



MINUTES

Annual Meeting of the Town Council held on 13 May 2013 at 1904 at The Methodist Rooms

Those Present: Allen Frary (Chairman), Roger Arguile, Pauline Catton, Rodney Crafer, Lindsey Dew, Joe Ellison, Tony Ford, Mike Gates, Ray Hewitt, Campbell MacCallum, & Maggie Ward

Greg Hewitt (Clerk), Marie Strong, PCSO Clarke, press (EDP) & 6 Members of the Public

- 1) Election of Chairman
Resolved – Allen Frary (Declaration of Office signed)
- 2) Election of Vice chairman
Resolved – Rodney Crafer
- 3) Election of Chairman of Planning Committee
Resolved – Gary Anthony
- 4) Election of Vice Chairman of Planning Committee
Resolved – Mike Gates
- 5) Appointment of members of Planning Committee
Resolved - all Members except MW who does not wish to participate in planning matters
- 6) Appointment of any other Standing Committees
Resolved – none required
- 7) Appointment of Portfolio Holders for the coming year
Resolved
 - Roger Arguile – Tourism
 - Pauline Catton – Dementia Friendly Community
 - Lindsay Dew – Cemetery
 - Joe Ellison - Buttlands
 - Tony Ford – Services (Street Lights, Ground Maintenance and Litter)
 - Mike Gates – Finance
 - Ray Hewitt – Recreation Field & Children’s Playground
 - Campbell MacCallum – Traffic Management

Maggie Ward stood down as Allotment portfolio holder and no replacement was found
The council thanked Maggie for all the hard work she had done while in post.

- 8) Confirmation of meetings to be held during the next twelve months

Resolved – agreed as per list

Monday 3 June 2013 – Town Council Meeting
Monday 1 July 2013 – Town Council Meeting
Monday 2 September 2013 – Town Council Meeting
Monday 7 October 2013 – Town Council Meeting
Monday 4 November 2013 – Town Council Meeting
Monday 2 December 2013 – Town Council Meeting
Monday 6 January 2014 – Town Council Meeting
Monday 3 February 2014 – Town Council Meeting
Monday 3 March 2014 – Town Council Meeting
Monday 7 April 2014 – Town Council Meeting
7 pm Monday 28 April 2014 – Annual Town Meeting
Monday 12 May 2014 – Annual Meeting of the Town Council



MINUTES CONTINUED

22b) Reports:Norfolk County Council Dr Marie Strong

Marie thanked everyone for their support in the recent election.

The recycling centres would be undergoing upgrading for an eight week period to improve surface water drainage and staff welfare facilities. There should be no reduction in operations but any problems should be reported to Marie. Schools; there is understandable concern as to Norfolk's schools following the Ofsted report, which is available on line. The people of Wells turned out in high numbers at the recent election, 41% of people voted compared with 32% elsewhere. Marie will continue working for better broadband speeds and mobile phone coverage. Proposed 20 mph speed limits have been referred to central government. NCC gritted 318240 miles during the winter which cost about 5 million pounds, about 2 million in excess of the budget.

9) Public Forum

MW mentioned two popular trees causing a problem in Bases Lane. The trees were thought to belong to Victory Housing; MG would follow it up.

10) Apologies

Gary Anthony & Peter Terrington

11) To receive Declarations of Interest

None given

12) To approve the Minutes of the meeting held on 8 April 2013

Agreed and Signed

13) To receive a report from Bob Ayers, Norfolk Fire and Rescue Service.

Bob Ayers explained that during a recent fire at the Harbour boat compound the Wells fire tender was first on scene, within 9 minutes of the call received. The retained crew at Wells is only down by one member of staff, but there are some issues with having enough crew during the working day, because some crew have to leave Wells to work. The location of the fire hydrant nearest to the east quay was also mentioned and discussed.

14) To consider any matters arising from item 13

AF said that the lifeboat station at Wells also had a similar problem with the availability of crew during the working day and suggested a local media recruitment campaign in the Quay magazine; this was thought a good idea and arrangements would be made. Bob Ayers would look into the location of the nearest fire hydrant.

Jonathan Savory NNDC arrives

15) To consider the provision of a new mains water system at the East End Allotments

MW explained the existing water system was in a poor state of repair and a quote had been obtained for a new system. £5000 was already available in the budget and the cost would be about £6000. After much discussion it was agreed the water system needed upgrading.

Resolved – To upgrade the East End Allotment water system in line with the quote obtained.

16) To consider the provision of allotment gates

AF explained that after recent crimes on the allotments, allotment holders wanted gates. The police had also recommended gates. After some discussion about the requirement for gates and what type of gate would be suitable a resolution was passed.

Resolved – To look at the costs involved and bring forward the findings at a future meeting

22a) Reports

Safer Neighbourhood Team, PCSO Keith Clarke

PCSO Clark introduced himself as replacing PCSO Phil Berkeley. Since the last council meeting there had been 15 crimes including 3 theft/damage at the allotments, 2 possession of cannabis, 1 wounding, 2 damage to motor vehicles and a distraction theft from a local shop. There were no figures available for the use of the speed gun as this was not a priority issue.



Greg Hewitt

Town Clerk

01328 710564

clerk@wellstowncouncil.org.uk



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MINUTES CONTINUED

- 17) To review and consider the new town brochure
 RA had circulated draft copies of the proposed town brochure to the councillors for consideration. A number of comments and suggestions were made. RA was thanked for all his hard work. It was agreed there was a need to get the brochure published as soon as possible. The latest date for suggested changes or corrections would be Friday 24th May. MW said she was progressing the town map with local designer Tim Zoll and a local company had offered to supply a bespoke display board at a significantly reduced cost.
- 18) To reconsider a request for a grant from Norfolk Accident Rescue
 GH explained that since 01/05/09 £450 had been donated to Norfolk Accident Rescue. A written request for information about recent activities in our area had not been answered.
Resolved – not to donate on this occasion.
- 19) To agree the accounts for the year ending 31 March 2013
Resolved – Agreed
- 20) To complete and approve the annual accounting and governance statement in respect of the end of the year accounts 2012/13
Resolved – Approved, completed and signed
- 21) To agree the schedule for renewal of the Council's Insurance with Zurich Municipal
 GH explained there had been a slight increase in insurance costs to cover the skatepark, additional volunteer hours and all risks for the bus shelters.
Resolved – Agreed
- 22) Reports
- c) NNDC Jonathan Savory
 There had recently been a Chairman's civic reception at the North Walsham Atrium, the event celebrated young people and their skills. Once again NNDC will be encouraging projects that protect the natural environment with the annual John Sweeney environment awards. JS offered his congratulations to Marie Strong on her re-election.
- d) Town Clerk
 In addition to the monthly report which is appended, the item within the report concerning the town's public entertainment licence was discussed and it was agreed a variation to the licence should be completed if necessary. GH also read out a report concerning the litter situation during the Spring Bank Holiday (appended). Both Philip Platten and Marcus French were present and spoke about the situation. TF stated the Harbour Master had removed all the wheelie bins from the quay because of the significant litter problems. It was agreed another meeting should be arranged for the working group to consider possible solutions. The car parking on the recreation field parked 697 cars on the bank holiday Sunday and 707 cars on the bank holiday Monday. Quotes had been received for repainting the cemetery gates and the best quote agreed. A report had been received from the Skatepark Group. The new benches and bins would be installed at the skatepark during the next week and then the remaining funds would be transferred to the council who would then assume full responsibility. Sheila Oxtoby and Tom Fitzpatrick from NNDC would be attending the town council meeting on 2nd September.
- e) Portfolio Holders
 JE – (Buttlands) Costings were being obtained for the work to improve the SW footway onto the Buttlands.
 RH – (Playing Field) The friends of the playing field had been very busy. The basketball court had been finished. The new see-saw installed. A new picnic bench and small child's spring seats installed. The bounty had been cleaned and everything is looking good. The wheelie bin behind the Beach Road toilets needs a lock.
 CM – (Traffic & Parking) There is a need to engage with Holkham over the car parking situation. There was general agreement that something needed to be done after the chaotic bank holiday weekend. MW suggested a need for signage by the town sign to warn that the car parks were full.



LD – (Cemetery) There had been no complaints. It was agreed that action was need to dispose of waste soil by properly building up the bank along the western side of the cemetery; RH offered to stake out an appropriate area.

23) Financial Report & Accounts for Settlement

Payments made during the month

British Telecom	Telephone Service	267.45
E-on Energy	Street Lights	472.06
Madasafish	Broadband Service	14.99
NNDC	Rates - Cemetery	60.90
Greg Hewitt	Clerk's Salary Deposit	1000.00
		1815.40

Payments 13th May 2013

Jimmy Tottle	Bollards	220.00
Greg Hewitt	Salary (net of deposit) & Expenses	206.47
Norfolk Pension Fund	monthly contribution	461.60
K & M Lighting Services	Street Lighting Maintenance	306.70
Norfolk Central Printers	Car parking tickets	380.40
Zurich Municipal	Insurance	2391.91
Bago (Robert Acton)	Litter Picking equipment	69.60
Veolia	Cemetery Waste Collection	46.51
Norse Commercial Services Ltd	Grounds maintenance £1275	-----
	Grounds maintenance £303	1578.00
Norse Commercial Services Ltd	Repairs Recreational Field	4207.20
Roger Muncey	Annual Audit	80.00
Steward Safety Supplies Ltd	Signage at Skatepark £367.04	-----
	Erection of signage £66.00	433.04
Action Play and Leisure	New surface on Basket Ball Court	2973.60
Auto Graphics	Replacement signs Car Parking	76.00
Mick Chestney	Litter Picking	485.10
Terry Corbishley	Litter Picking	200.60
A Beale	Recreational Field Fencing	210.00
Viking	Black sacks for litter	123.26
B & S Chains Ltd	Swing Seats	115.15
		14565.14

Resolved – Accounts agreed and accepted

24) To confirm Date of Next Meeting

Confirmed as Monday 3 June 2013

The meeting closed at 2134

