

# NORTH WALSHAM TOWN COUNCIL

## Minutes of the Full Council Meeting

held on 29 October 2019, at the 18 Kings Arms Street, North Walsham

**Present:**

**Town Councillors:** Cllr Bull (Chair); Cllr Felstead; Cllr Fryer; Cllr Heinrich; Cllr Hester; Cllr Jackson; Cllr Melville; Cllr Murphy; Cllr Oakes; Cllr Sims; Cllr Wheeler; Cllr Wright;

**District Councillor:** Cllr Birch; Cllr Gay; Cllr Heinrich; Cllr Seward;

**County Councillor:** Cllr Seward

**Town Clerk:** Ms Shields

**Members of Public:** Laura Blackwell (Project enabler for HSHAZ)

The meeting opened at 19.00

**1. APOLOGIES FOR ABSENCE**

**Accepted:** Cllr Choudhury (Work); Cllr Clancy (Work); Cllr Harris (Work);

**Not Accepted:** Cllr Gray (No apologies)

**2. DECLARATIONS OF INTEREST**

**Personal interests:** None

**Pecuniary interests:** None

**3. TO AGREE MINUTES OF PREVIOUS TOWN COUNCIL MEETING**

As proposed by Cllr Jackson and seconded by Cllr Wright, it was **RESOLVED** that the minutes of the meeting held on 23 September 2019 be agreed as a true record

**4. TO ADJOURN THE MEETING FOR PUBLIC PARTICIPATION AND EXTERNAL REPORTS**

As proposed by Cllr Murphy and seconded by Cllr Hester, it was **RESOLVED** that the meeting be adjourned in accordance with the Public Bodies (Admission to Meetings) Act 1960 to permit public participation and external reports.

**Verbal report received from Laura Blackwell about the agreed funding from Historic England**

- Awarded £975,000, NNDC have agreed to match fund
- Concentrating on the conservation zone, which is the town centre and entrances
- Bring the heritage of the town to life and regenerate the Town Centre
- Make more pedestrian friendly, look at heritage buildings
- Cultural programming, Community engagement and working with local community groups
- first draft designs - 6.12.19, submit final designs deadline 20.12.19

As proposed by Cllr Murphy and seconded by Cllr Jackson, it was **RESOLVED** to reconvene the meeting

**5. TO RECEIVE MONTHLY REPORTS**

5.1 Police Report – Written report attached

5.2 District & County Councillor – Verbal

Cllr E Seward - County Council

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- There was flooding again on Lynfield Estate & the Industrial Estate. Major works will start in April 2020 to deepen and straighten the ditch behind Osborne Close and place 3 attenuation tanks:-
  1. in front of new bungalows on Lynfield Rd
  2. On corner verge of Hadfield Rd and Lynfield Rd
  3. Grass verge next to Corks Funeral Directors
- 20mph scheme Aylsham Road is with highways design department
- Remove Traffic Island at Grammar School Rd to go back to two lanes. Highways engineer is not in favour of removing this, due to pedestrian safety
- Consultation on the Norfolk Fire Services in relation to risk – emailed report, to be forwarded to all councillors
- Chasing Market Town Highway Network Strategy
- Purchase of Midland Rd Car Park by NNDC is going through
- Boundary Commission is looking at County Council Ward boundaries. County Councillors will remain at 84 and must stay within the District Councils Boundaries. They are looking for division of 8,300-8,400 electors

Cllr V Gay - District Council

- District Councils Draft Corporate Plans should be before the cabinet in November which will lay out the aspirations and plans for the District as a whole. This will affect North Walsham
- There is a Cabinet Sub-Committee overseeing Heritage Zone Project at District Level, Cllr Gay & Cllr Seward are both on this committee
- Farman Avenue Parking problem - the Town Council has agreed to help by taking money from Residents for the painting of double yellow lines by NCC
- Old Yarmouth Rd Field boundary, woodland belt, residents have been looking after this land themselves as District haven't maintained it for some time. District are now trying sort something out with the residents, although it could take some time.

### 5.3 Town Mayors report – Verbal

The Mayor attended:-

- Good Neighbour Scheme Saturday 23.10.19
- Meeting with Poppies concerning the Pavillion

## 6. UPDATE ON MATTERS FROM PREVIOUS MINUTES/COMMITTEE'S

Decision/Action log attached with updated matters from all Committees

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

### 7.1 To adopt New Policies

#### a. Starters & Leavers Policy as recommended by P&G 16.10.19 (P&G)

As proposed by Cllr Hester and seconded by Cllr Fryer it was **RESOLVED to adopt the Starters & Leavers Policy**

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b. Grass Verge Policy, deferred from FC meeting 24.9.19 (D&A)  
As proposed by Cllr Murphy and seconded by Cllr Wright it was **RESOLVED to adopt the Grass Verge Policy**

c. Event Management Policy (emailed), deferred from FC meeting 24.9.19 (MG)

Requested Amendments have been made but comments were made of:-

- Good plan for larger events, too much for a smaller event
- It's is 30 pages long, which includes a lot of guidance and is daunting
- 2 pages page 10 & page 12 are just on fire extinguishers
- Do we need to say what type of music?
- Why do we need a map of Location (because we own other places in town)
- NNDC Event Management Plan is only 19 pages and needs to be filled out, if applying for a Tens licence, so are we duplicating this?
- It's made for all events and all eventualities, N/A should be used for questions that are not applicable. Help will be given to fill plans out by M&I
- We are responsible for people on our land, making sure they are safe, this adequately covers us should we ever have to go to Court (has it been checked by solicitor)

As proposed by Cllr Wright and seconded by Cllr Oakes it was **RESOLVED to accept the new Event Management Plan with the amendment proposed by Cllr Bull and seconded by Cllr Melville A trial period for 1 year.** Cllrs voted 9 'for' and 4 'against' accepting the plan

7.2 Amended Contract for New Employees – amend sick pay allowance for new employee's as recommended by P&G 16.10.19 (P&G)

- During 1<sup>st</sup> year of service – statutory sick
- During 2<sup>nd</sup> year of service – 1 month's full pay and 1 month's half pay
- After 5 years' service – 3 months full pay and 3 months half pay

As proposed by Cllr Murphy and seconded by Cllr Hester, it was **RESOLVED to accept amended policy for new employees**

7.3 Christmas Free Parking from NNDC – to agree 2 dates for free parking within the Town

Suggestions were: - Christmas Lights switch on 30.11.19, last Thursday market before Christmas 19.12.19 or last Saturday before Christmas 21.12.19

As proposed by Cllr Bull and seconded by Cllr Murphy, it was **RESOLVED to request Christmas lights switch on 30.11.19 , and last Saturday before Christmas 21.12.19**

7.4 Survey Results for the Wild Meadow Survey

- a. Greens Road Verges – Survey results from Residents 14 'for' & 7 'against'
- b. War Memorial Park (by Tennis courts) – Survey results from Residents 10 'for' & 6 'against'
- c. Royston Green – Survey results from Residents 7 'for' & 20 'against'

As proposed by Cllr Felstead and seconded by Cllr Jackson, it was **RESOLVED to plant wildflowers on Greens Rd Verge and near the tennis courts in the War Memorial Park, but not at Royston Green**

7.5 Byelaws to discuss revoking, replacing and attached investigation report

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It was discussed to revoke Memorial Park Byelaws first, followed by the other byelaws. Park byelaws could be replaced with PSPO (Memorial park rules). M&I and D&A to come up with questions for a consultation with the public, as to what should be included in the new rules. New rules to be drawn up whilst old byelaws are being revoked.

As proposed by Cllr Bull and seconded by Cllr Felstead, it was **RESOLVED to Revoke Memorial Park Byelaws and create new Rules/PSPO to replace Byelaws**

### 7.6 HR and H&S Consulting Services (GB)

To keep up to date with HR and H&S Policies, Rules, Risk Assessments for Jobs & Events, Apps, 24/7 Access, making us watertight

As proposed by Cllr Hester and seconded by Cllr Melville, it was **RESOLVED to investigate 2 more HR companies to see what packages they can offer and compare prices**

### 7.7 Freedom of Information, to discuss a tab on website, containing additional information

A standard reply statement has already been agreed and adding disclosure logs were discussed.

As proposed by Cllr Wright and seconded by Cllr Murphy, it was **RESOLVED to make disclosure logs containing previous FOI requests available on our website.** Hopefully this will help users find information that has already been requested

### 7.8 Christmas Closing Hours as recommended from P&G (P&G)

As proposed by Cllr Sims and seconded by Cllr Fryer, it was **RESOLVED that there would be no extra holiday given for the Christmas period this year**

### 7.9 Appoint Additional Scrutineer

As proposed by Cllr Felstead and seconded by Cllr Hester, it was **RESOLVED that Cllr Sims would be appointed as the additional scrutineer**

### 7.10 To discuss providing grave digging service (GB)

For: Approached by at least 2 individuals'; we are the only Cemetery that digs its own graves; can have funerals later in the day; free up groundsmen's time; funeral directors would use their own grave diggers; no upkeep of digger

Against: Our Cemeteries are held in high esteem; are we lowering our standards; might not look after our Cemeteries or follow designated lines; Graves might not be dug properly and could collapse; Funeral Directors would make money on grave digging

A suggestion was made to have a trial period using approved contractors with previous experience, have a contract with a clause that if any problems occur, they would come back and fix, but this was declined.

As proposed by Cllr Oakes and seconded by Cllr Fryer, it was **RESOLVED to keep the Grave Digging as it is**

## 8. FINANCE

### 8.1 To approve income and expenditure for September 2019

As proposed by Cllr Murphy and seconded by Cllr Sims, it was **RESOLVED to approve**

### 8.2 To approve expenditure up to 22 October 2019

As proposed by Cllr Melville and seconded by Cllr Felstead, it was **RESOLVED to approve**

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- 8.3 To receive income & expenditure comparison – ‘estimated’ against ‘actual’
- 8.4 To receive Scrutineers Report for the quarter July-Sept – No report was available

### 9. CORRESPONDENCE AND ITEMS FOR INFORMATION ONLY

- 9.1 Attendance % sheet
- 9.2 Complaint update – Chair of P&G received a complaint about the Clerk at the planning meeting 23.9.19, suggesting a breach of protocol for not entering an objection on behalf of a resident for our own planning application. This was not a breach, as all planning application comments must be made by the individual on the NNDC portal. The Chair tried to resolve the complaint informally, but it was requested to escalate to an official complaint. A complaint panel was formed, and the finding was that the Clerk had not breached protocol. The complainant was notified

### 10. UPDATES

- 10.1 DBS check – procedures (report attached)  
All Councillors wishing to proceed should forward their details to Tina
- 10.2 High Street Heritage Action Zone (PO) (BH)  
Market Stall booked for Thursday, to achieve community engagement and ideas, letting residents know what we can do and can't do with the money. Draft design needs to be produced by 6.12.19. As proposed by Cllr Bull and seconded by Cllr Jackson it was **RESOLVED that before any ideas/decisions are agreed on behalf of the Council, it must come back to Full Council**
- 10.3 MTI on precinct (BW),  
MTI have a list of assets which were purchased with MTI funding, but will become Town Council Assets and be maintained by the Town Council
  - Precinct Lighting - Council to take ownership and future maintenance
  - Precinct Seats - Council to take ownership and future maintenance
  - Notice Boards/Maps - Council to take future maintenance but not ownership
  - Precinct Sculpture - Council to take future maintenance but not ownership
  - Canal Walk signage - Council to take ownership but Canal trust to have future maintenanceAs proposed by Cllr Bull and seconded by Cllr Melville it was **RESOLVED that BW write a Memorandum of Understanding (MOU) laying out the assets purchased with the MTI funding and who is responsible for what**

### 11. TO RECEIVE REPORTS FROM COMMITTEES AND GROUPS

- 11.1 Media & Information Meeting – 17 September 2019
- 11.2 Bittern Line Community Rail Partnership Meeting – 20 September 2019 (emailed)
- 11.3 Community Hub Sub-group – 23 September 2019
- 11.4 Planning Committee – 23 September 2019
- 11.5 Planning Committee – 8 October 2019
- 11.6 Development & Amenities – 8 October 2019
- 11.7 Personnel & Governance – 16 October 2019

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### **12. DATES OF FORTHCOMING MEETINGS AND EVENTS**

- 12.1 Finance/Precept Meeting with Chairs – Monday 4 November 2019, 10.00 at 18 Kings Arms Street
- 12.2 Planning Committee – Tuesday 12 November 2019, 18.30 at 18 Kings Arms Street
- 12.3 Development & Amenities – Tuesday 12 November, 19.00 at 18 Kings Arms Street
- 12.4 Chair Training Day - Friday 15 November, 1.00 at 18 Kings Arms Street
- 12.5 Personnel & Governance Committee – Thursday 21 November 2019, 18.00 at 18 Kings Arms Street
- 12.6 Media & Information Committee – Tuesday 19 November 2019, 18.30 at 18 Kings Arms Street
- 12.7 Planning Committee – Tuesday 26 November 2019, 18.30 at 18 Kings Arms Street
- 12.8 Full Council – Tuesday 26 November, 19.00 at 18 Kings Arms Street
- 12.9 Finance & Grants Committee – TBC

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

- Sugar Tractor event at Poppies, annual event
- Rugby Club
- High Street heritage funding
- Town Council Banner

The meeting closed at 20.30

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