

**MINUTES of the FULL COUNCIL MEETING**  
**of FAKENHAM TOWN COUNCIL**  
**held at the COMMUNITY CENTRE, OAK STREET, FAKENHAM**  
**WEDNESDAY 25<sup>th</sup> June 2025 at 6:00pm**

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Councillors: A Glynn (Chair), 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, & J Punchard & County Cllr T Fitzpatrick

Clerk: Lesley Meanley  
Deputy Clerk/RFO: K Lindsay  
Members of the Public: One  
Press: None

Number	Agenda
<b>42/25</b>	<p><b>Open Forum for Public Participation</b></p> <p><b>a)</b> To receive a report from Fakenham Police – Report sent by email, no police attended. Cllrs noted that the report only gave figures for 1 month so were unable to place any context on the numbers given.  <b>ACTION: Office to request more detail and attendance.</b></p> <p><b>b)</b> To receive any Electors Questions: Members of the public will be invited to ask questions of the Parish Council on issues on the agenda or raise issues for consideration of inclusion at future meetings. This item is limited to 10 mins.  An elector raised a question to ask if for events or charitable causes could the Town centre lighting colour be changed in support. The Clerk advised that the council had no mechanism in place to change street lighting colours. The Parish church may be able to light up the church in different colours.  An elector asked if Highways would consider using wildflower seeds on the new A148 roundabout rather than normal grass. Cllr FitzPatrick advised that it had already been seeded and that there was an increased cost to the maintenance of wildflowers, but he will ask that they consider in future.</p> <p><b>c)</b> To receive any reports from District/County Councillors. For time management purposes, if possible written reports are requested prior to the meeting to facilitate Q&amp;A only at the meeting.  Cllr FitzPatrick advised that the Wells Road bus stop signs are being printed and will be added to the posts as soon as they are ready. He has met with NNDC and is awaiting a response re planters, his report will be circulated. Report received from Cllr Vickers. Report received from Cllr Cushing, it was noted that one of the issues highlighted – resident complaint about noise from a small holding that animals make noise in the countryside. The issue of speeding in Field Lane / Rudham Stile Lane was discussed – as many people as possible need to complain to the police as they are currently not acting. Cllr Punchard mentioned that NNDC have held Local Government reform meetings with Town &amp; parish councils.</p>
<b>43/25</b>	<p><b>To consider for acceptance apologies for absence</b>  Apologies received from Cllrs G Acheson, L Harrison and D Hunter</p>
<b>44/25</b>	<p><b>Declarations of Interest: Members are asked at this stage to declare any interests that they may have in any of the following items on the agenda.</b>  None</p>
	<p>Cllr Dutton requested a suspension of Standing orders to request that Agenda Items 57/25 &amp; 58/25 be moved to closed session. Seconded by Cllr Glynn. 6 agreed. One objection</p>

	Cllr Rockett left the meeting
<b>45/25</b>	<b>To confirm the Full Council Minutes of the Meeting held on 28<sup>th</sup> May 2025</b> The minutes of the Full Council meeting held on the 28 <sup>th</sup> May 2025 were agreed on the proposition of Cllr Glynn and seconded by Cllr Joslin, AGREED by all and signed by the chair.
<b>46/25</b>	<b>To receive an update on actions taken after the last Council Meeting if these matters are not included on the agenda or Clerk update.</b> Minute 33/25 The Clerk advised she had received a quote to value land and was meeting with a solicitor to get a legal fee quote.
<b>47/25</b>	<b>To receive the Mayor's Announcements</b> Cllr Glynn advised that the Benajamin Court campaign would have a market stall on the 31 <sup>st</sup> July and their promotional film would be shown on repeat in the Parish Church that day. Fakenham Academy had extended an invite to all for their fun day. NNDC/NCC's Retail Excellence programme has its first meeting on the 4 <sup>th</sup> July in the Chamber
<b>48/25</b>	<b>To receive any reports from Councillors who have attended Meetings outside the Council</b> Cllr Joslin and the Clerk had their quarterly meeting with the Parish Church and collaboration is going well. Their whips are growing well and will hopefully be planted in the Autumn assisted by FACT to form the start of a boundary hedge. The spoil left over from their recent works may be used to form a small bulb filled bund behind the new hedge. The groundsmen will be asked to trim up the ivy on the walls. Both parties are doing more research on the options for the tombs in the churchyard and will meet in September. Cllr Glynn mentioned NCC's project Connect which the office had helped promote their first event – offering support for combating loneliness and improving wellbeing. Cllr Glynn had met with the LEP re grant funding and had a list of potentially available grants Cllr Glynn attended a Shop Fakenham meeting which was well attended. Cllr Glynn and the Clerk had attended NNDC's Local Government reform meeting. NNDC are championing 3 unitary authorities for Norfolk, Cllr Glynn is attending a meeting at the Norfolk Showground on Thursday 26 <sup>th</sup> June where discussions on the other options will be had. Cllr Glynn & the Clerk attended a meeting with SBA/DDI the Flash project contractors regarding the grounds depot which was very positive. Once the lease is signed they can move forward with the MUGA & depot planning application and will assist FTC with the process.
<b>49/25</b>	<b>To receive and note correspondence and comment upon any items for information and action.</b> The Clerk advised that the grass cutting contractors were having ongoing issues fulfilling the contract and that it would be discussed at the next Facilities & Amenities.
<b>50/25</b>	<b>To confirm the Minutes of the Facilities &amp; Amenities Committee held on:</b> <ul style="list-style-type: none"> <li>• <b>10<sup>th</sup> June 2025.</b></li> </ul> The minutes of the meeting held on 10 <sup>th</sup> June 2025 were moved for reception and adoption by Cllr Joslin seconded by Cllr Glynn and agreed by all
<b>51/25</b>	<b>To confirm the Minutes of the Governance &amp; Finance Committee held on:</b> <ul style="list-style-type: none"> <li>• <b>17<sup>th</sup> June 2025. To note:</b></li> </ul> <b>Minute 7/25 GF To receive and review policies for update:</b>

	<p><b>Estates Strategy</b> - Cllrs identified several points for amendment. Once amended recommend to Full Council.</p> <p><b>Minute 10/25 GF To receive the RFO's report</b> - It was noted that to comply with the 2025/26 agar assertion 10 all council business must be transacted on council emails, no personal or third part email accounts are permitted and recommend to be mentioned at Full council.</p> <p><b>Minute 15/25 GF To receive and note the 2025/26 internal auditor's Terms of Business and Schedule of Services, and Letter of Engagement for signing by two Councillors</b> - Noted</p> <p><b>Minute 19/25 GF - To note any applications for preferred contractors</b> One Application received, recommended to be passed to full council</p> <p>The minutes of the meeting held on the 17<sup>th</sup> June 2025 were moved for reception and adoption by Cllr Dutton, seconded by Cllr Bucknell and agreed by all. All Councilors agreed the recommendations made at minute 7/25 GF, 10/25 GF, 15/25 GF and 19/25 GF.</p>
<b>52/25</b>	<p><b>Financial Matters –</b></p> <ul style="list-style-type: none"> <li>a) To receive and review April 2025 and May 2025 payments and receipts for Fakenham Town Council and Charter Market</li> <li>b) To receive and review April 2025 and May 2025 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts</li> <li>c) To note the current Income and Expenditure Budget vs Actuals report</li> <li>d) To receive and approve the April 2025 and May 2025 schedule of payments over £500 for display on the website</li> </ul> <p>All items were received and approved by all</p>
<b>53/25</b>	<p><b>To approve of the use of BACS/CHAPS as Fakenham Town Council preferred payment method</b></p> <p>All agreed to continue using BACS/CHAPS as the preferred payment method.</p>
<b>54/25</b>	<p><b>To Receive the following applications for a grant from the Market Tolls:</b></p> <ul style="list-style-type: none"> <li>• Shop Fakenham</li> </ul> <p>Shop Fakenham had requested a market Tolls Grant for £423 to cover public liability insurance for a Saturday market. All Cllrs agreed to support but on the condition that payment would be made to cover the insurance policy once an official start date had been established and the market was going ahead.</p>
<b>55/25</b>	<p><b>To award a grant under the local government act 1972, s 137</b></p> <p>Under the provisions of Section 137 of the Local Government Act 1972 the following expenditure should be incurred which, in the opinion of the Council is in the interests of the area of its inhabitants and will benefit them in a manner commensurate with the expenditure:</p> <ul style="list-style-type: none"> <li>• <b>EP Youth – Outreach Project</b></li> </ul> <p>EP Youth had requested £17901 to cover a youth outreach programme for 12 months. The maximum Council budget available to all youth support services is £12000. Councillors agreed to support with a payment of £3000 a quarter during the remaining 2025/6 financial year (£9000 maximum) upon the condition that EP youth requests the quarterly payment in advance with a quick precis of achievements in the prior quarter.</p>

<b>56/25</b>	<p><b>To consider moving Facilities &amp; Amenities to the first Thursday of the month and Governance &amp; Finance to the second Tuesday of the month</b></p> <p>All agreed to keep the schedule as is, unless there is a suitably identified opportunity to occasionally move the schedule. The Clerk advised that with Governance &amp; Finance so close to Full Council, not all papers may make the Full Council pack or the next Full Council meeting if significant work was required. All Cllrs noted this.</p>
<b>57/25</b>	<p><b>To propose that Cllr Rockett receives an unconditional cancellation of sanctions and a letter revoking letter of censure</b></p> <p>Moved to closed Session</p>
<b>58/25</b>	<p><b>Following Councillor Rockett's email to all councillors and staff dated 18th June 2025, its moved that:</b></p> <ul style="list-style-type: none"> <li>• This Council acknowledges that no public good can be served by continuing to revisit this matter and affirms its commitment to moving forward.</li> <li>• Any further discussion regarding the incident that occurred in Aldiss Park in March 2024 shall cease with immediate effect.</li> <li>• Councillor Rockett's full status and duties as a councillor be hereby restored.</li> <li>• We, as a Council serving the citizens of this town, shall now turn our focus toward preparing for the significant responsibilities and opportunities that devolution will bring in 2028.</li> </ul> <p>Moved to closed Session</p>
<b>59/25</b>	<p><b>To seek additional committee members for:</b></p> <p><b>a) Governance &amp; Finance - 3 vacancies</b></p> <p><b>b) Facilities &amp; Amenities - 2 Vacancies</b></p> <p>Deferred</p>
<b>60/25</b>	<p><b>To consider applications for planning applications up to 18/06/2025</b></p> <ul style="list-style-type: none"> <li>• PF/22/0418</li> <li>• PU/25/1090</li> </ul> <p>Cllrs offered no objection &amp; no Comment</p>
<b>61/25</b>	<p><b>To note comments on applications for planning applications as agreed by via Email:</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>
<b>62/25</b>	<p><b>To receive notice of decisions of the planning authority:</b></p> <ul style="list-style-type: none"> <li>• PF/25/0869</li> <li>• HN/25/0782</li> </ul> <p>Cllrs noted both</p> <p>Cllr Glynn read a statement in support of the Fat Cow planning application being heard on Friday 27<sup>th</sup> June. Cllr Glynn will be attending with Cllr Cushing. All Cllrs support the statement and the application.</p>
<b>63/25</b>	<p><b>To discuss use of Town Council equipment or land by third parties</b></p> <p>The groundsmen have installed a lock on the electric box in the market as it was discovered vendors were using without permission. The Clerk &amp; Fakenham Area Partnership have been liaising to ensure continued cover for watering Fakenham in Bloom. All agreed they were happy with the agreement drawn up. The Clerk will sign along with a FAP representative.</p>
<b>64/25</b>	<p><b>To discuss the proposal for a Town Crier</b></p> <p>Councillors considered the costs vs the opportunities for Civic ceremonies within the town which are few. All agreed to ask for support on the few occasions needed or hire which will be cheaper.</p>
<b>65/25</b>	<p><b>To discuss the Flash Project</b></p> <p>Confirmation of the exact welfare provision that will be provided is required.</p> <p><b>ACTION: Clerk to write to NNDC to confirm.</b></p>

<b>66/25</b>	<b>To discuss Devolution and Local Government Reform</b> NNDC advised that they are now considering what non income generating assets will be offered to Town & Parish councils as part of Local Government reform – likely to be allotments, toilets, play areas amongst other things. If Parish & Town councils take these on it will likely result in precept rises.
<b>67/25</b>	<b>To discuss replacement Mayoral Chains</b> Councillors discussed the need for expenditure on formal mayoral chains. <b>ACTION: Office to explore different options for simple chains &amp; pendants for Mayor and Deputy Mayor civic regalia.</b> Cllr May-Hannam left the meeting
<b>68/25</b>	<b>To receive any further items for the agenda</b> None
<b>69/25</b>	<b>To move that the Public &amp; Press be excluded from the Meeting under the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960</b> On the proposition of Cllr Bucknell, seconded by Cllr Dutton. 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.
<b>70/25</b>	<b>To discuss the Flash Project</b> The Clerk advised that work to test soakaways was ongoing Tuesday 24 <sup>th</sup> – 26 <sup>th</sup> June and access to the depot had been limited.
<b>57/25</b>	<b>To propose that Cllr Rockett receives an unconditional cancellation of sanctions and a letter revoking letter of censure</b> Cllr Rockett had left the meeting. The motion was not proposed.
<b>58/25</b>	<b>Following Councillor Rockett's email to all councillors and staff dated 18th June 2025, its moved that:</b> <ul style="list-style-type: none"> <li>• This Council acknowledges that no public good can be served by continuing to revisit this matter and affirms its commitment to moving forward.</li> <li>• Any further discussion regarding the incident that occurred in Aldiss Park in March 2024 shall cease with immediate effect.</li> <li>• Councillor Rockett's full status and duties as a councillor be hereby restored.</li> <li>• We, as a Council serving the citizens of this town, shall now turn our focus toward preparing for the significant responsibilities and opportunities that devolution will bring in 2028.</li> </ul> Cllr Glynn proposed, seconded by Cllr Dutton, all agreed.
<b>71/25</b>	<b>To move into open session</b> On the proposition of Cllr Bucknell seconded by Cllr Dutton RESOLVED the Meeting moves into Open Session
<b>72/25</b>	<b>To confirm the date &amp; Time of the next meetings:</b> <b>Allotments: 8<sup>th</sup> July 14:30</b> <b>Facilities &amp; Amenities: 15<sup>th</sup> July 18:00</b> <b>Governance &amp; Finance: 22<sup>nd</sup> July 18:00</b> <b>Full Council: 30<sup>th</sup> July 18:00</b> All were noted
	There being no further business the meeting closed at 19:32pm  Confirmed this                      day of                      2025  <b>CHAIRMAN</b>