



NORTH WALSHAM TOWN COUNCIL

Minutes of the Council Meeting

held on Tuesday 15 December 2020, Virtually by Zoom Conference

Present:

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

District/County Cllr: Cllr E Seward

Deputy Town Clerk: Ms T Foster

Members of Public: None

The meeting opened at 18.30

1. APOLOGIES FOR ABSENCE

Cllr Melville (ill); Cllr Sims (Work)

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 Heinrich and seconded by Cllr Felstead, it was **RESOLVED** that the minutes of the Virtual Council Meeting held on 24 November 2020 be agreed as a true record

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:

No members of the public where present

6. TO RECEIVE MONTHLY REPORTS

6.1. District & County Councillors (Verbal)

Cllr Lloyd – District Councillor

- Electric Charging Points - Sainsburys have advised they are unable to provide NNDC access to their electric sub-station, so Vicarage Street carpark is no longer an option and NNDC are looking for an alternative site
- Tree planting – Contact will be made with our Head Groundsman to see where planting can be made in North Walsham
- New Rd toilets – refurbishment was given the go ahead last week, work will commence in 2021

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- New Taxi handbook – in consultation with taxi drivers, first major review since 2012
- Serco – new refuse trucks are on the road with logos promoting recycling

CLlr Seward – County/District Councillor

- Drainage Lynfield Estate – NCC are unable to proceed but have agreed to ring fence the allocated money for an alternative option. Gardens at Hipperson Close have also been flooded so the ditches leading out of the estate are being inspected
- Social distancing in Market Place will continue until the new year when it will be reviewed again
- s106 contributions – NNDC have identified unspent s106 monies, with 2 going back nearly 10 years for sports/play facilities and allotments, these need to be spent asap
- Western Link Rd – waiting for local plan to be approved
- Land East of Bacton Rd - First planning site meeting

6.2. Mayors Report

- Letter sent to Post Office – about temporary closure and provision whilst closed, no reply has been received. Alternative venues have been put forward, but nothing has been decided

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

7.1. To consider and adopt

- Action Plan (*consider changing the time-line from months to seasons*)
- CCTV Policy
- Community Engagement
- Data Protection
- Press & Social Media Policy
- Subject Access Request

As proposed by Cllr Bull and seconded by Cllr Heinrich, it was **RESOLVED to adopt the above policies**

7.2. To confirm all the required documents for the Local Award Scheme (foundation level) are on the website and NWTC has met all the specified criteria

As proposed by Cllr Wright and seconded by Cllr Felstead, it was **RESOLVED that the following criteria is published on the NWTC website**

- Standing Orders and Financial Regulations
- Code of Conduct with link to Councillors' Registers of Interests
- Publication Scheme
- Last Annual Return
- Transparent information about council payments
- Calendar of all meetings including the annual meeting of electors
- Minutes of full Council Meetings, Committees and Sub Committees for at least one full year.
- Current Agendas

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- Budget and Precept for the current or next financial year.
- Complaints Procedure
- Council contact details and Councillor information in line with the Transparency Code
- Action plan for the current year
- Evidence of consulting the community
- Publicity advertising Council activities
- Evidence of participating in Town & Country Planning

As proposed by Cllr Wright and seconded by Cllr Felstead, it was **RESOLVED** that the Council has the following criteria

- Risk Management Scheme
- Register of Assets
- Contracts for all members of staff
- Up to date insurance policies that mitigate risk to public money
- Disciplinary and Grievance Procedures
- Policy for Training new staff and Councillors
- Record of all training undertaken by staff and Councillors in the past year
- Clerk who has achieved 12 CPD points in the last year

7.3. To discuss s106 monies

It was discussed that there are unspent s106 monies going back 10 years. A list will be produced of all outstanding s106 monies and what it can be spent on for the next Council meeting

7.4. To consider results of the Byelaw Surveys and discuss Regulatory Impact Assessment and Statement of Assessment

118 responses were received from 6000, with between 78%-96% supporting the new byelaws. Controversial comments were made about the prohibited use of kites, this is aimed at large traction kites not recreational kites, so options need to be looked at to differentiate between the two. The Statement of Assessment is being prepared in draft

7.5. To consider Christmas Closing hours

It was agreed that staff would only have bank holidays off over Christmas and any other time off would come out of their annual holiday entitlement

7.6. To discuss creating a Gifts and Hospitality Report


A query had been raised over gifts and hospitality received by Councillors


As proposed by Cllr Felstead and seconded by Cllr Heinrich, it was **RESOLVED** to keep a record of any gifts or hospitality received by Councillors over £25

8. FINANCE

8.1. To approve income and expenditure for November 2020

As proposed by Cllr Heinrich and seconded by Cllr Gotts, it was **RESOLVED** to approve Inc & Exp for November 2020

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8.2. To approve expenditure up to 10 December 2020

As proposed by Cllr Wright and seconded by Cllr Heinrich, it was **RESOLVED** to approve expenditure up to 10 December 2020

8.3. External Auditors Report (unable to complete due to a complaint being received)

It was noted that the Conclusion of Audit Report will not be received until investigations into the complaint are complete

9. CORRESPONDENCE AND ITEMS FOR INFORMATION ONLY

9.1. Attendance sheet (attached)

9.2. Routine Decisions for November

9.3. Email received concerning External Audit

10. UPDATES

10.1. Vehicle Compound – Grounds works & roadway complete, fence erected. Doors have an 8 week lead time. Meeting arranged with UK power networks on 18.12.20 to discuss electricity supply

11. TO RECEIVE REPORTS FROM COMMITTEES AND GROUPS

No Report were received

12. DATES OF FORTHCOMING MEETINGS AND EVENTS

12.1. Media & Information Committee – Tues 12 January 2021, 18.30 by virtual conferencing on Zoom

12.2. Full Council – Tuesday 26 January 2021, 18.30 by virtual conferencing on Zoom

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

- Cultural Consortium
- Western Extension
- s106 Agreements

The meeting closed at 19.20

Initials.....

Date:.....