

**NORTH WALSHAM TOWN COUNCIL**  
**29 November 2016**

**Minutes of the Meeting of the Town Council held on 29 November 2016**

**Chair:** Cllr B Hester

**Town Councillors Present:**

Cllr A Canham	Cllr F Choudhury
Cllr P Edge	Cllr A Fryer
Cllr J Melville	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	Cllr J Timewell
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Prior to the meeting, the Town Mayor confirmed that NNDC had received a valid request for an election. Polling day would be Thursday 19 January 2017. The formal Notice of Election will be published on 12 December 2016, with the nomination period running from that date until 4:00pm on 20 December. Polling will only be required if more than one candidate is nominated.

The meeting opened at 19:00.

**Open to the Press and Members of the Public**

**1 ADMINISTRATIVE MATTERS**

**(a) Declarations of Interest**

None were raised.

**(b) Apologies for Absence**

Apologies were received from Cllrs Bull and Seward.

**(c) Minutes of Town Council meetings**

As proposed by Cllr Sims and seconded by Cllr Witte, it was **RESOLVED** that the minutes of the special meeting held on 3 October 2016 be signed by the Town Mayor as a true record of that meeting.

As proposed by Cllr Choudhury and seconded by Cllr Murphy, it was **RESOLVED** that the minutes of the special meeting held on 11 October 2016 be signed by the Town Mayor as a true record of that meeting.

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As proposed by Cllr Canham and seconded by Cllr Murphy, it was **RESOLVED that the minutes of the meeting held on 25 October 2016 be signed by the Town Mayor as a true record of that meeting.**

As proposed by Cllr Choudhury and seconded by Cllr Edge, it was **RESOLVED that the minutes of the precept meeting held on 8 November 2016 be signed by the Town Mayor as a true record of that meeting.**

As proposed by Cllr Murphy and seconded by Cllr Melville, it was **RESOLVED that the minutes of the precept meeting held on 15 November 2016 be signed by the Town Mayor as a true record of that meeting.**

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

As proposed by Cllr Murphy and seconded by Cllr Stuckey

**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 (see Annex A), and the Town Mayor asked that any questions be addressed through the Town Clerk. Members asked for a breakdown of which part of town the listed assaults and public order offences had occurred in. Cllr Melville would also raise through the Safer Neighbourhoods Action Panel meeting on 30 November 2016.

**(b) Reports from District and County Councillors**

Verbal reports from District Cllr Gay and County Cllr Timewell, and a written report from County Cllr Seward, can be found at Annex B.

**(c) Public participation**

With no members of the public present, as proposed by Cllr Choudhury and seconded by Cllr Stuckey, 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 and Deputy Mayor are at Annex C.

**4 ITEMS REQUIRING DECISION**

**(a) Personnel & Grants Committee**

As proposed by Cllr Hester and seconded by Cllr Turner, it was **RESOLVED**

**That Cllr Sims be appointed to the Personnel & Grants Committee.**

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**(b) Representative to Regenerate North Walsham (RNW)**

As proposed by Cllr Hester and seconded by Cllr Stuckey, it was **RESOLVED** by majority vote

**That Cllr Edge be appointed as the Council's representative to RNW.**

**(c) Office hours over the Christmas period**

As proposed by Cllr West and seconded by Cllr Fryer, it was **RESOLVED**

**That the office would be closed on 28 to 30 December 2016, reopening on Tuesday 3 January 2017.**

**(d) Delegated Powers**

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

**That delegated powers be granted to the Town Clerk, Town Mayor and Deputy Mayor to act on behalf of the Town Council during the period between the final meeting of 2016 (Tuesday 13 December) and the first meeting of 2017 (Planning Committee on Tuesday 10 January 2017).**

**(e) Street naming request**

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

**To ask the Town Clerk to write to Persimmon Homes advising that it would be inappropriate for the Town Council to offer street names prior to planning approval, as this could be considered to be predetermination.**

**(f) Recommendations from the Media & Information Committee**

- (i) Telephone: The telephone system had not worked as expected or requested since the move. It was recommended that the Town Council move to a VOIP phone system, which could accommodate as many lines as required and provide greater flexibility. Resilience was built in to these systems as the phones could be plugged into any internet connection, and were thus not reliant on the office broadband line. The existing analogue line contract had a 30-day termination clause. As proposed by Cllr Witte and seconded by Cllr West, it was **RESOLVED that the Town Council adopt a VOIP phone system.**
- (ii) Broadband: In order to accommodate VOIP phones and the new Information Office, it was recommended that a new contract with increased bandwidth be sought. The existing contract had the same 30-day termination clause as the telephone contract. As proposed by Cllr Melville and seconded by Cllr Stuckey, it was **RESOLVED that the Town Council agree a new contract as recommended.**
- (iii) Electronic planning system: As proposed by Cllr West and seconded by Cllr Sims, it was **RESOLVED that a laptop, projector and large TV/monitor**

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screen be sourced to accommodate changes to the NNDC planning system, to a cost limit of £2,000.

(iv) Terms of Reference: The full ToR were still under construction, and a draft was presented to show the general scope and direction. As proposed by Cllr Witte and seconded by Cllr West, it was **RESOLVED that the outline document be approved and developed further.**

(v) Town Guide: The Town Clerk had written to a number of stakeholders, and was due to meet the Head of Paston College and his marketing team shortly. As proposed by Cllr West and seconded by Cllr Canham, it was **RESOLVED that this work on scoping a revised Town Guide be continued by the Media & Information Committee.**

**(g) Bus Interchange**

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

**To ask the Town Clerk to write to Norfolk County Council expressing its concerns about the delays and lack of progress in resolving the need for a bus interchange.**

**(h) Council Secure Vehicle Compound**

The grounds staff had been investigating, and had identified an area along Happisburgh Road next to the High School fence that was most appropriate. The area was approximately the same size as the top section of Midland Road Car Park, which had cost £895 to resurface with a hard-core surface. Further investigations would be carried out and the matter returned to the Council with quotes in the New Year.

**(i) Cemetery Fees**

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

**That cemetery fees be increased by the rate of inflation at 1 April 2017 and on 1 April each year thereafter.**

**(j) Bench at Mundesley Road Bus Stop**

The bench was sited on a raised platform on the border of Mundesley Road Car Park. The platform was not compliant with disability discrimination legislation, as people with disabilities and the elderly found it difficult to negotiate both the step up and the cobbled surface. NNDC would be able to relocate the bench (which was Town Council property) and return the raised area to a flowerbed within weeks. If the Council wished to retain the bench there would be a higher cost in making the surface DDA compliant, which NNDC may not be willing to meet. As proposed by Cllr Sims and seconded by Cllr Murphy, it was **RESOLVED by majority vote**

**That the bench be relocated and the platform surface made into a flowerbed.**

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**(k) Footpaths**

Residents at Cedar Court and other older people preferred to use the short cut through the former Council Offices site from Hall Lane to New Road and the post office. This, however, was only a **permissive path**, and not a public right of way. The footpath further along Hall Lane and New Road, emerging outside the Snooker and Bowls Club, was in private ownership and it was the responsibility of the owner to maintain it. As proposed by Cllr West and seconded by Cllr Sims, it was **RESOLVED**

**To ask the Town Clerk to contact the landowner and ask him to repair and maintain the footpath.**

**(l) Flood Risk Supplementary Planning Document consultation**

This would be deferred until the meeting on 13 December, to allow time to ascertain how it impacted on North Walsham.

**(m) North Walsham Fireworks 2017**

RNW had yet to write to the Council with details of the proposal. The item was therefore deferred.

**(n) Proper Officer**

The issue had been raised due to uncertainty over whether the current Standing Orders provided sufficient resilience in the event of short-notice or extended absence by the Proper Officer (Town Clerk). The Town Clerk confirmed that Standing Order 15.1 provided for suitable deputising cover, and that this was used without amendments by Cromer Town Council – both before Cromer's deputy clerk had obtained her CiLCA qualification and since. Given that this was a similar setup to this Town Council, the Town Clerk's advice was that no changes were required and that the Asst Clerk – Finance and/or Asst Clerk – Admin could deputise as Proper Officer as needed.

**(o) Accounting package for financial reporting**

Initial research had identified RBS Software and Scribe, which were designed for local authority use. Some councils, including North Walsham and Cromer, continued to use Excel spreadsheets, but this was time-consuming. As proposed by Cllr Witte and seconded by Cllr Stuckey, it was **RESOLVED**

**That the Town Clerk and Asst Clerk – Finance arrange to visit councils that use RBS and Scribe for a demonstration, and report back to the Media & Information Committee.**

**5 ITEMS FOR INFORMATION**

**(a) Urban grass verge maintenance**

The Town Clerk had written to Norfolk County Council confirming the Town Council's agreement to take on this delegated function, and awaited the contract document.

**(b) Replacement playground equipment at War Memorial Park**

The installation of the smaller slides and swings had been completed. The large slide was due to be installed early in the New Year.

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(c) **Spa Common**

The public right of way through the Town Council's site at Spa Common, previously blocked by fencing, had been restored for use as requested by Highways.

**6**     **FINANCE**

(a) **Mid-Year Reports**

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

**That the mid-year reports be accepted.**

(b) **Payments and Receipts**

Members asked that future reports separated burials and Cemetery Lodge. As proposed by Cllr Sims and seconded by Cllr Witte, it was **RESOLVED**

**That the Payments and Receipts reports be approved.**

(c) **Precept**

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

**That the budget and precept, based on the new items agreed at the Precept Meeting held on 15 November, be accepted and that the relevant documentation be returned to NNDC. (see Annex D)**

**7**     **PLANNING COMMITTEE**

Subject to amendments to note absentees from the meetings, the minutes of the meetings of the Planning Committee held on 25 October and 8 November 2016 were received. In response to a query, the Town Clerk explained that the current system of receiving Planning Committee minutes was an inherited one, but that Members could change this if they wished. As proposed by Cllr Sims and seconded by Cllr Murphy, it was **RESOLVED**

**That Planning Committee minutes would in future be submitted to the Planning Committee rather than the full Council.**

**8**     **REPORTS FROM OTHER COMMITTEES/ORGANISATIONS**

(a) **Markets Group**

Subject to agreed amendments, minutes of the Markets Group meeting held on 1 September and 13 October 2016 were received.

(b) **Christmas Lights Group**

Subject to agreed amendments, the minutes of the meeting of the Christmas Lights Group meeting held on 12 October 2016 were received.

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**(c) Development & Amenities Committee**

Subject to agreed amendments, the minutes of the meeting held on 18 October 2016 were received.

**(d) Funday Committee**

Receipt of the minutes of the Funday Committee meeting held on 18 October 2016 was deferred as they had not yet been agreed by the Committee.

**(e) Media & Information Committee**

Several of the original Information Office volunteers had expressed interest in the relaunched service. It would be well signposted, including a poster in Waterloo Stores. Members offered furniture.

**(f) Updates from external organisations**

*(i) North Norfolk Town & Parish Forum:*

A written report of the meeting held on 14 November 2016 was received

*(ii) Safer Neighbourhoods Action Panel (SNAP):*

If Members had anything they wished to be raised at the meeting on 30 November 2016, they should contact the Council's representative (Cllr Melville).

**9 FORTHCOMING MEETINGS AND EVENTS**

The following meetings had been arranged for October 2016:

- a. Thursday 1 December 2016, 18:45: Markets Group
- b. Tuesday 6 December 2016, 18:30: Media & Information Committee
- c. Tuesday 13 December 2016, from 18:30: Final Planning Committee and full Council meetings of 2016
- d. Sunday 18 December 2016: Christmas Market

**10 CORRESPONDENCE**

The following items were received:

- Letter from the Norfolk and Suffolk Associations of Local Councils dated 28 October 2016 to DCLG regarding the 2017/18 Local Government Finance Settlement Consultation regarding the application of automatic precept referendums and related issues affecting local councils.
- Email from Mr Steve Cheshire (Chief Executive Officer Citizens Advice Norfolk) dated 1 November 2016 thanking the Council for its agreement in principle to support the development of a welfare specialist to enhance the service in North Walsham.
- Letter from Rt Hon Norman Lamb MP dated 3 November 2016, congratulating the town on the success of the Sunday markets and using them to generate funds for the community.

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- Note from Rebecca Matthews (RNW), of a meeting of the St Nicholas Court Renovation Sub-Committee on 7 November 2016, at which historians from UEA were present to help develop the project and proposals.
- Email from Mr Steve Blatch (NNDC Joint Head of Paid Service) providing a brief update on the sale of the New Road site to JD Wetherspoon.
- Letter from PA to Mr Neil Powell (Head teacher North Walsham High School) offering some dates for a proposed meeting (note – this has now been deferred until the New Year).
- Email from Mrs Nicola Baker (NNDC Head of Planning) dated 9 November 2016, advising that the Council's query about the status of 48 Market Place had been passed to the Combined Enforcement Team for further investigation.
- Letter from Mr Martin Miles (Kings Arms Hotel) dated 17 November 2016, thanking the Council for its continuing support for discos for children to be held at the Club KA, and announcing that the first would be held on Wednesday 21 December.
- Email from TT Jones Electrical Ltd dated 25 November 2016, advising of a product that may solve the Council's query about lighting on the War Memorial Park.
- Email from NNDC dated 25 November 2016, publicising the latest round of bidding for the North Norfolk Big Society Fund.
- Email from the North Walsham Dementia Support Group dated 27 November 2016, thanking the Council for the donation of £425 presented to the Cameo Café at the Sunday market on that date.
- Facebook comments supporting the retention of the BT payphone at the junction of Brick Kiln Road and Farm View, but offering no uptake for re-use of the boxes.
- Facebook comments relating to potential future uses for the Council land at Spa Common, including an expression of interest from North Walsham Velo.

**11 ITEMS FOR NEXT AGENDA**

Town Cryer  
Manor Road Lighting  
Honorarium payments  
Information signs  
Cemetery Lodge

As the items scheduled for discussion at Item 12 had already been discussed earlier, the meeting was closed at 20:56