

MINUTES of the FULL COUNCIL MEETING
of FAKENHAM TOWN COUNCIL
held at the COMMUNITY CENTRE, OAK STREET, FAKENHAM
WEDNESDAY 26th MARCH 2025 at 6:00pm

Councillors: A Glynn (Chairman), V Joslin, M Campbell, J Rockett, M Dutton, A May-Hannam, C Fairbrother, P Bucknell & T Duffy

District / County Councillors: NNDC District Cllr C Cushing & County Cllr T Fitzpatrick

Deputy Clerk/RFO: K Lindsay

Members of the Public: Eight

Press: None

312	<p>TO RECEIVE A REPORT FROM FAKENHAM POLICE</p> <p>Crime figures were received, and a report was presented by PC Jack Houghton, covering in the absence of PC Jess Elliott. PC Houghton advised that two key priorities had been identified: Retail Theft and Speeding & Anti-Social Behaviour Relating to Vehicles. Both initiatives have seen positive results.</p> <p>Councillors raised the following questions:</p> <ol style="list-style-type: none">1. Increase in Assaults – Councillors noted a sharp rise in the number of recorded assaults. PC Houghton clarified that three of these incidents were assaults on police officers resulting from a single incident, and all had named suspects.2. Shoplifting Under £200 – Councillors queried whether thefts under £200 were not prosecuted. PC Houghton confirmed that this is not the case—if evidence is available, prosecutions will proceed.3. Theft from a Bike Shop – A councillor asked whether Norfolk Police must liaise with Cambridgeshire Police to press charges for a serious theft involving a suspect from that area. PC Houghton will look into this and report back to the Clerk.4. Crime Figures & No Further Action (NFA) Cases – It was confirmed that crime figures do include cases marked as NFA, recorded under Affray. <p>PC Houghton also offered to provide posters and guidance regarding allotment crime awareness.</p>
313	<p>TO RECEIVE ANY ELECTORS' QUESTIONS</p> <p>An elector raised a question in relation to the incident between Cllrs Hunter & Rockett at the Aldiss Park boardwalk. The elector would like to know in what capacity Cllr Hunter attended this meeting, as a Councillor of Fakenham Town Council or as a representative of Fakenham Racecourse.</p> <p>As Cllr Hunter was not present to respond, the elector submitted a Freedom of Information request for clarification.</p> <p>A second elector made a Freedom of Information Request for all information in relation to the Aldiss Park boardwalk incident between Cllrs Hunter & Rockett.</p>
314	<p>TO RECEIVE REPORTS FROM DISTRICT / COUNTY COUNCILLORS</p> <p>District Cllr Vickers offered apologies and sent a report.</p> <p>District Cllr Punchard offered apologies and sent a brief statement.</p> <p>Written reports received from District Cllr Cushing and County Cllr Fitzpatrick</p> <p>Cllr Joslin asked District Cllr Cushing whether the allotments included in the 'Grove Gardens' Residential Development Opportunity brochure would be managed by the Town Council. Cllr Cushing advised that for any development proposals on private land, the Town Council would be planning consultees.</p> <p>Cllr Rockett asked District Cllr Cushing if the sale of the land north of Rudham Stile Lane indicates Nutrient Neutrality is now at an end. Cllr Cushing is not aware of any change to Nutrient Neutrality.</p> <p>Cllr Rockett asked District Cllr Cushing if NNDC had purchased the Shannoeks Hotel site – Cllr Cushing to seek advice on this.</p> <p>County Cllr Fitzpatrick advised that the A148 roundabout project is scheduled for completion by the end of May 2025. Traffic management plans will be shared in advance, as road closures are expected during the final two weeks. Additionally, Cllr Fitzpatrick has requested that Highways</p>

	<p>expedite the installation of a pavement in front of the new houses on Norwich Road. Cllr Campbell asked Cllr Fitzpatrick if he was aware of the nature of the refurbishments taking place at a shop on Norwich Street. Cllr Fitzpatrick advised that any change of use would be a matter for NNDC Planning.</p> <p>County Cllr Fitzpatrick highlighted government devolution consultation and encouraged all to comment.</p> <p>Cllr Rockett asked for an update on 9 Norwich Street. Cllr Fitzpatrick advised that he continues to work with District Councillors to progress action. From a County perspective, he has asked the Streetworks Team to monitor the scaffolding permission to ensure compliance with licensing as a temporary structure.</p> <p>Cllr Dutton raised concerns about the length of time Highways has indicated for addressing a potentially hazardous issue involving an eroded bank and leaves covering a path. Cllr Fitzpatrick advised that this had not been reported to him and noted that he may be able to expedite the matter if such issues are brought to his attention directly.</p> <p>Cllr Campbell requested a clear update on the current status and next steps for resolving the ongoing issue at 9 Norwich Street, which has persisted for six years, to better inform residents. Cllr Fitzpatrick reiterated that, beyond his previous update, this remains an NNDC planning matter. The Town Council has received a confidential update from NNDC due to the contractual nature of the information.</p> <p>Cllr Duffy raised concerns about the overgrown condition of the Morrisons roundabout. Cllr Fitzpatrick advised reporting it through the NCC portal. The office regularly report this for residents.</p>
315	<p>TO CONSIDER FOR ACCEPTANCE APOLOGIES FOR ABSENCE</p> <p>Apologies given by Cllr's Hunter, Acheson, Harrison and Southerland for reasons accepted</p>
316	<p>DECLARATIONS OF INTEREST</p> <p>None</p>
317	<p>TO CONFIRM THE FULL COUNCIL MINUTES OF THE MEETING HELD ON 26th FEBRUARY 2025</p> <p>The minutes of the Full Council meeting held on 26th February 2025 were agreed on the proposition of Cllr Glynn and seconded by Cllr Joslin AGREED by all and signed by the Chairman.</p>
318	<p>TO RECEIVE UPDATE ON ACTIONS TAKEN AFTER THE LAST COUNCIL MEETING IF THESE MATTERS ARE NOT ON THE AGENDA</p> <p>Minute 277 - Electors Questions</p> <p>ACTION: Cllr Glynn will write formally to all affected former and current employees to apologise. – Completed 3rd March 2025</p> <p>ACTION: The Clerk will write to all Councillors since 2014 and advise them of their responsibility regarding personal data and any information they hold. – Completed 14th March 2025</p> <p>ACTION: The Clerk will seek an independent auditor to undertake an assessment of the data held. – Unable to find an independent auditor willing to accept the job. Trevor Brown – FTC Internal Auditor will be undertaking this assessment.</p> <p>ACTION: Councillors will attend a meeting with the elector to discuss former issues. – Completed 13th March 2025</p> <p>Minute 291 – Data Protection Breach</p> <p>Contract signed for credit monitoring – codes have been sent to all affected staff & ex staff</p> <p>Potential for Cllr GDPR training as part of Bullet proof package depending on how much time they need to draw up correct policies. Otherwise training potentially available through NALC available at a cost of £24.40 pp.</p> <p>Minute 296 – Fakenham Community Campus Representative</p> <p>ACTION: Clerk to confirm if a representative is required. – Clerk has spoken to Richard Crook who advised Cllr Holdom was the Council rep and Cllr Bucknell a MOP representative. They could switch roles if both content, but they are short of representatives if anybody else wishes to step forward.</p>

	<p>Minute 297 – Fakenham Community Partnership Representative ACTION: Clerk to confirm if a representative is required. Clerk has confirmed with Janet Holdom that only required if FAP requested a representative. So far, they have not.</p> <p>Minute 299 – To discuss a proposal for a Fakenham Town Crier Action Clerk to investigate costs and further information including scope of agreements ahead of next full council meeting – In progress</p>
319	<p>TO RECEIVE THE MAYOR’S ANNOUNCEMENTS No updates</p>
320	<p>TO RECEIVE ANY REPORTS FROM COUNCILLORS WHO HAVE ATTENDED MEETINGS OUTSIDE THE COUNCIL. Cllr Bucknell reported that the Community Centre is in advanced discussions with NCR to install an ATM within the Centre. Additionally, Cllr Bucknell attended the launch of the Fakenham Film Festival, which was well attended and deemed very successful.</p>
321	<p>TO FILL THREE TOWN COUNCILLOR VACANCIES BY CO-OPTION Two candidates stood, following the co-option policy they were subsequently unsuccessful in their applications.</p>
322	<p>TO RECEIVE AND NOTE CORRESPONDENCE AND COMMENT UPON ANY ITEMS FOR INFORMATION AND ACTION No items to note</p>
323	<p>TO RECEIVE AND ADOPT THE MINUTES OF THE DEVELOPMENT & MARKET COMMITTEE HELD ON 3rd MARCH 2025 The minutes of the meeting held on 3rd March 2025 were moved for reception and adoption by Cllr Glynn seconded by Cllr Duffy and agreed by all.</p>
324	<p>TO RECEIVE AND ADOPT THE MINUTES OF THE LEISURE & ENVIRONMENT COMMITTEE HELD ON 11th MARCH 2025 The minutes of the meeting held on 11th March 2025 were moved for reception and adoption by Cllr Joslin seconded by Cllr Dutton and agreed.</p> <p>Minute 166 - Cllrs agreed to recommend a focused community engagement survey looking at Millenium Park, seeking views on what residents would like to see within the park, from the results a few different options will be drawn up to then seek public opinion before moving forward. Cllrs would like to tie in the proposal for a Basketball court with the more extensive park proposals Agreed To note: to include in the consultation the option for open free play space.</p> <p>Minute 169 - Cllrs agreed to recommend a bench replacement for Whiteland’s, to be situated more centrally Cllrs Agreed to the purchase of the cheapest bench option (including delivery)</p> <p>Minute 173 - to discuss and agree the 2025 verges contract cost of £9,075.15 + VAT- all agreed to recommend to Full Council. Agreed</p>
325	<p>FINANCIAL MATTERS - MONTHLY REPORTS: a. To receive and approve Fakenham Town Council & Charter Market Receipts and Payments reports for February 2025. On the proposition of Cllr Dutton, seconded by Cllr Joslin, RESOLVED to receive, and approve the receipts and payments of the accounts as reviewed by the Finance Sub-committee for February 2025. b. To receive and approve Fakenham Town Council & Charter Market Consolidated Bank reports for February 2025 On the proposition of Cllr Dutton, seconded by Cllr Joslin, RESOLVED to receive, and approve the consolidated bank reports as reviewed by the Finance Sub-committee for February 2025. c. To receive schedule of payments over £500 for display on website Received and noted</p>
326	<p>TO RECEIVE AND ADOPT THE MINUTES OF THE FINANCE SUBCOMMITTEE MEETING HELD 17th MARCH 2025.</p>

The minutes of the meeting held on 17th March 2025 were moved for reception and adoption by Cllr Dutton seconded by Cllr Glynn and agreed.

To note:

Minute 158 - TO REVIEW AND APPROVE THE CAFÉ MENU SYSTEMS INVOICE NO.1626 - HERITAGE TRAIL DOMAIN NAME HOSTING – DOMAIN NAME REGISTRATIONS X 4 (2/2/2025-2/2/27) 24 MONTHS £159.92 EXCLUDING VAT

Councillors resolved to recommend to Full Council the approval of the Invoice No.1626 Heritage Trail Domain Name Hosting – Domain Name Registrations x 4 (2/2/2025-2/2/27) 24 months £159.92 excluding vat – subject to domain names being verified.

Agreed

Minute 160 - TO DISCUSS, IN PRINCIPLE, A SUBSCRIPTION TO CLOUDYIT (AS BUDGETED FOR 2025-26) TO SUPPORT THE IMPLEMENTATION OF SAPPP 2025-26 CHANGES, WITH A VIEW TO COMMENCING AS SOON AS POSSIBLE TO ENSURE A SMOOTH AND EFFICIENT TRANSITION

Councillors resolved to recommend to Full Council a trial of CloudyIT's free subscription Decision module.

Agreed

Minute 161 - TO RECEIVE AND REVIEW THE ASSEST REGISTER, AS AMENDED BY STEPHENSON SMART

Amended Asset Register to be presented to April Finance Sub-committee meeting. Councillors resolved to recommend to Full Council that the Clerk be delegated authority to dispose of the following assets, ensuring the best price is obtained for each:

- Kioti
- Plough
- Tractor Tyres

Agreed

Minute 162 - TO DISCUSS AND DETERMINE A DE MINIMIS VALUE FOR ASSETS TO BE INCLUDED IN THE ASSET REGISTER

Councillors resolved to recommend to Full Council that the de minimis value for assets to be included in the Asset Register be set at £250 (exclusive of VAT).

Agreed

Minute 163- TO DISCUSS, IN PRINCIPLE, A SUBSCRIPTION TO CIVICLY

Councillors agreed in principle to subscribing to Civicly and resolved to recommend to Full Council that the Clerk be delegated authority to proceed, subject to obtaining value for money.

Cllrs **Agreed** to subscribe to Civicly for 12 months at a cost of £125pm

Minute 165- TO RECEIVE AND REVIEW A QUOTATION FROM MAPUS-SMITH & LEMMON FOR 2025-26 INTERNAL AUDIT FUNCTION £1,200 EXCLUDING VAT

Councillors received and reviewed the quotation from Mapus-Smith Lemmon for 2025-26 Internal Audit function (£1,200 excluding VAT) and resolved to recommend to Full Council Mapus-Smith Lemmon be appointed as Fakenham Town Council's Internal Auditor for 2025-26

Agreed

326 TO RECEIVE AND ADOPT THE MINUTES OF THE POLICY AND RESOURCES COMMITTEE HELD ON 18TH MARCH 2025 TO NOTE:

On the proposition of Cllr Glynn seconded by Cllr Joslin the following policies were accepted.

Minute 76 - TO RECEIVE AND REVIEW POLICIES FOR UPDATE:

	<ul style="list-style-type: none"> • Scheme of Delegation & Standing Committees Terms of Reference – Cllrs agreed to recommend to Full Council for approval with amendment to Facilities & Amenities Committee 2.4 - All councillors unless sanctions imposed will be able to attend Facilities and Amenities to debate and have full involvement including voting rights on all matters. Full Council to agree Full Council and both standing committee meeting start times. Cllrs Agreed the start time of 6pm to apply to Full Council and both standing committees • Press and Media Policy – all agreed to recommend to Full Council • Grants Awards Policy and Application Form – All agreed to recommend to Full Council and to amend to include Market Tolls grants • Access to Information Policy – All agreed to recommend to Full Council • Strategic Objectives plan 2025-2028 – All agreed to recommend to Full Council after Clerk makes small amends. To recommend that a working group be establish in late summer to review the plan ahead of 2026/27 budget considerations starting in October 2025. <p>The minutes of the meeting held on 17th March 2025 were moved for reception and adoption by Cllr Glynn seconded by Cllr Bucknell and agreed.</p>
327	<p>TO RECEIVE AND APPROVE THE NEW FINANCIAL REGULATIONS On the proposition of Cllr Glynn seconded by Cllr Dutton the Fakenham Town Council Financial Regulations were accepted.</p>
328	<p>TO NOTE THE RECOMMENDATIONS OF THE FRGC COMMITTEE MEETING HELD ON 3RD MARCH 2025:</p> <p>Minute 44 - All agreed as FTC to appoint a specialist to ascertain the actual land boundaries of Aldiss Park</p> <p>Noted, with the record to reflect that the recommendation of the FRGC Committee is that FTC is to appoint a specialist to ascertain the actual land boundaries of Aldiss Park</p>
329	<p>TO DISCUSS THE FLASH PROJECT There were no further updates following District Councillor Cushing's report</p>
330	<p>TO CONSIDER A MECHANICAL GARAGE FOR REPAIRS AND MOT OF THE CURRENT GROUNDS VEHICLE Cllrs offered several recommendations for the Clerk to investigate.</p>
331	<p>TO ELECT AN ADDITIONAL COUNCILLOR FOR THE FINANCE SUBCOMMITTEE Deferred to April Full Council</p>
332	<p>TO ELECT A FAKENHAM COMMUNITY CAMPUS REPRESENTATIVE Cllr Bucknell agreed to transition from her role as a Member of the Public (MOP) Representative to a Fakenham Town Council Representative on the Fakenham Community Campus Committee.</p>
333	<p>TO RECEIVE AN UPDATE ON THE PROPOSAL FOR A FAKENHAM TOWN CRIER Research is in progress</p>
334	<p>TO RECEIVE AND CONSIDER TWO QUOTATIONS FOR STREETLIGHTING REPAIRS On the proposition of Cllr Dutton seconded by Cllr Joslin, to accept: Quotation QU-0845 £575 (excl. VAT) for the repair of a streetlight at Heath Lane Quotation QU-0846 £2,450 (excl. VAT) for the replacement of an irreparable streetlight at Whitelands - Agreed</p>
335	<p>TO CONSIDER SPONSORSHIP OF A DUCK IN THE ACTIVE FAKENHAM SPONSORED DUCK RACE Councillors resolved to purchase a duck for the upcoming duck race at a cost of £75 and invite the Junior School to decorate it.</p>
336	<p>TO RECEIVE AND NOTE THE INTERNAL CONTROLLER REPORT FOR MARCH 2025 Noted with nothing further to discuss</p>

337	TO RECEIVE ANY FURTHER ITEMS FOR THE AGENDA To investigate the historical land purchase by FTC of an area of embankment bordering the road to The Gallow.
338	TO MOVE THAT THE PUBLIC & PRESS BE EXCLUDED FROM THE MEETING UNDER THE PROVISIONS OF SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 On the proposition of Cllr Bucknell, seconded by Cllr Joslin. RESOLVED that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that Public & Press be excluded from the Meeting, as publicity would be prejudicial to the public interest by reason of the nature of the business to be transacted.
339	TO DISCUSS THE FLASH PROJECT A letter received from Fakenham Town Band was discussed.
340	TO DISCUSS DEVOLUTION Information from Norfolk County Council and North Norfolk District Council has been shared with all councillors and consultation links advertised on social media.
341	TO DISCUSS A MEETING WITH FORMER STAFF MEMBERS A meeting with a former staff member was discussed Cllr Rockett left the meeting
342	TO MOVE INTO OPEN SESSION On the proposition of Cllr Bucknell seconded by Cllr Glynn RESOLVED the Meeting moves into Open Session
	TO CONFIRM THE DATE AND TIME OF THE NEXT MEETING 30 th April 2025 at 6:00pm
	There being no further business the meeting closed at 8.00 pm Confirmed this day of 2025 CHAIRMAN