

**MINUTES of the FULL COUNCIL MEETING**  
**of FAKENHAM TOWN COUNCIL**  
**held at the COMMUNITY CENTRE, OAK STREET, FAKENHAM**  
**WEDNESDAY 28<sup>th</sup> JANUARY 2026 at 18:00**

Councillors: A Glynn (Chair), V Joslin, M Dutton, M Campbell, L Harrison, G Acheson, J Rockett, A Girton & T Duffy

District / County Councillors: Cllr C Cushing / Cllr T FitzPatrick

Clerk: Lesley Meanley

Deputy Clerk/RFO: K Lindsay

Members of the Public: 3

Press: None

| Number | Agenda  |
|--------|---|
| 278/26 | <p><b>Open Forum for Public Participation</b></p> <p><b>a)</b> To receive a report from Fakenham Police<br/> The report was noted.</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<br/> An elector has raised the dangerous condition of Morrisons car park – potholes and missing grating. Morrisons had been informed but had yet to respond or cone off dangerous areas.<br/> <b>ACTION: Clerk to write to HSE with photos</b><br/> An elector had requested support for the kerb at the junction of Greenway Lane and North Drive to be lowered. Cllr FitzPatrick advised that Highways had already reviewed this and would be installing a lowered kerb.<br/> An elector had requested that a cut through at the end of Enterprise Way be made into a proper path. Cllr FitzPatrick will ask Highways to review and consider but that a safe route was in place along Holt road and a pedestrian crossing would be installed soon.<br/> An elector raised a request for the 40mph speed limit in Norwich Road to be lowered to a 30mph speed limit. The Clerk advised that the police had recorded 2 accidents in 5 years along that stretch of road. Cllr FitzPatrick advised that this has been raised before and he would pass to the safety reduction team for review.<br/> <b>ACTION: Clerk to email details to Cllr FitzPatrick</b></p> <p><b>c)</b> To receive any reports from District/County Councillors<br/> For time management purposes, if possible written reports are requested prior to the meeting to facilitate Q&amp;A only at the meeting.<br/> Cllr Cushing had provided a report and Councillors thanked him for his work. Cllr FitzPatrick will provide a report but noted that the Secretary of State had postponed the County Council and Norwich City Council Elections. 40 years ago Fakenham had the first fire service cadets in the UK, and they are now being reintroduced here. A review is being undertaken of the NORSE healthcare provision and due diligence is being carried out on a potential company to take over. Next week sees Digifest returning to the library for children and young people to develop their digital skills. Adult social care will be transforming and be pushed to communities. Fakenham town Council had already been contacted by Norfolk County Council Social Care re Demetia training programmes. More investment - £35 million will be invested in independent living housing. A councillor raised that a recent pothole repair in Norwich Road at Victoria lane was already breaking down.</p> |
| 279/26 | <b>To consider for acceptance apologies for absence</b>   |

|               |   |
|---------------|---|
|               | Apologies were received from Cllrs P Bucknell, D Hunter and C Fairbrother   |
| <b>280/26</b> | <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><br>None were noted   |
| <b>281/26</b> | <b>To consider in principle an offer from Fakenham Area Partnership to take ownership and management of the Christmas lights project, if agreed to set a date for completion of asset &amp; information transfer</b><br>On the proposition of Cllr Campbell, seconded by Cllr Harrison Cllrs agreed to the principle of taking on the Christmas Lights from the Fakenham Area Partnership if they are offered formally.<br><b>ACTION: Clerk to write to the Fakenham Area Partnership.</b>  |
| <b>282/26</b> | <b>To discuss 2025 Christmas Light Expenditure either;</b><br><b>a) Agree an amount in relation to a Market Tolls grant requested by the Fakenham Area Partnership for Christmas Lights 2025 project or;</b><br><b>b) Confirm an amount to be invoiced directly to Fakenham Town Council</b><br>The Clerk advised the offer from Fakenham Town Council to Fakenham Area Partnership to donate the project to the Town Council to enable them to take over running costs had not been taken up before the project ended and that a maximum of £7500 was available from Market Tolls for a grant but no funding would be available for any other community groups until monies had built up again if the full total was used. Cllr Harrison proposed, seconded by Cllr Campbell a Market Tolls grant of £5000 be given, a counter proposal from Cllr Dutton, seconded by Cllr Acheson to provide a payment of £9553 was received. Cllrs voted on the counter proposal 3 for and 6 against. The original proposal was then voted on 7 for, 1 against and 1 abstention. Cllr Glynn thanked the Fakenham Area Partnership for all their efforts.<br>Cllr Acheson left the meeting. |
| <b>283/26</b> | <b>To confirm the Full Council Minutes of the Meeting held on 17<sup>th</sup> December 2025</b><br>The minutes of the Full Council meeting held on the 17 <sup>th</sup> December 2025 were agreed on the proposition of Cllr Joslin and seconded by Cllr Campbell, AGREED by all and signed by the chair  |
| <b>284/26</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><br>The Clerk advised that the Bleed Kit had been installed in the telephone box. NNDC licensing team had failed to reply to any emails, so NNDC Cllr L Vickers is taking forward and that NNDC's response to caravans in Gogg's Mill had been issued to Cllrs.  |
| <b>285/26</b> | <b>To receive any reports from Councillors who have attended Meetings outside the Council</b><br>Cllr Joslin had attended the Fakenham Town Bands Christmas Eve carol concert, and a chairing with confidence course where she noted councils have similar issues. Cllr Rockett attended a demonstration regarding the removal of voting rights at County Council, Cllr Harrison has been measuring a Junior Park run course at Millenium Park and is progressing. Cllr Glynn has met with a company regarding the possible wetlands project and attended the Parachute project open day with the Clerk and Deputy Clerk. Cllr Glynn and the Clerk have met with Shop Fakenham and the Fakenham Gardening Club.   |
| <b>286/26</b> | <b>To receive and note correspondence and comment upon any items for information and action</b><br>None   |
| <b>287/26</b> | <b>To fill one Town Councillor vacancy by co-option</b><br>An application was received, voted on and agreed by all.   |

|        |  |
|--------|--|
| 288/26 | <p><b>To confirm the Minutes of the Allotments Sub-Committee held on:</b></p> <ul style="list-style-type: none"> <li>• <b>12<sup>th</sup> January 2026.</b></li> </ul> <p>The minutes of the meeting held on 12<sup>th</sup> January 2026 were moved for reception and adoption by Cllr Dutton seconded by Cllr Glynn and agreed by all.</p>   |
| 289/26 | <p><b>To confirm the Minutes of the Facilities &amp; Amenities Committee held on:</b></p> <ul style="list-style-type: none"> <li>• <b>13<sup>th</sup> January 2026.</b></li> </ul> <p>The minutes of the meeting held on 13<sup>th</sup> January 2026 were moved for reception and adoption by Cllr Joslin seconded by Cllr Glynn and agreed by all.</p>   |
| 290/26 | <p><b>To confirm the Minutes of the Governance &amp; Finance Committee held on:</b></p> <ul style="list-style-type: none"> <li>• <b>20<sup>th</sup> January 2026. To note and/or approve:</b></li> </ul> <p>The minutes of the meeting held on 20<sup>th</sup> January 2026 were moved for reception and adoption by Cllr Dutton seconded by Cllr Harrison and agreed by all.</p> <p><b>Minute 126/26 GF To review and agree policies and risk assessments for update:</b></p> <ul style="list-style-type: none"> <li>• <b>Equality &amp; Diversity</b><br/>Councillors reviewed the Equality &amp; Diversity Policy and RESOLVED to approve for presentation and approval by Full Council with minor amendments.</li> <li>• <b>Finance &amp; Governance Risk Management</b><br/>Councillors reviewed the Finance &amp; Governance Risk Management Policy and RESOLVED to approve for presentation and approval by Full Council with minor amendments.</li> </ul> <p>On the proposition of Cllr Dutton, seconded by Cllr Harrison both policies were agreed by all.</p> <p><b>Minute 131/26 GF To prepare the 2026/27 Precept increase demand explanation for NNDC to use on Council Tax Demand Notices</b></p> <p>To recommend to Full Council the 2026-27 precept increase demand explanation for NNDC to use on council tax demand notices:</p> <ol style="list-style-type: none"> <li>1) The Council's gross expenditure for the year 2026/27. = <b>£763,125.00 as per budget</b></li> <li>2) The Council's gross expenditure for the year 2025/26. = <b>£546,700.00 estimated</b></li> <li>3) The Council's Precept for the year 2026/27. = <b>£861,862.67</b></li> <li>4) Confirm the Council's Precept for the year was 2025/26. = <b>£567,675.00</b></li> <li>5) The reasons for any difference between 1 &amp; 2. =<br/>The Council's expenditure for 2026/27 is £216,425 higher than 2025/26. This reflects unavoidable cost pressures, including increases to overheads, direct costs and contracts, in line with prevailing inflation. The budget also includes the continued funding of the Depot (£42,500) resulting from the impact of NNDC's FLASH project and the continuance of the CCTV replacement programme (£15,000) approved in 2025/26. While these costs were not originally forecast to extend into 2026/27, they now represent ongoing commitments and do not constitute new budget growth. The increase in expenditure is primarily attributable to essential and time-critical service requirements, including urgent streetlight replacements and repairs (phase 1) (£93,000), revised grass-cutting arrangements to address service deficiencies (£21,185), replacement of ageing plant and machinery where continued repair is no longer cost-effective (£16,000), and the renewal or removal of play equipment that has reached the end of its safe operational life</li> </ol> |

|        |   |
|--------|---|
|        | <p>(£25,000). The remainder of the increase relates to a number of smaller service-critical and statutory items, including wayfinding, match-funded grant commitments, parking enforcement, increased electricity costs, memorial safety works and election planning.</p> <p>6) The reasons for any difference between 3 &amp; 4. =<br/> The Council's precept for 2026/27 is £294,187.67 higher than 2025/26. This increase reflects the additional expenditure requirements outlined in Section 5, including unavoidable inflationary pressures and essential service and infrastructure priorities. In addition, the increase ensures the Council maintains sufficient contingencies and reserves to meet its statutory obligations and to respond proactively to emerging responsibilities. For example, as Local Government Reform progresses and County and District Councils move toward unitary structures, discussions are ongoing regarding the potential transfer of assets such as open spaces, playgrounds, and public toilets. The Council is taking a prudent approach to ensure it is able to respond appropriately to any new responsibilities that may arise.</p> <p>7) An opinion of the change in precept issued for the upcoming year to share with the taxpayer (what has caused this change, additional services provided etc.) =<br/> The Council recognises that the 2026/27 precept represents a significant increase. This decision was not taken lightly. The increase is necessary to meet rising costs, maintain essential services, invest in critical infrastructure, and ensure the Council is prepared for future responsibilities, including potential changes arising from Local Government Reorganisation. It also reflects the need to correct and address funding shortfalls from prior budgets to maintain financial stability. We are committed to transparency and accountability. The budget proposals were openly discussed at a public forum on 16th December, where residents had the opportunity to ask questions and provide feedback before the precept was formally set by Council on 17th December. This careful process ensures that the Council can plan prudently, safeguard essential services, and respond responsibly to the community's needs while maintaining statutory reserves and contingency funds. We appreciate that any increase can be challenging for households, and the Council will continue to manage resources efficiently and seek alternative sources of income wherever possible.</p> <p>On the proposition of Cllr Dutton, seconded by Cllr Harrison all comments were agreed by all.</p> |
| 291/26 | <p><b>Financial Matters –</b></p> <ul style="list-style-type: none"> <li>a) To receive and review December 2025 receipts and payments for Fakenham Town Council and Charter Market</li> <li>b) To receive and review December 2025 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts and confirm bank statements balances for signing</li> <li>c) To receive and review the third quarterly Income and Expenditure Budget vs Actuals report</li> <li>d) To receive and approve the December 2025 schedule of payments over £500 for display on the website</li> </ul> <p>On the Proposition of Cllr Dutton, seconded by Cllr Harrison, all items were received and approved by all</p>  |
| 292/26 | <p><b>To receive the following applications for a grant from the Market Tolls:</b></p> <ul style="list-style-type: none"> <li>• None received</li> </ul>  |
| 293/26 | <p><b>To receive the following Market Tolls Grant evaluation forms for acquittal:</b></p>   |

|        |  |
|--------|--|
|        | <ul style="list-style-type: none"> <li>• <b>Fakenham Choral Society</b></li> </ul> <p>Cllrs were concerned that the grant application was based on local residents attending free of charge, but the tickets were all given to friends, sponsors and supporters so no general public tickets were available.</p> <p><b>ACTION: Office to write to the secretary to ask for an explanation.</b></p>   |
| 294/26 | <p><b>To receive the Internal Controllers report</b></p> <p>None Received</p>  |
| 295/26 | <p><b>To discuss Healthier Fakenham and agree a contribution to the inaugural event refreshments.</b></p> <p>On the proposition of Cllr Glynn, seconded by Cllr Joslin and agreed to contribute £100 to refreshments for the event under S137</p>  |
| 296/26 | <p><b>To consider an advertisement in the 2026 Fakenham Town Guide</b></p> <p>On the proposition of Cllr Dutton, seconded by Cllr Glynn all agreed to purchase a full page advert for the Thursday Market for £225</p>   |
| 297/26 | <p><b>To receive notification of the North Norfolk District Council Car Parks Consultation</b></p> <p>Noted that more paid short stay was available.</p>   |
| 298/26 | <p><b>To discuss Devolution and Local Government Reform and agree a working party group.</b></p> <p>Defer to February Full Council. Cllrs Rockett, Dutton and Harrison would like to be members.</p>   |
| 299/26 | <p><b>To consider a Defibrillator Policy</b></p> <p>Locations under the Circuit were noted.</p>  |
| 300/26 | <p><b>To discuss Council and FRCG meetings timings and/or days</b></p> <p>On the proposition of Cllr Glynn, seconded by Cllr Dutton to keep the meeting start times to 18:00, one clash noted for NNDC Councillors of the 16<sup>th</sup> December 2026.</p>   |
| 301/26 | <p><b>To confirm the date for the 2026 Annual Assembly of The Town</b></p> <p>Clerk suggested possible dates in May – 13/14/20/21</p> <p><b>ACTION: Clerk to arrange with the Fakenham Parish Church</b></p>   |
| 302/26 | <p><b>To discuss suggestions for community awards to be presented at the 2026 Annual Assembly of the Town. (2025 awards were Community Spirit Award &amp; Mayors Cadet Award.)</b></p> <p>All agreed to repeat awards</p>  |
| 303/26 | <p><b>To confirm Working Group membership for the annual review of the Strategic Plan – currently Cllrs Harrison, Joslin, Dutton and Glynn.</b></p> <p>All confirmed, the Clerk will arrange dates.</p>  |
| 304/26 | <p><b>To consider planning applications up to 28/01/2026</b></p> <ul style="list-style-type: none"> <li>• PF/25/2323 - 11A Norwich Street, Fakenham - Installation of solar PV panels on roof of building<br/> <a href="#">PF/25/2323   Installation of solar PV panels on roof of building   11A Norwich Street Fakenham Norfolk NR21 9AF</a><br/> Response Deadline: 29/01/2026</li> <li>• PF/25/2828 - Rosewood Villa , 4 Constitution Hill, Fakenham - Single storey front extension to dwelling<br/> <a href="#">PF/25/2828   Single storey front extension to dwelling   Rosewood Villa 4 Constitution Hill Fakenham Norfolk NR21 9EF</a><br/> Response Deadline: 30/01/2026</li> <li>• PF/25/2195 re-consultation due to amended plans - 4 Market Place, Fakenham - Conversion of first floor Class E vacant office to one 2-bedroom flat along with ground floor internal alterations to create an updated office layout to be let out separately</li> </ul> |

|               |  |
|---------------|--|
|               | <p><a href="#">PF/25/2195   Conversion of first floor Class E vacant office to one 2-bedroom flat along with ground floor internal alterations to create an updated office layout to be let out separately AMENDED PLANS RECD   4 Market Place Fakenham Norfolk NR21 9BA</a></p> <p>Response Deadline: 3/02/2026</p> <ul style="list-style-type: none"> <li>LA/25/2160 re-consultation due to amended plans - 4 Market Place, Fakenham - Conversion of first floor vacant class E space into one two-bedroom self contained flat with ground floor internal alterations to create an updated office layout.</li> </ul> <p><a href="#">LA/25/2160   Conversion of first floor vacant class E space into one two-bedroom self contained flat with ground floor internal alterations to create an updated office layout AMENDED PLANS RECD   4 Market Place Fakenham Norfolk NR21 9BA</a></p> <p>Response Deadline: 3/02/2026</p> <p>Councillors offered no objection and no comment to all.</p>  |
| <b>305/26</b> | <p><b>To note comments on applications for planning applications as agreed via Email:</b></p> <ul style="list-style-type: none"> <li>LA/25/2732 - Flat At, 5 Oak Street, Fakenham - Proposed replacement external staircase to provide continued access to flat</li> </ul> <p><a href="#">LA/25/2732   Proposed replacement external staircase to provide continued access to flat   Flat At 5 Oak Street Fakenham Norfolk NR21 9DX</a></p> <p>Response Deadline: 5/01/2026</p> <p>Councillors Response: Councillors offered no objection and no comments.</p> <ul style="list-style-type: none"> <li>PF/25/1612 - Land At Waterhouse Farm, Wells Road, Fakenham - Change of use from agricultural to a dog exercise and training ground including perimeter fence, field shelter/store and parking area</li> </ul> <p><a href="#">PF/25/1612   Change of use from agricultural to a dog exercise and training ground including perimeter fence, field shelter/store and parking area   Land At Waterhouse Farm Wells Road Fakenham Norfolk</a></p> <p>Response Deadline: 9/01/2026</p> <p>Councillors Response: Councillors offered no objections. Councillors commented that further information is needed regarding the access route; the plans do not reflect the new road layout following the creation of the new roundabout and councillors raised concerns regarding traffic flow and provision for pedestrian access.</p> <p>These were noted</p> |
| <b>306/26</b> | <p><b>To receive notice of decisions of the planning authority:</b></p> <ul style="list-style-type: none"> <li>PF/25/1950 - 11 Market Place, Fakenham - Change of use first floor from shop (Class E) to two flats (Class C3)</li> </ul> <p>Councillors Response: N/A</p> <p><b>Application Withdrawn</b></p> <ul style="list-style-type: none"> <li>CD/25/1814 - 11-13 Norwich Street, Fakenham - Discharge of condition 2 (scheme for noise and odour control) of planning permission PF/21/2166 (Change of Use from Travel Agent (Use Class E(c)(iii)) to Hot Food Takeaway (sui generis) (retrospective))</li> </ul> <p>Councillors Response: N/A</p> <p><b>Condition Discharge Reply</b></p> <ul style="list-style-type: none"> <li>EF/25/2379 - 11 Copper Beech Close, Fakenham - Lawful Development Certificate for Use of the land for siting a mobile home for use ancillary to the main dwelling</li> </ul> <p>Councillors Response: N/A</p> <p><b>Permission not required</b></p> <p>These were noted</p>   |

|        |   |
|--------|---|
| 307/26 | <b>To receive any further items for the agenda</b><br>None  |
| 308/26 | <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><br>On the proposition of Cllr Joslin 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. |
| 309/26 | <b>To discuss a quotation for CCTV provision</b><br>On the proposition of Cllr Dutton, seconded by Cllr Harrison all agreed to move forward with an installation quote for £24154.28 net and a monitoring and maintenance package for £7008.63 net<br>There may be a payment to the church if a faculty is required and a way leave agreement will need to be drafted.<br><b>ACTION: Clerk to ensure no unauthorised access can be sought.</b>  |
| 310/26 | <b>To discuss Councillors commitment to FRGC as the Sole/Corporate Trustee</b><br>A working group will be established with Cllr Dutton, Rockett and Glynn, once initial questions are established the Clerk will arrange a session with a Charities specialist.   |
| 311/26 | <b>To discuss the FLASH project and the proposal that the Clerk write to Steve Blatch regarding breach of contract.</b><br>The Clerk and groundsmen on duty will have an induction on Monday to the welfare facilities on site, the Clerk will arrange a separate induction for those not in. The Clerk advised one potential depot project lead had not yet responded but she will seek quotes from 2 others.  |
| 312/26 | <b>To discuss 9 Norwich Street</b><br>No updates  |
| 313/26 | <b>To discuss Office accommodation</b><br>Cllrs discussed a letter received.<br><b>ACTION: Clerk will arrange a viewing</b>   |
| 314/26 | <b>To move into open session</b><br>On the proposition of Cllr Joslin, seconded by Cllr Dutton RESOLVED the meeting moves into Open Session.  |
| 315/26 | <b>To confirm the date &amp; Time of the next meetings:</b><br><b>Facilities &amp; Amenities: Tuesday 10<sup>th</sup> February 2026 at 18:00</b><br><b>Governance &amp; Finance: Tuesday 17<sup>th</sup> February 2026 at 18:00</b><br><b>Full Council: Wednesday 25<sup>th</sup> February 2026 at 18:00</b><br>Noted   |

|  |  |
|--|--|
|  | There being no further business the meeting closed at 19:57          |
|  | Confirmed this                      day of                      2026 |
|  | <b>CHAIR</b>   |