

NORTH WALSHAM TOWN COUNCIL
28 June 2016

Minutes of the Meeting of the Town Council held on 28 June 2016

Chair: Cllr B Hester (Town Mayor)

Town Councillors Present:

Cllr A Canham	Cllr S Stuckey
Cllr A Fryer	Cllr A Thirtle
Cllr J Melville	Cllr D Turner
Cllr R Murphy	Cllr E Wheeler
Cllr M Seward	
Cllr R Sims	

County Councillors Present:

Cllr E Seward

District Councillors Present:

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 Cllr G Bull, Cllr F Choudhury, Cllr B West and Cllr J Witte

(c) Minutes of the Town Council meeting held on 31 May 2016

As proposed by Cllr M Seward and seconded by Cllr R Sims it was **RESOLVED**

That the minutes of the meeting held on 31 May 2016 were a true record of the meeting and that they be signed by the Town Mayor.

(d) Minutes of the Special Meeting held on 14 June 2016

As proposed by Cllr M Seward and seconded by Cllr J Melville it was **RESOLVED**

That the minutes of the meeting held on 14 June 2016 were a true record of the meeting and that they be signed by the Town Mayor.

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2 ADJOURNMENT OF MEETING TO ALLOW PUBLIC PARTICIPATION

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

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

No Crime Report was submitted and no Police Officers were in attendance.

(b) Reports from District and County Councillors

A written report from County and District Cllr E Seward can be found at Annex A
Cllr E Seward also reported that:

- NCC voted in favour of a public consultation on devolution but he was unaware of the NNDC position.
- If the Town Council considers taking over the grass verge cutting a schedule supplied by NCC showing the costings and grass areas concerned has been given to the Town Clerk.
- 4A Market Street. The utility works and lights are still to be completed. The Yorkshire Stone slabs were a matter that had already been raised with NNDC and the Town Council will be kept informed. A box of fragments which he had been given would be taken into his next meeting. He noted concerns by wheel chair and mobility scooter users over this surface.
- Flooding had occurred on 23 June 2016 again at Corbett Road/Harbord Road/Lynfield Road on the Lynfield Estate. He prepared a Report in March 2015 for the Town Council and a site visit was undertaken in November 2015, a report is expected in the next couple of months. It was suggested the Town Clerk may wish to write to Environment, Transport and Development.
- Mundesley Road Car Park had sustained damage but there was no specific reason how the damaged occurred. Investigations were being carried out with possibilities of a vehicle or vandalism. The barrier had also been damaged by the ticket machine. A suggested future height restriction barrier could possibly be looked into
- Budget query – The majority of the NCC budget goes to Social Services placing other budgets under pressure. The reserves position is not as strong as NNDC.

(c) Public participation

Two members of the public were present but did not wish to participate only to observe.

Following these contributions as proposed by Cllr B Hester and seconded by Cllr S Stuckey it was **RESOLVED**

That the meeting be reconvened.

BM

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3 REPORTS FROM THE TOWN MAYOR AND DEPUTY MAYOR

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

The Deputy Mayor apologised for not producing a Report but had attended the presentations at the mid June market, Festival Parade, and Funday.

Cllr B Hester reminded everyone of The Battle of the Somme service at 7.30 am on 1 July 2016 outside St Nicholas Church by the War Memorial Window.

Cllr M Seward would like to thank everyone for the work done in preparing the Civic Service.

4 ITEMS REQUIRING DECISION

(a):Co-optio n of new Councillor

Three candidates had expressed an interest in joining the Council and these were interviewed by three Councillors. It had been agreed to recommend to co-opt Mr P Edge on to the Council. As proposed by Cllr M Seward and seconded by Cllr E Wheeler it was **RESOLVED**

That Mr P Edge be co-opted on the Council and the Town Clerk to write to him and the other two candidates

(b):CCTV system

It was understood that the Police were interested in the CCTV and that facilities were to be provided although clarification was awaited. The Town Clerk had contacted the service provider and has received quotes for providing new cameras. It was suggested the Memorial Park and 4A Market Street would be useful locations. Extra camera costs and placements to be considered by the relevant Committee. As proposed by Cllr B Hester and seconded by Cllr S Stuckey it was **RESOLVED**

This item would be dealt with by the Development & Amenities Committee.

(c):Personnel and grants policy documents

The following documents were approved and recommended by the Personnel & Grants Committee:

- Absence (including sickness) and Annual Leave Policy
- Grievance Policy
- Employee Code of Conduct
- Disciplinary Procedures
- Health & Safety Procedures
- Equal Opportunities Policy
- Child Protection Policy
- Grant Awarding Policy

As proposed by Cllr D Turner and seconded by Cllr R Sims it was **RESOLVED**

To approve the above Policy documents

Cllr R Sims wished to thank all those who had worked through the policy documents.

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(d):Grass verge cutting

This item had already been discussed at 2(b) that the Town Council should consider taking over the grass cutting and should negotiate with NNDC and NCC. The ground staff had already done some of the work. The Town Clerk to investigate taking on contractors or additional staff. As proposed by Cllr B Hester and seconded by Cllr J Melville it was **RESOLVED**

This item would be dealt with by the Development & Amenities Committee.

A vote of thanks was made to the ground staff for the grass cutting work that they had already undertaken which had made the town look much better. It was understood that the ground staff were happy to do it.

(e):Park Notice Boards

Cllr M Seward declared an interest in this item.

It was agreed that the Park Notice Boards needed to be replaced. The Town Clerk had contacted a local charity organisation, who may be able to help with replacement boards and a meeting is to be arranged. As proposed by Cllr R Sims and seconded by Cllr S Stuckey it was **RESOLVED**

This item would be referred back to the Development and Amenities Committee

(f): Flag pole

It was agreed that having a flag pole in the Park would be beneficial for the town for many occasions and other towns already had one. As proposed by Cllr B Hester and seconded by Cllr R Sims it was **RESOLVED**

This item would be referred back to the Development and Amenities Committee.

(g) Fitness Bootcamp

This item was referred to Part II of the Agenda

5 ITEMS FOR INFORMATION

(a):Relocation

NNDC advised the Lease Agreement was in the process of being finalised including details of the provision of facilities. NNDC would contact us when they had a firm date. It was suggested that a statement of the current position should be made.

(b):Vehicles/machinery

Delivery has been taken of a new tractor, cutter and ride on mower. All are an improvement on previous equipment. However, metal fatigue in the wheel/axle brackets has affected the cutter. It was pointed out that the tractor and cutter should be adaptable. It was agreed if the grass cutter is unsafe to use, and the ground staff do not want to use it the Town Council will back their decision under a duty of care. It was understood the Town Clerk was investigating.

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(c) Grass verges

This item has been addressed in 4(d) above.

(d) Report from Pub Watch Meeting of 13 June 2016

The Town Mayor produced a report and gave an oral statement including lighting needed in the Black Swan Loke alleyway. It was understood NCC and NNDC are not intending to place a light in the alleyway and the Town Clerk is investigating the costs of supplying a light while the contractors are working in the Town.

(e) Trackside and Midland Road Car Park

Details were given :

Trackside : Repairs to the ramps were carried out on Monday 20 June 2016 scheduled to last a week. The non slip paint is scheduled for Friday 24 June 2016.

Midland Road Car Park: Resurfacing work will be carried out on Friday 24 June 2016.

6 FINANCE

(a) Payments and receipts

It was **RESOLVED**

That the reports for May 2016 be approved.

As proposed by Cllr B Hester and seconded by Cllr S Stuckey it was **RESOLVED**

The inclusion of a part month payment report should be reviewed as this does not show any receipts

(b) Audited year-end accounts

The accounts have been signed and returned under delegated authority. The Town Mayor read out section 1 and then signed the Annual Return 2015/2016 for despatch to external auditors.

7 PLANNING COMMITTEE

The draft minutes of the meetings held on 31 May and 14 June 2016 were received.

8 REPORTS FROM OTHER COMMITTEES AND GROUPS

(a) Development & Amenities Committee

The draft minutes of the meetings on 24 May 2016 were received.

(b) Christmas Light Group

The draft minutes of the meeting on 13 April 2016 were received.

Cllr J Melville knows the size of the hole for the Christmas tree and could the Town Council acquire the tool to raise the flagstone where the tree is to be placed. Cllr B Hester reported that Mr C Baker had checked and confirmed the tree that his students made would be suitable for a position on the church

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(c) Funday Committee

The draft minutes of the meetings on 24 May 2016 were received.

(d) Markets Group

The draft minutes of the meeting on 19 May 2016 were received.

(e) Arts North Norfolk

Report received from Cllr R Murphy of 20 May 2016 who said that he was going to arrange a further meeting with Mr J Ballard.

Cllr M Seward suggested that a letter should be sent to Mr J Ballard for the work that ANN had put into the festival.

9 FORTHCOMING MEETINGS AND EVENTS

Dates of forthcoming meetings and events:

- a. Wednesday 13 July 2016 – Neech Loan Fund Trustees
- b. Thursday 14 July 2016 – RAFA stand in Market Place
- c. Tuesday 19 July 2016 – Development & Amenities Committee
- d. Sunday 24 July 2016 – Funfair arrives
- e. Sunday 24 July 2016 – Arts North Norfolk performance of ‘Goldilocks & the Three Bears’ in the War Memorial Park, adjacent to Poppy’s Nursery
- f. Wednesday 27 July 2016 – Funfair opens
- g. Sunday 31 July 2016 – Funfair departs

10. CORRESPONDENCE RECEIVED

The following correspondence was read out:

- **St Nicholas Church** donation towards Picnic at St Nicks for Queens 90th Birthday
- **North Walsham Junior School** donation from the market charity
- **North Walsham High School** donation from the market charity

Cllr J Melville wanted to thank the Funday Committee for their work which was much appreciated. Cllr B Hester seconded her thanks, and said that he had been approached by members of the public stating how good Funday was.

Cllr J Melville regrettably informed members that Mr N Sanders had passed away. It was agreed that a card of condolence should be sent from the Council and, if possible, members could attend the service and flowers could be sent.

11 ITEMS FOR NEXT AGENDA

Internal Audit to be carried out twice a year

Pigeons

Market Cross Repair

Inclusion of part month payment report

Councillors should contact the Town Clerk regarding any items/motions they wished to have discussed.

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EXCLUSION OF THE PUBLIC AND PRESS

As proposed by Cllr J Melville and seconded by Cllr R 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.

The meeting closed at 20.15