

NORTH WALSHAM TOWN COUNCIL
27 June 2017

Minutes of the Meeting of the Town Council held on 27 June 2017

Chair: Cllr S Stuckey

Town Councillors Present:

Cllr G Bull	Cllr F Choudhury
Cllr P Edge	Cllr A Fryer
Cllr R Harris	Cllr B Hester
Cllr J Melville	Cllr R Murphy
Cllr M Seward	Cllr E Wheeler

District Councillors Present:

Cllr N Lloyd	Cllr E Seward
Cllr V Uprichard	

County Councillors Present:

Cllr E Seward	Cllr J Timewell
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The meeting opened at 19:00

Open to the Press and Members of the Public

1 ADMINISTRATIVE MATTERS

(a) Declarations of Interest

No interests were declared.

(b) Apologies for Absence

Apologies were received and accepted from Cllrs Sims, Turner and Witte.

(c) Minutes of Town Council meetings

Consideration of the minutes of the meeting on 30 May 2017 was deferred pending correction of omissions from Item 10.

2 ADJOURNMENT OF MEETING TO ALLOW PUBLIC PARTICIPATION

As proposed by Cllr Murphy and seconded by Cllr Choudhury, it was **RESOLVED**

That the meeting be adjourned in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 to permit public participation and external reports.

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(a) **Presentation from Highway Engineer**

A note of issues raised by and with the Highway Engineer is at Annex A.

(b) **The Importance of a Community School: North Walsham High School**

A note of the points made by the representatives of North Walsham High School is at Annex B.

(c) **Reports from District and County Councillors**

District Cllrs Uprichard and Lloyd and County/District Cllr Seward gave verbal reports on recent issues (Annex C).

(d) **Public participation**

A summary of matters raised by members of the public is at Annex D.

As proposed by Cllr Murphy and seconded by Cllr Choudhury, it was **RESOLVED**

That the meeting be reconvened.

3 **REPORTS FROM THE TOWN MAYOR AND DEPUTY MAYOR**

Details of meetings and events attended by the Town Mayor are at Annex E. In addition to these events, the Deputy Mayor had represented the Town Council at the memorial service for former Town Mayor Mr Ted Gadsden, at which many other former Town Mayors were present.

4 **ITEMS REQUIRING DECISION**

(a) **Town Strategy**

The Town Clerk was asked to recirculate the latest draft (version 3) of the draft consultation document to ensure that Members all had the same copy on which to comment. A working party consisting of Cllrs Bull, Hester, Murphy and Seward was established to oversee the finalisation of the consultation document at a meeting on Monday 3 July 2017 with support from Ms Collett. As proposed by Cllr Seward and seconded by Cllr Choudhury, it was **RESOLVED**

That the Council accept the quote submitted by SR Print of £795 to produce 7,000 copies of the consultation document.

(b) **Urban Grass Verge Maintenance**

Reservations were raised with regard to how the workload seemed to be snowballing. This was the result of incomplete and unclear records held by the County Council. The Town Clerk was also seeking to arrange a meeting between County staff and Town Council grounds staff to work through the rounds as previously worked by County Council staff.

Additional support for the grounds staff team was an item on this agenda, and also for the Personnel & Grants Committee on Thursday 29 June 2017.

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(c) Access to Woodville Park/Debenne Road Access Road

It appeared that only two of the drain covers had been done, and one was quite raised. This seemed unlikely to be a 35-tonne load as specified, as it was easily lifted. It was noted that rubble had been swept into the drain, which may cause flooding, and that the pot holes had not been filled in. The Town Clerk would approach Pro-Scape for a report.

(d) St Nicholas Court

Cllr Hester had attended the most recent meeting of RNW's committee, and they had asked to formally meet with the Council. As proposed by Cllr Hester and seconded by Cllr Bull, it was **RESOLVED**

To ask the Town Clerk to approach RNW to arrange a meeting at the earliest opportunity.

(e) Information Office

Cllr Melville submitted a report on progress (Annex F).

[Cllr Edge left the room at 20:20; returning at 20:25]

Cllr Hester had purchased the Information Office web domain some years ago, and was happy to continue to pay for this. The domain had now been transferred to the Town Council server.

A decision had been taken not to advertise businesses at the Information Office when it was located at the old Council Offices, as it would not have been prudent to advertise/promote businesses from that location – it may have given rise to accusations of favouring one business over another. It was agreed that there was no problem in this regard now that the Information Office was located in Kings Arms Loke. It was acknowledged that there was insufficient space to have posters or cards on display, it was agreed that a business card folder would be maintained to assist volunteers with queries about businesses in the town.

The matter of a formal Council representative for the Information Office was raised but not taken forward.

(f) Neech Loan Fund

Cllrs Hester and Bull nominated themselves for the role of Council Trustees. It was **RESOLVED**

That this be agreed.

(g) Trackside

A quote from Norgate Builders had been considered at the meeting on 30 May, with the Town Clerk asked to follow up the other two companies who had expressed interest. Subsequently a quote from Renosteel had been received. As proposed by Cllr Murphy and seconded by Cllr Hester, it was **RESOLVED**

That the quote from Norgate Builders be accepted.

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(h) Committee meetings

The Town Clerk was proposing no changes to the existing schedule of Committee meetings, although the Finance Committee had been missed – it was agreed that this could be slotted in following another meeting. It was further agreed that the Standing Orders Sub-Committee should meet on Tuesday 11 July 2017, following the meeting of the Planning Committee.

(i) New Road Car Wash

Cllr Harris had requested this item as he felt it was important to encourage businesses to stay in the town. There was a need for the car wash, and the owners/staff wanted to stay. Mundesley Road Car Park was suggested as a possible alternative, and it was acknowledged that this location would bring business into the town centre. Discussions about ownership and leasing the car park followed. As proposed by Cllr Hester and seconded by Cllr Harris, it was **RESOLVED**

To ask the Town Clerk to write to NNDC asking the Council to consider leasing the Mundesley Road Car Park to the Town Council.

(j) Head Groundsman

As proposed by Cllr Bull and seconded by Cllr Harris, it was **RESOLVED**

That the draft job vacancy notice be agreed for immediate release.

5 ITEMS FOR INFORMATION

(a) West Ward Election

A copy of the list of candidates had been circulated, together with a timetable of proceeding leading up to the poll date of 20 July 2017. It was understood that the Poll would be at the Sacred Heart Church Hall.

(b) Davenport's Magic Kingdom

Mr Roy Davenport had contacted the Town Clerk to say that the museum would be re-opening in August 2017 as the British Magic Museum, ie the official national magic museum. The Town Clerk had suggested that Mr Davenport make use of the Information Office to help promote the museum.

6 FINANCE

(a) Expenditure and receipts, May 2017

As proposed by Cllr Stuckey and seconded by Cllr Seward, it was **RESOLVED**

That the Payments & Receipts report for May 2017 be approved. (Annex G).

(b) Expenditure, June 2017 to date

As proposed by Cllr Stuckey and seconded by Cllr Seward, it was **RESOLVED**

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That the Payments report for June 2017 to date be approved and that cheques be signed. (Annex H)

(c) War Memorial Park Trust Accounts for 2016/17

As proposed by Cllr Stuckey and seconded by Cllr Seward, it was **RESOLVED**

That the accounts be approved. (Annex I)

7 REPORTS FROM COMMITTEES AND EXTERNAL ORGANISATIONS

(a) Reports from Council Committees:

There had been no meetings to report on.

(b) Updates from Council representatives to external organisations

Pubwatch: Cllr Hester reported that the members of Pubwatch had refused to share the watch list with the Town Council, although it was a licensee. As proposed by Cllr Bull and seconded by Cllr Hester, it was **RESOLVED**

To ask the Town Clerk to write to North Walsham Pubwatch setting out that, as a licensee, the Town Council required and was entitled to a copy of the watch list just as other members did, and that if this was not forthcoming the Council would withdraw from the scheme.

Funday: As proposed by Cllr Hester and seconded by Cllr Murphy, it was **RESOLVED**

To ask the Town Clerk to write a letter of congratulations to Andrea Canham and the Funday Committee for an excellent weekend of events.

8 FORTHCOMING MEETINGS AND EVENTS

The following meetings and events were scheduled:

- a. Sunday 23 July 2017: Fun fair arrives at War Memorial Park
- b. Wednesday 26 – Saturday 29 July 2017: Fun Fair
- c. Sunday 13 August 2017: 3rd Annual Westover Vets Charity Dog Show
- d. Committee meetings:
 - i. Development & Amenities Committee: 3rd Tuesday (monthly)
 - ii. Media & Information Committee: 1st Tuesday (as needed)
 - iii. Personnel & Grants Committee: as needed
 - iv. Markets Group: 1st Thursday (every other month)
 - v. Standing Orders Sub-Committee: 2nd Tuesday following Planning Committee
 - vi. Finance Committee: 3rd Tuesday following Development & Amenities Committee.

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9 CORRESPONDENCE

The Town Clerk had received a letter from the Vice-Chair of the Friends of Friesenried Association expressing disappointment that the Council had not been represented at the recent visit from Germany. The Town Clerk would reply with the Town Mayor's apologies.

10 ITEMS FOR NEXT AGENDA

- Update on Diocesan Registrar's response to request for a ground penetrating radar examination of the area adjacent to the gates at New Cemetery, and report on cost and availability of ground penetrating radar.
- Information Office update
- Update on storage (old chapel and ISO-container)
- Issues with Council emails
- Lighting at Black Swan Loke

The meeting closed at 21:02