAM TOWN COUNCIL SALARIES

No	PAID TO	DESCRIPTION	SERVICES	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
4	Barclays Payflow	Salaries - July	Admin Salaries	6,001.18				
			Estab Salaries	1,797.27				
			Cemetery Salaries	1,683.57				
			TIC Salaries	745.60			10,227.62	D/D

10,227.62


 Chairman


 Deputy Chairman

31st July 2022

WYMONDHAM TOWN COUNCIL MONTHLY CREDITORS									
No	PAID TO	DESCRIPTION	SERVICES	NIC	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
124	Savills Client A/C re Anglian Water Services Ltd	Rent in advance 24/6/22-28/09/22	Alignments	4600		975.63	0.00	975.63	706994
125	EDF	Elec 16.6.22-28.7.22	TIC - Electricity	8040		41.18	2.06	43.24	706995
126	Sanitec Cleaning (Norwich) Ltd	Daily cleaning services - July	Public toilets	4300	1,001.00		200.20		
		Emergency call out - water leak	Public toilets	4300	105.00				
127	The CDS Group	Topographical Survey, Geotech - New Cemetery Development	Est - Miscellaneous	4090		3,380.00	676.00	1,327.20	706996
128	Wymondham Tyre Services Ltd	2 No. Inner tubes	L & E maintenance	6130		38.00	7.60	45.60	706997
129	Npower Commercial Gas Ltd	1.1.22-31.3.22 Town Sign	Est - Electricity	4040		74.77	3.74	78.51	706998
130	Norfolk Association of Local Councils	Finance for Councillors 28th April 2022 - Clir Holden	Est - Staff training	4130		30.00		36.00	707000
131	Biffa Waste Services Ltd	Wheeled Bin Account	Council Refuse	4520	102.82		20.56		
		Neighbourhood Plan	Cemetery Refuse	4420	102.06		20.41		707001
132	Ingham Pincock Associates	Fuel Account	Est - Miscellaneous	4090		3,575.00	715.00	4,290.00	707002
133	Abbeygate Garage Ltd	Elec 1.7.22-31.7.22	L & E Maintenance	6130		277.36	55.47	332.83	707003
134	E.ON Next	Annual monitoring fee 1.6.22-31.5.23	Est - Electricity	4040		172.86	8.64	181.50	707004
135	The CDS Group	Geotechnical Lab Testing - New Cemetery Development	Est - Miscellaneous	4090		2,539.20	507.84	3,047.04	707005
136	HMRC	PAYE/NIC	PAYE/NIC	4000		3,606.45	0.00	3,606.45	707006
137	Norfolk Pension Fund	Pensions	Pensions	4000		3,884.95	0.00	3,884.95	707007
138	Wymondham Heritage Society	15 No. books - TIC	TIC purchases	8050		24.85	0.00	24.85	707008
139	Glasdon UK Ltd	2 No. Black Jubilee litter bins - Market Place	L & E Maintenance	6130	930.80		186.16		
140	T/a Commercial & Industrial Cleaning Supplies Ltd	2 No. black Topsy Royale litter bins - Ketts Park	L & E maintenance	6130	363.30		72.66	1,552.92	707009
141	East Fire Extinguishers & Alarms UK Ltd	10 no. Mini Jumbo 2 ply 3" box 12 toilet rolls	Public Toilets	4300		137.90	27.58	165.48	707010
142	Hays Recruitment	Annual monitoring fee 1.6.22-31.5.23	Est - Miscellaneous	4090		320.00	64.00	384.00	707011
		Temporary Ground staff	Salaries and wages	4000	2,847.35		589.47		
		Temporary Ground staff	L & E Brighter Wymondham	6160	1,863.82		332.72	5,413.16	707012
143	Mrs O Gaul	Cleaning of Council Offices	Est - Cleaning	4050		110.00	0.00	110.00	707013
144	Mrs K Chamberlain	Reading glasses used for Display screen equipment	Est - Health & Safety	4195		89.00	0.00	89.00	707014
145	F.J Plumbing Heating & Maintenance Ltd	Attend on 28.2.2022 and 21.3.22 to ASHP cover - reset and test	Est - Maintenance	4180	162.00		32.40		
		Attend to burst water pipe in maintenance building	Est - Maintenance	4180	90.49		18.10	302.99	707015
146	Neimatters Ltd	Annual 2022 Sysflow Hosting	Admin Print/Stationery	4310		75.00	15.00	90.00	707016
147	Wicksteed Leisure Ltd	Small Shackie, Boly & Pin - Rothbury Play Park	L & E Maintenance	6130		39.70	7.94	47.64	707017
148	Stannah Lift Services Limited	Service 10.5.22-9.8.22	Est - Miscellaneous	4090		162.50	32.50	195.00	707019
149	Jewson Ltd	Carriage bolts & nuts, resin, O ring, cement, postfix	L & E Maintenance	6130	1,450.00		17.92	107.53	707020
150	Ernest Doe & Sons Ltd	New Wessex WFM145 Flail mower	L & E Maintenance	6130	13.01		2.60		
		Filler cap, yellow line marker paint	L & E Maintenance	6130	18.75		3.75	1,778.11	707021
151	BT	Cutter work gloves, contour clear lens bolle glasses	Est - Health & Safety	4195		252.09	50.41	302.50	707022
152	EDF	Telephone and internet	TIC - Telephone	8100		37.15	1.86	39.01	707023
153	Sanitec Cleaning (Norwich) Ltd	Elec 27.7.22-25.8.22	TIC - Electricity	8040		1,001.00	200.20	1,201.20	707024
		Daily Cleaning Services - August	Public Toilets	4300					
					8,850.20	20,934.20	4,169.79	33,954.19	
DIRECT DEBITS									
	Anglian Internet	Telephone and internet	Admin - telephone	4320		98.13	19.83	118.96	
	Sage UK Ltd	Sage 50c Accounts Essential	Admin Print/Stationery	4310		86.60	17.32	103.92	
	BT	Lift line	Admin/telephone	4320		10.28	2.06	12.34	
	E.ON	1.7.22-31.7.22 standing charge	L & E Electric - Browick	6040		13.39	0.67	14.06	
	EE	Groundsmans telephone	Admin - telephone	4320		10.00	2.40	14.40	
					8,850.20	21,153.60	4,212.07	34,217.87	



Chairman

Deputy Chairman

WYMONDHAM TOWN COUNCIL SALARIES

No	PAID TO	DESCRIPTION	SERVICES	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
5	Barclays Payflow	Salaries - August	Admin Salaries Estab Salaries Cemetery Salaries TIC Salaries	5,875.98 1,797.27 1,677.75 728.69			10,079.69	D/D
TOTALS						0.00	£10,079.69	

 Chairman
 Deputy Chairman

31 August 2022