

**MINUTES of the FULL COUNCIL MEETING  
of FAKENHAM TOWN COUNCIL  
held at the COMMUNITY CENTRE, OAK STREET, FAKENHAM**

**WEDNESDAY 27<sup>th</sup> MAY 2026 at 18:00**

Councillors: A Glynn, (Chair), V Joslin, M Campbell, J Rockett, P Bucknell, D Hunter, C Fairbrother, A Girton, M Dutton, L Harrison, G Thorpe & T Duffy

District / County Councillors: Cllr C Cushing / Cllr L Vickers

Clerk: L Meanley

Deputy Clerk/RFO: K Lindsay

Members of the Public: None

Press: None

Number	Agenda
1/26	<p><b>To elect the Town Mayor and receive the Town Mayor's Declaration of Acceptance of Office as required by law</b></p> <p>Cllr Campbell proposed, seconded by Cllr Fairbrother, that Cllr Glynn should continue as Town Mayor. It was agreed with 1 vote against. Cllr Glynn was duly elected as Town Mayor. Cllr Glynn signed the acceptance of office declaration as required by law.</p>
2/26	<p><b>To elect the Deputy Mayor and receive the Deputy Mayor's Acceptance of Office as required by law</b></p> <p>On the proposition of Cllr Glynn, seconded by Cllr Joslin, Cllr Thorpe was agreed and elected as Deputy Mayor. Cllr Thorpe signed the acceptance of office declaration as required by law.</p>
3/26	<p><b>To consider for acceptance apologies for absence</b></p> <p>None received</p>
4/26	<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></p> <p>None recorded</p>
5/26	<p><b>All Councillors to confirm to abide by the Code of Conduct and sign the Statement of Assurance</b></p> <p>All Councillors signed their code of conduct papers and Statement of Assurance agreeing to abide by the Council's current Members Code of Conduct</p>
6/26	<p><b>Open Forum for Public Participation</b></p> <p>a) To receive a report from Fakenham Police No report received. On the proposition of Cllr Campbell, seconded by Cllr Harrison it was agreed with 2 abstentions and 1 vote against that the Clerk shall write to the Norfolk Chief Constable copying in the Police and Crime Commissioner regarding the lack of police engagement. <b>ACTION: Clerk to write to the Chief Constable of Norfolk Police</b></p> <p>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 No electors questions received</p> <p>c) 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 Cushing had supplied a report. Cllr Jamieson had given apologies and advised that the new leader to the County council would be appointed on the 28<sup>th</sup> May, then responsibilities etc would be established.</p>

23/26	<p><b>To discuss shoplifting within Fakenham</b>  <b>Agenda item 23/26 was brought forward.</b></p> <p>An initial survey conducted estimates between £25,000 to £30,000 of stock stolen from shops within Fakenham on a monthly basis with complaints around a lack of police presence and anti-social behaviour. A WhatsApp group alerts traders to incidents in a similar way to a neighbour hood watch group. A link to report all crimes to the police has been posted. Shop Fakenham had been asked to provide their thoughts.</p> <p>Cllr Rockett Left</p> <p>On the proposition of Cllr Dutton, seconded by Cllr Duffy this will be discussed fully on the June Full Council agenda.</p>
7/26	<p><b>To confirm the Full Council Minutes of the Meeting held on 29<sup>th</sup> April 2026 and the Extraordinary Full Council Meeting held on 12<sup>th</sup> May 2026</b></p> <p>The minutes of the Full Council meeting held on the 29h April 2026 were agreed on the proposition of Cllr Glynn and seconded by Cllr Bucknell, <b>AGREED</b> by all and signed by the chair. The minutes of the Extraordinary Full Council held on the 12<sup>th</sup> May 2026, were agreed on the proposition of Cllr Glynn and seconded by Cllr Joslin, <b>AGREED</b> by all and signed by the chair</p>
8/26	<p><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></p> <p>These were noted</p>
9/26	<p><b>To constitute the Committees of the Council for the ensuing year as follows:</b></p> <p><b>a)</b> Governance &amp; Finance (Mayor and Deputy Mayor and 7 members) Cllrs Glynn, Thorpe, Joslin, Bucknell, Dutton, Harrison, &amp; Hunter</p> <p><b>b)</b> Facilities &amp; Amenities (Mayor and Deputy Mayor and 7 members) Cllrs Glynn, Thorpe, Campbell, Duffy, Fairbrother, Rockett, &amp; Girton.</p> <p><b>c)</b> HR Sub Committee (Mayor, Deputy Mayor, and 3 other members with HR experience) Cllrs Glynn, Thorpe, Bucknell, Fairbrother &amp; Harrison</p> <p><b>d)</b> Allotment Sub Committee (3 members) Cllrs Glynn, Dutton and Hunter</p>
10/26	<p><b>To appoint representatives to the following outside bodies (previous appointee's names in brackets):</b></p> <p><b>a)</b> Fakenham Olivet Twinning Club - Cllr P Bucknell</p> <p><b>b)</b> Fakenham Museum of Gas &amp; Local History - Cllr P Bucknell</p> <p><b>c)</b> Fakenham Police SNAPS - Cllr A Glynn</p> <p><b>d)</b> Fakenham Charities - Cllr A Glynn</p> <p><b>e)</b> Area Representative for Norfolk Association of Local Councils - Cllr M Dutton</p> <p><b>f)</b> Active Fakenham Steering Group - Cllr P Bucknell</p>
11/26	<p><b>To receive any reports from Councillors who have attended Meetings outside the Council</b></p> <p>Cllr Glynn and the Clerk attended a meeting with a potential event host looking to use Millennium Park for a community event in 2027</p>
12/26	<p><b>To receive and note correspondence and comment upon any items for information and action</b></p> <p>The Clerk advised that in accordance with our existing contract the first 38 streetlights from the list identified for full replacement had been selected and agreed with the contractor at a cost of £77,900 net.</p>
13/26	<p><b>To note, for information, the draft Minutes of the Annual Assembly of the Town Meeting held on 13<sup>th</sup> May 2026</b></p> <p>These were noted. Thanks were given by the Council to the staff who organised a very successful event.</p>

14/26	<p><b>To confirm the Minutes of the Facilities &amp; Amenities Committee held on:</b></p> <ul style="list-style-type: none"> <li>• <b>12<sup>th</sup> May 2026.</b></li> </ul> <p>Cllr Joslin offered her thanks to both Cllrs and staff that had previously worked with her on Leisure &amp; Environment and then Facilities and Amenities. The minutes of the meeting held on 12<sup>th</sup> May 2026 were moved for reception and adoption by Cllr Joslin seconded by Cllr Fairbrother and <b>AGREED</b> by all.</p>
15/26	<p><b>To confirm the Minutes of the Governance &amp; Finance Committee held on:</b></p> <ul style="list-style-type: none"> <li>• <b>19<sup>th</sup> May 2026. To note and/or approve:</b></li> </ul> <p>The minutes of the meeting held on 19<sup>th</sup> May 2026 were moved for reception and adoption by Cllr Dutton seconded by Cllr Bucknell and <b>AGREED</b> by all. The Deputy Clerk / RFO advised that the minutes also needed to reflect the recommendation that the public participation timings be enforced.</p> <p><b>188/26 GF To review and agree policies and risk assessments for update:</b></p> <ul style="list-style-type: none"> <li>• Financial Regulations</li> </ul> <p>Cllrs reviewed Financial Regulations and <b>RESOLVED</b> to approve for presentation and approval by Full Council, with a minor amendment On the proposition of Cllr Dutton and seconded by Cllr Bucknell the Financial Regulations were approved by all.</p> <p><b>194/26 GF To review the Council’s banking arrangements and make a recommendation to Full Council</b></p> <p>Members reviewed the Council’s banking arrangements and <b>RESOLVED</b> to continue to utilise Barclays as the Council’s primary banking provider and to recommend this arrangement to Full Council for approval On the proposition of Cllr Dutton and seconded by Cllr Bucknell the banking arrangements were approved by all.</p>
16/26	<p><b>To review Standing Orders</b></p> <p>On the proposition of Cllr Glynn and seconded by Cllr Hunter Standing Orders were approved by all.</p>
17/26	<p><b>To receive and note the Internal Auditors Report- End of Year Internal Audit 2025/2026 for Fakenham Town Council and the Charter Market</b></p> <p>Three recommendations were made for Fakenham Town Council.</p> <ol style="list-style-type: none"> <li>1) Recommendation 1 – the data breach procedure published on the website needs to be updated to show it is a final version. – The current version shows the word draft – this will be rectified.</li> <li>2) Recommendation 2 - The Reserves policy has previously been approved by Full council. We recommend that the Council considers if this should continue to be the case. – Governance &amp; Finance had delegated authority to approve this year and did so. On the proposition of Cllr Harrison, seconded by Cllr Glynn this will be approved in future by full Council.</li> <li>3) Recommendation 3 – the council needs to ensure that the charity continues to be properly managed, and the councillors properly understand their responsibilities as Trustee of the charity. - A solicitor has been engaged to draft proper governance for Cllrs acting on behalf of the corporate trustee.</li> </ol> <p>One recommendation was made for the Charter Market Recommendation – The market account cannot sustain a deficit of this level in 2026/27. The grants made by the council from this fund will need to reflect the monies being received. We recommend a balance of 3 months expenditure (£6,748.50) should be retained within reserves. Cllrs agreed to move to Governance &amp; Finance to discuss.</p>
18/26	<p><b>Financial Matters – 2025-26 reports &amp; annual Governance &amp; Accountability Return</b></p>

	<p>a) To receive 2025-26 Statutory Income &amp; Expenditure Report &amp; Balance Sheet for signing - All Cllrs approved</p> <p>b) To receive and note final 2026- 2027 Reserves schedule - All Cllrs approved</p> <p>c) To receive and note the Annual Internal Audit Report 2025/2026 Annual Governance Statement - All Cllrs received and noted Cllr Campbell &amp; Girton left</p> <p>d) To consider, approve and sign Section 1 Annual Governance Statement for signing - All Cllrs approved, signed by the Chair &amp; Clerk.</p> <p>e) To consider, approve and sign Section 2 Annual Accounting Statement for signing - all Cllrs approved, signed by the Chair.</p> <p>f) To note the dates for the exercise of Public Rights for the 2025/26 AGAR – The dates are 3<sup>rd</sup> June to the 14<sup>th</sup> July 2026</p> <p>g) To appoint an Internal Control Officer – Cllr Thorpe was reconfirmed</p> <p>h) To confirm the appointment of the Internal Auditor 2026/27 – Mapus-Smith &amp; Lemmon were confirmed as the Internal Auditor for 2026/27.</p>
19/26	<p><b>To consider a grant under the local government act 1972, s 137</b> 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>First Focus</b></li> </ul> <p>Cllr Bucknell proposed, seconded by Cllr Dutton, that a S137 grant of £1,000 be made. A counter proposal for a S137 grant of £2,500 was made by Cllr Harrison, seconded by Cllr Fairbrother. The original proposal was withdrawn. All agreed the counter proposal.</p>
20/26	<p><b>To receive the following applications for a grant from the Market Tolls:</b></p> <ul style="list-style-type: none"> <li>• <b>EP Youth</b></li> </ul> <p>On the proposition of Cllr Glynn seconded by Cllr Bucknell and agreed by all the grant application was rejected as EP Youth were already in receipt of S137 for a separate project.</p>
21/26	<p><b>To consider and discuss the Wayfinding working group recommendations.</b> All agreed with the recommendations to seek planning permission for totems in the suggested locations and a finger post at the Town sign in 2026/27 with new totem &amp; finger post costs factored into 2027/28. To seek costs for replacement Heritage trail boards at the library and town sign in a uniform design with other wayfinding signage and refresh maps/website &amp; IT provision in 2026/27. To refurbish the Town sign in 2027/28 <b>ACTION: Clerk to take forward</b></p>
22/26	<p><b>To consider Whitelands Playground swing grass matt repair quotes</b> Cllrs accepted that the risk assessment showed this as low risk. All agreed to defer any repairs until after a 2027 consultation on the play equipment needed in the park.</p>
23/26	<p><b>To discuss shoplifting within Fakenham</b> Considered after agenda item 6/26</p>
24/26	<p><b>To consider holding a Civic Ceremony</b> Deferred to Junes Full Council</p>
25/26	<p><b>To receive the Internal Controllers report</b> None</p>
26/26	<p><b>To consider planning applications up to 27/05/2026</b></p> <ul style="list-style-type: none"> <li>• <b>PF/26/0631</b> - 3 Barons Close, Fakenham - First floor extension to side and part of rear of dwelling above existing flat roof integral garage</li> </ul>

	<p><a href="#">PF/26/0631   First floor extension to side and part of rear of dwelling above existing flat roof integral garage   3 Barons Close Fakenham Norfolk NR21 8BE</a>  Response Deadline: 4/06/2026  Cllrs offer no objection and no comment</p> <ul style="list-style-type: none"> <li>• <b>RV/26/0978</b> - The Grove Veterinary Group , Holt Road, Fakenham - Siting of a single storey Portakabin building in the car park area to be used for consultations without complying with condition 1 (limited period approval) of planning permission PF/23/0934 to allow building to be retained for a further 3 years  <a href="#">RV/26/0978   Siting of a single storey Portakabin building in the car park area to be used for consultations without complying with condition 1 (limited period approval) of planning permission PF/23/0934 to allow building to be retained for a further 3 years   The Grove Veterinary Group Holt Road Fakenham Norfolk NR21 8JG</a>  Response Deadline: 8/06/2026  Cllrs offer no objection and no comment</li> </ul> <ul style="list-style-type: none"> <li>• PF/26/0841 - Ceramic Tile Distributors , 74 Holt Road, Fakenham - Demolition of all existing buildings and the erection of a 66 bed care home with external amenities and associated parking  <a href="#">PF/26/0841   Demolition of all existing buildings and the erection of a 66 bed care home with external amenities and associated parking   Ceramic Tile Distributors 74 Holt Road Fakenham Norfolk NR21 8DY</a>  Response Deadline: 10/06/2026  Cllrs considered that affordable housing would be beneficial for the site and the 3 story design would not fit within the area. Due to the size of documents to consider, email responses to be provided.</li> </ul>
<p><b>27/26</b></p>	<p><b>To note comments on applications for planning applications as agreed via Email:</b></p> <ul style="list-style-type: none"> <li>• <b>ADV/26/0689</b> - 14 Market Place, Fakenham - Internally illuminated ATM Collar  <a href="#">ADV/26/0689   Internally illuminated ATM Collar   14 Market Place Fakenham Norfolk NR21 9BG</a>  Response Deadline: 22/05/2026  Councillors Response: Councillors offered no objections. Councillors whole heartedly support the facility of an ATM at this location.</li> </ul> <ul style="list-style-type: none"> <li>• <b>PF/26/0688</b> - 14 Market Place, Fakenham - Installation of new ATM in part of existing ground floor window opening, and accessible ramp with railings  <a href="#">PF/26/0688   Installation of new ATM in part of existng ground floor window opening, and accessible ramp with railings   14 Market Place Fakenham Norfolk NR21 9BG</a>  Response Deadline: 22/05/2026  Councillors Response: Councillors offered no objections. Councillors whole heartedly support the facility of an ATM at this location but noted concerns regarding the positioning of a ramp on the highway.</li> </ul> <ul style="list-style-type: none"> <li>• <b>LA/26/0696</b> - 14 Market Place Fakenham - Installation of ATM, accessible ramp with a railing, internally illuminated ATM signage, and associated works  <a href="#">LA/26/0696   Installation of ATM, accessible ramp with a railing, internally illuminated ATM signage, and associated works   14 Market Place Fakenham Norfolk NR21 9BG</a>  Response Deadline: 1/06/2026  Councillors Response: Councillors offered no objections. Councillors whole heartedly support the facility of an ATM at this location but noted concerns regarding the positioning of a ramp on the highway.</li> </ul> <p>These were noted</p>

28/26

**To receive notice of decisions of the planning authority:**

- **PO/22/2244** - 33 Greenway Lane Fakenham - Demolition of existing dwelling and erection of up to 8 no. dwellings and formation of new access to Greenway Lane (Outline - details of access only with all other matters reserved)

[PO/22/2244 | Demolition of existing dwelling and erection of up to 8 no. dwellings and formation of new access to Greenway Lane \(Outline - details of access only with all other matters reserved\) | 33 Greenway Lane Fakenham Norfolk NR21 8DF](#)

Councillors Response: Cllrs offered no objection and no comment

**Finally Disposed Of**

- **PF/26/0470** - 170 Norwich Road, Fakenham - Extension to rear of dwelling, conversion of loft to habitable space, front porch and external alterations. Erection of detached double garage to front of dwelling

[PF/26/0470 | Extension to rear of dwelling, conversion of loft to habitable space, front porch and external alterations. Erection of detached double garage to front of dwelling | 170 Norwich Road Fakenham Norfolk NR21 8LX](#)

Councillors Response: Councillors offered no objections and no comments

**Approved**

- **LA/26/0603** - 14 Market Place, Fakenham - Installation of defibrillator and bleed kit cabinets to external wall of building

[LA/26/0603 | Installation of defibrillator and bleed kit cabinets to external wall of building | 14 Market Place Fakenham Norfolk NR21 9BG](#)

Councillors Response: Councillors offered no objections and no comments.

**Approved**

- **PF/25/2615** - Unit 5 , George Edwards Road, Fakenham - External alterations to facade and external works including a concrete hardstanding area to provide a dog run, external plant area, isolation run and a timber gate and fencing on the western boundary (retrospective)

[PF/25/2615 | External alterations to facade and external works including a concrete hardstanding area to provide a dog run, external plant area, isolation run and a timber gate and fencing on the western boundary \(retrospective\) | Unit 5 George Edwards Road Fakenham Norfolk NR21 8NL](#)

Councillors Response: Councillors offered no objection and no comments

**Approved**

- **PF/26/0600** - Brambles, Heath Lane, Fakenham - Erection of open fronted detached carport on driveway to front of house

[PF/26/0600 | Erection of open fronted detached carport on driveway to front of house | Brambles Heath Lane Fakenham Norfolk NR21 8LN](#)

Councillors Response: Councillors offered no objection and no comments

**Approved**

- **PF/26/0096** - Three Gables , Heath Way, Fakenham - Erection of single storey dwelling (revised design, self build), and demolition of balcony and replacement new window to existing dwelling

[PF/26/0096 | Erection of single storey dwelling \(revised design, self build\), and demolition of balcony and replacement new window to existing dwelling | Three Gables Heath Way Fakenham Norfolk NR21 8LW](#)

Councillors Response: Councillors offered no objection and no comments

**Approved**

