

NORTH WALSHAM TOWN COUNCIL
25 October 2016

Minutes of the Meeting of the Town Council held on 25 October 2016

Chair: Cllr B Hester

Town Councillors Present:

Cllr A Canham	Cllr P Edge
Cllr A Fryer	Cllr R Murphy
Cllr R Sims	Cllr S Stuckey
Cllr D Turner	Cllr B West
Cllr E Wheeler	Cllr J Witte

District Councillors Present:

Cllr V Gay	Cllr N Lloyd
Cllr E Seward	

County Councillors Present:

Cllr E Seward

The meeting opened at 19:15, following a presentation to the group of local youngsters responsible for cleaning up the skate park following vandalism over the weekend of 15 & 16 October. The Council thanked the Group, who received awards from the Town Mayor.

Open to the Press and Members of the Public

1 ADMINISTRATIVE MATTERS

(a) Declarations of Interest

Cllr Turner declared an interest in Item 4(b)(iii), as a member of North Walsham Velo.

(b) Apologies for Absence

Apologies were received from Clls Bull, Choudhury, Melville and Seward, with Cllr Thirtle absent.

(c) Minutes of the Town Council meetings held on 27 September 2016

The Town Clerk provided an update on actions outstanding, and the Town Mayor reported a follow up with regard to the youth nightclub. He had met Martin Miles of the Kings Arms, who was willing to proceed without the backing of the High School as parents and young people continued to ask when it would go ahead. He was asking the Town Council to continue to support the proposal, to which the Council agreed.

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

That the minutes of the meeting held on 27 September 2016 be signed by the Town Mayor as a true record of that meeting.

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2 **ADJOURNMENT OF MEETING TO ALLOW PUBLIC PARTICIPATION**

As proposed by Cllr Stuckey and seconded by Cllr Witte

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

(a) Crime report

No officers were able to present the report, and the Town Mayor asked that any questions be addressed through the Town Clerk. The Crime Report for the period 30 May to 28 June and 28 June to 26 July 2016 had been received (Annex A). The Town Clerk had sought further information about the ASB nuisance investigation (*Note: PC Gwynn subsequently reported this to be the incident at the skate park referred to above*).

(b) Reports from District and County Councillors

County Cllr Seward's report can be found at Annex A.

[Cllr Fryer left the room at 19:21]

Cllr Seward reported that, following the recent meeting on flooding, residents from other parts of the town that had been affected were coming forward – for example from the lower end of Brick Kiln Road. Cllr Seward was expecting a report from the lead officer at Norfolk County Council next week on the bus interchange.

[Cllr Fryer returned at 19:25]

A summary of the reports given by District Cllrs Gay and Lloyd is at Annex C.

[Cllr Fryer left the room at 19:27, returning at 19:31]

(c) Public participation

A summary of issues raised under public participation is at Annex C.

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

That the meeting be reconvened.

Cllr Hester reminded Members and observers to switch phones off or to silent.

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

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

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4 **ITEMS REQUIRING DECISION**

(a) Standing Orders

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

*That Standing Order 1.1 be amended to read **Meetings of the Council shall be held at a venue in North Walsham that is appropriately sized, to be advised by the Town Clerk. Meetings shall commence at 7.00 pm unless the Council decides otherwise at a previous meeting;***

*That Standing Order 1.5 be amended to read **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution of the Council in accordance with the Public Bodies (Admission to Meetings) Act 1960 s1(2), which shall give reasons for the public's exclusion.***

That proposed changes to Standing Order 4.5 in relation to the status of the Christmas Lights Group and Funday Committee be deferred pending a meeting between the Town Mayor and respective Chairs to discuss what they actually wish to do.

(b) Recommendations from the Development & Amenities Committee

- (i) **Urban grass verge maintenance:** The Town Clerk had spoken to Norfolk County Council, and reported that delegation of responsibility for maintaining urban grass verges would, if agreed, be given and an index-linked budget of approximately £10,000 (the equivalent of five scheduled cuts per year) would be transferred. The contract would commence from 1 April 2017, and the Town Council would be free to add additional cuts at its own expense. Grounds staff had reviewed the schedule of sites, and were considering the impact on their jobs in terms of time and workload. As proposed by Cllr Sims and seconded by Cllr Turner, it was **RESOLVED**

That the Council would enter into an agreement with Norfolk County Council to take on delegated responsibility for urban grass verge maintenance, subject to a suitable contract being negotiated.

- (ii) **Secure vehicle compound:** This had been considered by the Committee on 20 October at the request of grounds staff, as there was no suitable location to park the tractor and flatbed truck. Apart from asking grounds staff to identify a suitable location (likely to be near the Happisburgh Road entrance), no further investigation had yet been carried out. As proposed by Cllr West and seconded by Cllr Witte, it was **RESOLVED**

That this would be investigated further, and that details of size and costs would be brought to a subsequent meeting.

- (iii) **Base for North Walsham Velo:** the club's chairman had spoken to the Committee on 20 October, and following that discussion it had been agreed that

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a site within the compound proposed at 4(b)(ii) above might be feasible given local support and the health benefits for the community. The club itself would provide a suitable building, and grant funding was available to cover the cost of any equipment it needed, but it needed a site on which to put the building. Following discussion, it was agreed that this proposal should be returned to the Committee for further consideration.

- (iv) **Fees for Council services:** For burials, North Walsham Town Council charged significantly less than either Aylsham or Cromer. As proposed by Cllr West and seconded by Cllr Witte it was **RESOLVED**

That the Development & Amenities Committee should revisit the fee comparison and return with a revised recommendation to a subsequent meeting.

Other town and parish councils in the area charged in line with this Council for temporary garden plots/allotments. As proposed by Cllr Murphy and seconded by Cllr Witte, it was **RESOLVED**

That fees for Temporary Garden Plots remain unchanged.

- (v) **Spa Common:** The ground had now been put right and the fence repaired. It remained a Council asset, and as such should benefit the wider community and not an individual. As had been seen recently in the Planning Committee, common land was easily encroached upon. Following discussion and a vote on the proposal to make this land into a second dog exercise enclosure, which failed to win support, it was agreed that a survey would be carried out on what the residents wanted this ground to be used for.
- (vi) **Replacement slide for War Memorial Park:** As proposed by Cllr Witte and seconded by Cllr Murphy, it was **RESOLVED**

That the quote from HAGS-SMP for the tubular slide would be accepted.

It was noted that residents should be made aware that the Council would need to look at rebuilding its reserves through the precept as a result of the need to replace old equipment.

- (c) **Proposed bus interchange**
Consideration of this matter was deferred.

5 FINANCE

- (a) **Mid-Year Reports**
Queries were raised on what constituted "sundries" in the reports. Members were reminded that all expenditure shown had been approved at previous meetings, but

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details of payments dating back across the year were not generally available at meetings. As proposed by Cllr West and seconded by Cllr Canham, it was **RESOLVED**

That the mid-year reports be rejected.

(b) Payments and Receipts

Members were reminded that failure to approve the report without good reason would result in the Town Council missing prompt payment targets and leave it open to possible action by suppliers. As proposed by Cllr Witte and seconded by Cllr Canham, it was **RESOLVED**

That the Payments and Receipts reports covering the period to 24 October 2016 be approved.

6 PLANNING COMMITTEE

Subject to amendments to note absentees from the meetings, the minutes of the meetings of the Planning Committee held on 27 September and 11 October 2016 were received.

7 REPORTS FROM OTHER COMMITTEES/ORGANISATIONS

(a) Markets Group

Receipt of the minutes of the Markets Group meeting held on 1 September 2016 was deferred as they had been omitted from some briefing packs.

(b) Christmas Lights Group

✓ The minutes of the meeting of the Christmas Lights Group meeting held on 7 September 2016 were received.

(c) Development & Amenities Committee

✓ The minutes of the meeting held on 20 September 2016 were received.

(d) Funday Committee

✓ The minutes of the meeting held on 20 September 2016 were received.

8 FORTHCOMING MEETINGS AND EVENTS

The following meetings had been arranged for October 2016:

- a. Tuesday 1 November 2016: Media & Information Committee
- b. Thursday 3 November 2016: Markets Group
- c. Sunday 6 November 2016: Market Place street auction
- d. Tuesday 8 November 2016: Dementia Awareness training workshop for Members
- e. Tuesday 15 November 2016: Development & Amenities Committee
- f. Saturday 26 November 2016: Christmas Lights Switch-On
- g. Sunday 18 December 2016: Christmas Market

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9 **CORRESPONDENCE**

The following items were received:

- Letter of 20 October 2016 from North Norfolk Community Transport thanking the Town Council for the annual grant of £1,000 towards support for the Dial-a-Ride and MediRide services;
- Emails from PC Paul Gwynn dated 25 October 2016 seeking a meeting with the Town Clerk to discuss anti-social behaviour in North Walsham, and advising that three 11-year-olds had been responsible for vandalism at the skatepark on the weekend of 15/16 October and were being dealt with under ASB procedures;
- Letter from Mrs M Pitcher received on 24 October 2016 regarding a leaning headstone in the Chapel Cemetery; and
- Letter from Norfolk County Council's Highways Maintenance Manager dated 21 October 2016 advising that the renewed fencing at Spa Common was obstructing a public right of way and that action was needed to correct this.

10 **ITEMS FOR NEXT AGENDA**

Bus interchange

Nomination of a new Town Council representative to Regenerate North Walsham

Vehicle compound – investigations and costings

Cemetery fees

CCTV

EXCLUSION OF THE PUBLIC AND PRESS

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

That, in accordance with the Public Bodies (Admission to Meetings) Act 1960 s1(2), members of the public and press be excluded from the meeting due to the confidential nature of the matters to be discussed.

11 **INFORMATION OFFICE**

As per instructions from the Town Council, the Town Clerk had formally given notice to Arts North Norfolk of its intention to end the existing agreement to provide the town's Information Office. This was followed by discussion about the options available. As proposed by Cllr Turner and seconded by Cllr Sims, it was **RESOLVED**

To instruct the Town Clerk to agree a lease for the Kings Arms side room, and to relocate the Information Office under Town Council control for the 2017 season.

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A brief report was given by the Chair of the Personnel & Grants Committee on staffing matters, and a discussion took place on matters relating to the lease of Cemetery Lodge. The meeting closed at 21:30