

B. Hester

NORTH WALSHAM TOWN COUNCIL
31 May 2016

Minutes of the Meeting of the Town Council held on 31 May 2016

Chair: Cllr B Hester

Town Councillors Present:

Cllr A Canham	Cllr F Choudhury
Cllr A Fryer	Cllr J Melville
Cllr R Murphy	Cllr R Sims
Cllr S Stuckey	Cllr A Thirtle
Cllr D Turner	Cllr B West
Cllr E Wheeler	

County Councillors Present:

Cllr J Timewell Cllr E Seward

District Councillors Present:

Cllr V Gay Cllr E Seward

The meeting opened at 19:00

Part I: Open to the Press and Members of the Public

1 ADMINISTRATIVE MATTERS

(a) Declarations of Interest

None were declared.

(b) Apologies for Absence

Apologies were received from Cllrs Bull, Seward and Witte.

(c) Minutes of the Town Council meeting held on 26 April 2016

As proposed by Cllr Thirtle and seconded by Cllr Canham, it was **RESOLVED**

That the minutes of the meeting held on 26 April 2016 were a true record of the meeting and that they be signed by the Town Mayor.

(d) Minutes of the Annual Meeting of the Town Council held on 17 May 2016

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

That the minutes of the Annual Meeting of the Town Council held on 17 May 2016 were a true record of the meeting and that they be signed by the Town Mayor.

2 ADJOURNMENT OF MEETING TO ALLOW PUBLIC PARTICIPATION

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

BM

NORTH WALSHAM TOWN COUNCIL
31 May 2016

That the meeting be adjourned in accordance with Standing Order 1.5 to 1.8, in order to allow contributions from North Walsham Police, District Councillors and members of the public.

(a) Crime report

PC Drew presented the crime report for the period 26 April to 30 May 2016 (Annex A).

(b) Reports from District and County Councillors

A written report from County and District Cllr Seward can be found at Annex B, with a summary of further verbal reports from District Cllr Gay and County Cllr Timewell.

(c) Public participation

A summary of Mr Joseph Ballard's report from Arts North Norfolk is at Annex C.

Following these contributions, as proposed by Cllr Choudhury and seconded by Cllr Murphy, it was **RESOLVED**

That the meeting be reconvened.

3 REPORTS FROM THE TOWN MAYOR AND DEPUTY MAYOR

Details of events and meetings attended by the Town Mayor are at Annex D.

4 ITEMS REQUIRING DECISION

(a) Spa Common

Following a lengthy discussion at the Development & Amenities Committee meeting on 24 May, it had been agreed that the Council would put the field right (including clearing ragwort) and repair the fence prior to deciding the future use of the land. Consideration would also be given to the boundary.

(b) Woodville Park and North Walsham Play

It was confirmed that the new playground would be further into the park, away from the houses bordering the Lynfield Road entrance. The exact location was dependent upon access points for grounds staff and the future of the apple trees.

Mr Matthew Smith was seeking to establish North Walsham Play as a charity. As proposed by Cllr Hester and seconded by Cllr Melville, it was **RESOLVED**

That the Council submit a letter containing the following text for Mr Smith to present to the Charity Commission:

North Walsham Town Council is happy to proceed on the basis proposed by the Charity Commission, and is content to enter into a written agreement with the charity (North Walsham Play) in respect of each project that is undertaken by that organisation. Each agreement will be in place before fundraising efforts commence so as to protect both parties.

NORTH WALSHAM TOWN COUNCIL

31 May 2016

(c) Markets

An application had been received from Regenerate North Walsham for permission to hold summer Saturday Night Markets at 4/4a Market Street, in accordance with the market rights held by the Town Council. NNDC, as owner of the site, had given permission for it to be used. Conditions to be imposed and potential health and safety issues were discussed. Issues. As proposed by Cllr West and seconded by Cllr Sims, it was **RESOLVED**

That permission to hold three Night Markets be granted, subject to RNW agreement to the conditions set out at Annex E.

(d) Local Plan

Following a very positive session with NNDC on the Local Plan, the Town Council needed to consider putting proposals together for this and whether to work on a Neighbourhood Plan. A public meeting would also need to be considered, but would be premature without the output from the meeting promised by NNDC. As proposed by Cllr Hester and seconded by Cllr Canham, it was **RESOLVED**

To defer the discussion pending the NNDC report, and to ask the Town Clerk to follow up with NNDC.

(e) Midland Road Car Park

It was confirmed that no cost limit was mentioned in the lease document with regard to repairs to the surface of the car park. The Town Clerk had asked if NNDC's regular contractor could carry out essential repair work and bill the Council. This was being explored by the NNDC Assets team.

(f) Training for members of the Council

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

That basic Councillor training/refresher training be made compulsory.

The Personnel & Grants Committee would be asked to consider how to enforce this. The Town Clerk had circulated the latest training calendar from Norfolk ALC, but would investigate in-house provision.

5 ITEMS FOR INFORMATION

(a) Relocation

NNDC had not provided an update since advising that they thought the move would happen in June this year. Internal works to create a new Registrar's office had not yet commenced at the Registry Office, which suggested a move in June was highly unlikely. An update would be sought from NNDC.

(b) Heritage Centre

The Deputy Mayor had attended a meeting on 2 April. It was hoped to have the Heritage Centre lease signed in June, with 3 exhibition rooms and a café. The Heritage Group

BM

NORTH WALSHAM TOWN COUNCIL
31 May 2016

was seeking views on the centre, in particular who it was aimed at, who should run it, and who should pay for it. The Group was also seeking donations and loans of items.

(c) School and Young People

Cllr Murphy had visited North Walsham High School to meet the Acting Deputy Head teacher. His primary concern was to keep up pressure for a zebra crossing near the school. Cllr Murphy would be meeting with the NWHS School Council on 6 July 2016.

Cllr Murphy had met the North Walsham Junior & Infants School's Year 6 School Council on 23 May 2016. The School Council had submitted the 'wish list' included in Cllr Murphy's note at Annex F.

(d) Dog exercise area (Trackside)

The fencing would be installed in July 2016. Cllr Thirtle continued to search for drainage maps, as Highways had been unable to provide them.

(e) LED street lighting programme

The Town Council's complete estate of 137 lamps was to be upgraded to LED, following receipt of the grant. Work was expected to commence within 8-10 weeks.

6 FINANCE

(a) Payments and receipts

It was **RESOLVED**

That the reports for May 2016 to date and for the period to end April 2016 be approved.

(b) Audited year-end accounts

Queries were raised on two items, and the discussion deferred to Part II. However, due to the queries, the accounts could not be signed at this meeting.

(c) Revised Financial Regulations

This was deferred until the next meeting.

(d) Internet banking

With eight members of staff and the Norfolk Pension Fund payment, the total salary payment each month now exceeded the daily maximum for telephone banking. It was however well within the daily limit for internet banking. As proposed by Cllr West and seconded by Cllr Thirtle, it was **RESOLVED**

That internet banking be adopted subject to a Council-imposed cap, and that the revised Financial Regulations cover this and meet audit requirements.

(f) Tractor financing agreement

Following approval to purchase a new tractor on a finance lease agreement, the documentation had now been received from Ernest Doe. The agreement included part-

B4.

NORTH WALSHAM TOWN COUNCIL
31 May 2016

exchanging the old tractor. As proposed by Cllr Canham and seconded by Cllr Murphy, it was **RESOLVED**

That the Town Clerk be asked to sign the lease documentation on behalf of the Council, and return it to Ernest Doe.

It was confirmed that there were two options for the tractor at the end of the lease term – either it could be used in part-exchange for a new model, or the Council could retain it at a nominal cost of £100 per annum.

(g) New grass cutter

Following the recent service, the cutter used to maintain the parks had malfunctioned. It had since been returned to Ernest Doe twice, but no resolution had been found. At approximately 12 years old, the Development & Amenities Committee had agreed that the machine had reached the end of its useful life and that a decision was needed on a new cutter. The grounds staff had taken a 4m Wessex machine on loan from Ernest Doe for a few days, and reported that a smaller 2.4m model in that range would meet their needs. This machine would cost £4,500 (the larger 4m model, which could not get into the corner areas, would cost £19,500). As proposed by Cllr Sims and seconded by Cllr Thirtle, it was **RESOLVED**

That the Town Clerk be asked to place an urgent order with Ernest Doe for a 2.4m Wessex cutter.

As these were in stock at the manufacturer, a minimal lead time was expected. On delivery normal grass cutting would resume at the three parks.

7 PLANNING COMMITTEE

The minutes of the meetings held on 26 April and 17 May 2016 were received.

8 REPORTS FROM OTHER COMMITTEES AND GROUPS

(a) Development & Amenities Committee

The draft minutes of the meetings on 15 March and 19 April were received.

(b) Funday Committee

The minutes of the meetings on 16 March and 19 April 2016 were received.

(c) Markets Group

The minutes of the meeting on 14 April 2016 were received.

9 FORTHCOMING MEETINGS AND EVENTS

The following meetings had been arranged for April and May 2016:

Be

NORTH WALSHAM TOWN COUNCIL
31 May 2016

- a. Tuesday 7 June 2016 @ 6:30pm – Media & Information Committee
- b. Wednesday 8 June 2016 @ 6:30pm – Christmas Lights Group
- c. Tuesday 14 June 2016 @ 6:30pm – Planning Committee
- d. Wednesday 15 June 2016 @ 7:00pm – Neech Loan Trustees
- e. Thursday 17 June 2016 @ 6:45pm – Markets Group
- f. Sunday 19 June 2016 @ 3:00pm – Civic Service, St Nicholas Church
- g. Tuesday 21 June 2016 @ 6:00pm – Development & Amenities Committee
- h. Tuesday 21 June 2016 @ 7:00pm – Funday Committee
- i. Monday 20 – Saturday 25 June 2016 – North Walsham Festival (events at various locations, including finale at War Memorial Park)
- j. Sunday 26 June 2016 – Funday, War Memorial Park (preceded by parade from Vicarage Street Car Park, through the market and to the park via Farman Avenue)
- k. Tuesday 28 June 2016 @ 6:30pm – Planning Committee
- l. Tuesday 28 June 2016 @ 7:00pm – Town Council
- m. Sunday 24 July 2016 @ 10:00pm – Goldilocks and the Three Bears – free Arts North Norfolk performance at War Memorial Park, sponsored by the Town Council
- n. Wednesday 27 – Saturday 30 July 2016 – Fun Fair, War Memorial Park
- o. Wednesday 10 – Sunday 14 August 2016 – Circus Tyanna, War Memorial Park

10 **CORRESPONDENCE**

The following items had been received:

- Westover Veterinary Centre had written to confirm timings of the dog show to be held on Sunday 21 August 2016. As for 2015, it would commence at 11:00am and run through to approximately 2:30pm. The Town Mayor confirmed that he had been invited to judge.

11 **ITEMS FOR NEXT AGENDA**

CCTV cameras
New vehicle (flat-bed truck and trailer)
Annual accounts
Photos for web page

The Personnel & Grants Committee was asked to consider again the introduction of ID badges for Councillors and staff.

In addition to the items detailed above, items should be submitted to the Town Clerk.

EXCLUSION OF THE PUBLIC AND PRESS

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

That due to the confidential nature of the matters to be discussed, members of the public be excluded from the meeting as per Standing Order 1.5.

BY:

NORTH WALSHAM TOWN COUNCIL
31 May 2016

The meeting closed at 20:35

84

NORTH WALSHAM TOWN COUNCIL
31 May 2016

Part II: Press and Members of the Public Excluded

12 ADOPTION OF NEW NALC/SLCC SALARY SCALES

The National Joint Council for Local Government Services (NJC) had circulated new pay scales for 2016/17 to be implemented immediately and backdated to 1 April 2016, and new pay scales for 2017/18 to be implemented from 1 April 2017. As proposed by Cllr West and seconded by Cllr Sims, it was **RESOLVED**

That the new pay scales be adopted.

13 MARKET INCIDENT REPORT

The Market Manager had submitted a written report of an incident involving a driver at the market on Sunday 8 May 2016. The Town Clerk had reported the incident to the police as it had endangered staff, volunteers, market traders and members of the public. PC Gwynn had confirmed that the driver had received "strong words of advice" about her behaviour. Cllr Melville apologised for permitting the driver to enter the market; it was done under duress and she had (wrongly) assumed the driver had permission to drive onto the market.

14 CO-OPTION PROCEDURES

The remaining vacancy on the Town Council had been advertised, with a closing date for expressions of interest on 10 June 2016. One expression of interest had been received to date. All those who had expressed interest by the closing date would be invited to attend an interview with a panel of Councillors to include but not be limited to members of the Personnel & Grants Committee. Cllrs Sims, Murphy and Stuckey asked to be included.

6 **FINANCE (contd)**

(b) Audited year-end accounts

Queries had been raised about the Cemetery Lodge rent and market stall fee arrears. The Town Clerk was asked to investigate further and bring details to the next meeting. It was agreed that arrears should be brought to the attention of the relevant committee earlier.

B.H.