



NORTH WALSHAM TOWN COUNCIL

Minutes of the Council Meeting

held on Tuesday 28 July 2020, Virtually by Zoom Conference

Present:

Town Councillors: Cllr Bull (Chair); Cllr Felstead; Cllr Fryer; Cllr Gotts; Cllr Harris Cllr Heinrich
Cllr Hester; Cllr Melville; Cllr Murphy; Cllr Sims; Cllr Wright;

District/County Cllr: Cllr Seward; Cllr Lloyd

Town Clerk: Ms Shields

Members of Public: 1

The meeting opened at 18.30

1. APOLOGIES FOR ABSENCE

Cllr Choudhury; Cllr Edge; Cllr Jackson; Cllr Gray (other commitments)

2. DECLARATIONS OF INTEREST

Personal interests: None

Pecuniary interests: None

3. TO APPROVE MINUTES OF PREVIOUS COUNCIL MEETING - emailed with Agenda

(As per Standing Order 12b, to approve accuracy of actions & decisions as a true record)

As proposed by Cllr Sims and seconded by Cllr Gotts, it was **RESOLVED** that the minutes of the Virtual Council Meeting held on 29 June 2020 be agreed as a true record. The minutes were signed by Cllr Bull

4. UPDATE ON MATTERS FROM PREVIOUS MINUTES

Decision/Action Log (Clerks report attached)

5. PUBLIC FORUM

(As per Standing Order 3e Items on this agenda only; Standing Order 3f Total duration 15mins max; Standing Order 3g Max 3mins per person; and Standing Order 3h Questions don't require a response at this meeting)

To receive verbal report from a member of the public concerning:

- Market Place Pedestrianisation – there is a feeling of divide in the town. The Local Government Association says that the Council should respect the interests of residents. they would like to know what is happening with pedestrianisation in the town now as the 3week initial period as finished.
- Opinion is that North Walsham is not open, trade is down by 21% and his shop is now shut at 1.30 every day. It was suggested that Council accepts the wishes of the 1000 people that signed the petition to re-open North Walsham Market Place.

6. TO RECEIVE MONTHLY REPORTS

6.1. Mayors Report

- Meeting with District and County Council about temporary pedestrianisation in Market Place
- Confidential meeting at Poppies

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6.2. District & County Councillors (verbal)

Cllr Lloyd – District Councillor

- New waste contract - Serco have taken over from Kier and takeover is going seamlessly
- Electric car points - Sainsburys have a substation on their property, UK Power Networks are trying to liaise with Sainsburys to connect to this substation for 6 electric car points on Vicarage Street, car-park

Cllr Seward – District/County Councillor

- The Zebra Crossing at Happisburgh Rd to start in about a week's time
- Aylsham Rd 20mph speed limit, the consultation process is now out for public consultation
- The movements of people in Market Place are known and not a matter of conjecture. This is because it is recorded on CCTV cameras. Hence the number of people in Market Place, where queues are taking place, who is using the benches etc are known. This has been looked at and it does not suggest the town is closed, it is at the moment buoyant.
- New Market Place covid guidelines have been brought in very quickly, the process was discussed between Town, District and Council with the advice of the County Highways engineer and certain changes were agreed, at the moment we are waiting for highways approval. The Market Place closure was a divisive issue in the town and a solution had to be found in dealing with it.

7. MATTERS ARISING FOR DECISION/DISCUSSION BY THE TOWN COUNCIL

7.1. To consider CCTV at New Rd near Fire Station (D&A)

There was a concern that a tree needs to be removed or could maybe just be cut back.

As proposed by Cllr Murphy and seconded by Cllr Hester, it was **RESOLVED to approve CCTV at New Rd if we can keep the Tree if not at the Fire Station**

7.2. To consider request for a mirror to be placed on a streetlight for property at Anchor Rd

A resident would like to pay for and erect a mirror on our lamppost outside his drive entrance, it was agreed that it looked dangerous to try and get out of the driveway without a mirror

As proposed by Cllr Murphy and seconded by Cllr Heinrich, it was **RESOLVED to accept the request for the resident to place a mirror on our streetlight**

7.3. To approve 'Use of Park' form and approving applications

It was discussed as to what would be classed as 'use of' and what was classed as an 'event'. At the moment it is mostly fitness clubs are asking for 'use of' and it was suggested that we should keep a record of who uses them with a simple form

As proposed by Cllr Murphy and seconded by Cllr Heinrich, it was **RESOLVED to adopt the 'Use of Park' form and applications should be approved between the Chair of D&A and the Clerk**

7.4. To review & adopt Risk Assessments and delegating to D&A to be reviewed at least annually

7.4.1. Grass Cutting Risk Assessment

7.4.2. Grave Digging Risk Assessment

7.4.3. Handheld Machinery Risk Assessment

7.4.4. Workshop/Workspace Risk Assessment

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7.4.5. Market Operations Risk Assessment

7.4.6. SAM2 Risk Assessment

7.4.7. Covid-19 Play Park Risk Assessment

7.4.8. Covid-19 External Workplace Risk Assessment

Cllr Wright wanted adding to

- Markets Risk Assessment - to include access vehicles for residents
- Sam 2 Risk Assessment - to include working from height.

As proposed by Cllr Murphy and seconded by Cllr Heinrich, it was **RESOLVED to adopt the above Risk Assessment** with Cllr Wrights amendment added

7.5. Revoking War Memorial Park Byelaws and applying for new Byelaws or Rules & Regulations

Each Councillor was asked to vote for either Byelaws or Rules and Regulations, it was considered which one of these would give us more control

As proposed by Cllr Richard Sims and seconded by Cllr Bob Wright, it was **RESOLVED to revoke the old Byelaws and replace with new Byelaws**

7.6. To consider Surveys for:-

7.6.1. Revoking Byelaws, for a Regulatory Impact Assessment

It was discussed that M&I should prepare a mockup survey, with a set of questions in plain English to get residents opinions on the Byelaws. To be produced by end of November through use of:-

- Market Stall
- Leaflet to every house
- Dedicated web page

As proposed by Cllr Bull and seconded by Cllr Murphy it was **RESOLVED for M&I to create a survey to get residents opinions**

7.6.2. Public ideas for Precept 21/22

It was discussed to remind people of what the Town Council are responsible for and ask for any ideas for things they would like to see within the Town. This could be posted to all houses along with the byelaws survey. It was suggested that we contact resident 3 or 4 times a year, but it was felt that this is already done in the just North Walsham magazine.

As proposed by Cllr Murphy and seconded by Cllr Melville, it was **RESOLVED to do a leaflet drop at the same time as the Byelaw survey (above)**

7.7. To discuss Formal Complaint about a broken back windscreen

It was concluded that there was almost no possibility that the damage to the windscreen was done by the mower. The blades were 3 inches off the ground, and it would not have flicked a stone up as it wasn't touching the ground. Councillors agreed but it was suggested to make an ex gratia payment as a token from the Council, stating that we are not claiming responsibility

As proposed by Cllr Hester and seconded by Cllr Bull, it was **RESOLVED to make a £75 Ex Gratia payment**

7.8. To consider amendments to Standing Orders

7.8.1. 4f - The Proper Officer appoints Lead Officers and oversees all Committees and Lead Officers where necessary (P&G)



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As proposed by Cllr Heinrich and seconded by Cllr Murphy it was **RESOLVED** to adopt new standing order 4f

- 7.8.2.** 4g - Councillors who have a relative/partner employed by the Town Council cannot be a member of the Personnel & Governance Committee, or Chair any Committee when the relative/partner is Lead Officer (P&G)

It was discussed that this prevents Cllrs who are partners of staff employed by the Town Council from being part of any Governance procedures. Cllr Hester stated that he was ok with not being on the Personnel Committee but felt he was being discriminated against by not being able to take part in governance decisions especially with his 9 yrs experience. It was decided to defer this motion until next month and maybe amend the proposal.

- 7.8.3.** 4h - Councillors can only be Chair of 1 Committee/Council and on a maximum of 3 Committees. Starting from the Annual Council meeting May 2021 (BH)

It was discussed that this should include Chair of Council and Chair of Planning.

As proposed by Cllr Hester and seconded by Cllr Heinrich it was **RESOLVED** to add new standing order 4h to only be Chair of Council or of 1 Committee

- 7.8.4.** 4i - Order of Business Format on Committee Agenda's items 1-4 (P&G)

As proposed by Cllr Sims and seconded by Cllr Felstead, it was **RESOLVED** to add new standing order 4i format committee agenda's

- 7.9.** To appoint Proper Officer to cover the Clerk's absences - holidays, sickness etc.

It was discussed that this needs to be minuted and formally written into the standing orders

As proposed by Cllr Murphy and seconded by Cllr Felstead, it was **RESOLVED** that in the absence of the Town Clerk the Deputy Clerk would be Proper Officer and in the absence of both, the Assistant Clerk would be the Proper Officer

8. FINANCE

- 8.1.** To approve income and expenditure for June 2020

As proposed by Cllr Murphy and seconded by Cllr Felstead, it was **RESOLVED** to approve Inc & Exp for June 20

- 8.2.** To approve expenditure up to 17 July 2020

As proposed by Cllr Murphy and seconded by Cllr Heinrich, it was **RESOLVED** to approve payments up to 17 July 20

- 8.3.** To accept Park Charity Accounts & Internal Audit Report for year 19/20

As proposed by Cllr Wright and seconded by Cllr Murphy, it was **RESOLVED** to accept the Park Charity Accounts and Internal Audit Report for 19/20

- 8.4.** To receive comparison of estimated budget against actual Quarter 1 (Apr-June)

- 8.5.** To receive Scrutineer Report for Quarter 1 (Apr-June)

9. CORRESPONDENCE AND ITEMS FOR INFORMATION ONLY

- 9.1.** Attendance % sheet

- 9.2.** Police newsletter May 20

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9.3. Covid-19 Community update June 2020

10. UPDATES

10.1. Lights at Happisburgh and Manor Rd (RM) – removal of lights at Manor Rd should be completed by 24 August

10.2. Vehicle Compound – is ongoing as supplies are available once again. Foundations are complete, Frame is being erected and we are waiting for hardstanding and compound to be fabricated

11. TO RECEIVE REPORTS FROM COMMITTEES AND GROUPS

11.1. Media & Information – 14 July 2020

11.2. Development & Amenities – 14 July 2020

12. DATES OF FORTHCOMING MEETINGS AND EVENTS

12.1. Personnel & Governance – Wednesday 29 July 2020, 18.30 at 18 Kings Arms Street

12.2. Development & Amenities Committee – Tues 4 Aug 2020, 18.30 by virtual conferencing on Zoom

12.3. Personnel & Governance – Monday 7 Sept 2020, 18.30 at 18 Kings Arms Street

12.4. Development & Amenities Committee – Tues 8 Sept 2020, 18.30 by virtual conferencing on Zoom

12.5. Full Council – Tuesday 29 September 2020, 18.30, by virtual conferencing on Zoom

13. ITEMS FOR NEXT AGENDA/LATE ITEMS FOR DISCUSSION ONLY

- Cooking demonstration
- Update on Market Place
- Councillors who have a relative/partner employed by the Town Council cannot be a member of the Personnel Committee, or Chair any Committee when the relative/partner is Lead Officer

The meeting closed at 20:10

Initials.....

Date:.....