

**NORTH WALSHAM TOWN COUNCIL**  
**28 February 2017**

**Minutes of the Meeting of the Town Council held on 28 February 2017**

**Chair:**

Cllr B Hester

**Town Councillors Present:**

Cllr G Bull  
Cllr F Choudhury  
Cllr A Fryer  
Cllr J Melville  
Cllr M Seward  
Cllr S Stuckey  
Cllr B West

Cllr A Canham  
Cllr P Edge  
Cllr R Harris  
Cllr R Murphy  
Cllr R Sims  
Cllr D Turner  
Cllr E Wheeler

**District Councillors Present:**

Cllr E Seward

**County Councillors Present:**

Cllr E Seward

Cllr J Timewell (arr. 19:15)

**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 Cllr Witte and District Cllr Lloyd.

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

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

**That the minutes of the meeting held on 31 January 2017 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 Stuckey and seconded by Cllr Witte, it was **RESOLVED**

**That the meeting be 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**

The Town Clerk reported on a discussion with local officers regarding the new "cluster" reporting format, confirming that officers were under orders not to provide any further

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information. Cllrs Melville and Murphy had obtained figures for North Walsham from the Norfolk Constabulary Online Crime Map for December 2016. Members agreed that it would be helpful if they continued to produce this information. Police officers would not, however, be able to comment on these reports.

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

County and District Councillor E Seward gave a verbal report. District Cllr Gay and County Cllr Timewell also gave brief reports (Annex A).

**(c) Public participation**

Mr Matthew Smith thanked the Town Council for nominating for an NNDC Big Society Award, and updated the Council on the North Walsham Play/Town Council Woodville Park play equipment project. He was attending to represent elderly neighbours on the issue of a footpath link between Hall Lane and New Road.

*[Cllr Edge left the room at 19:20, returning at 19:24; Cllr Choudhury left the room at 19:25, returning at 19:30]*

As proposed by Cllr West and seconded by Cllr Melville, 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 B.

**4 ITEMS REQUIRING DECISION**

**(a) Town Development Strategy**

It was noted that public consultation on the Local Plan was not very far advanced, but acknowledged that Members needed to know what was to be included. It was suggested that a town strategy or neighbourhood plan needed to incorporate statements about infrastructure, Section 106 contributions, change of use of retail premises and building conditions. As proposed by Cllr Hester and seconded by Cllr Stuckey, it was **RESOLVED**

**That the Town Clerk would continue with arrangements for a public meeting, and that this item would remain on the Town Council agenda for future meetings.**

**(b) Crime report**

This had been covered under item 2(a).

**(c) Lighting at Black Swan Loke**

Additional quotes had been sought, but had not yet been received.

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**(d) Footpaths**

There had been a lengthy debate at the January meeting about supporting a footpath through the previous Council Offices car park, and a vote had been taken not to support efforts to make this a public right of way. Since then a District Councillor had asked the Town Clerk to provide an affidavit stating that it had always been used as a public footpath

*[Cllr Seward declared an interest at this point, and left the room at 19:35]*

It was felt that this act showed the contempt that some District Councillors had for the Town Council. The request needed an official response as the Town Council had made a democratic decision, and it was underhand to seek a signed document from a member of staff saying something that was untrue. It was stated that this seemed to be asking Members and staff to take sides in a political argument. It was also stated that the request created a conflict for the Town Clerk, and should not have been made. It would be left to the Town Clerk to decide if the matter should be pursued further.

As proposed by Cllr Bull and seconded by Cllr West, it was **RESOLVED** with one abstention

**That the Town Council would support whatever action the Town Clerk wished to take.**

A scheduled meeting between the Town Clerk and the owner of the land on which the footpath adjacent to the snooker club had been postponed due to a police visit to view CCTV footage. It was felt by some Members that the Town Council should not pursue this as it was not a continuous route – as the footpath from New Road joined onto shared garages/driveway at the Hall Lane end, there was no possibility of a complete right of way at any location. As proposed by Cllr West and seconded by Cllr Hester, it was **RESOLVED**

**That the matter would be deferred until the Town Clerk had met with the landowner.**

**(e) Christmas Lights Group and Funday Committee**

A draft constitution had been seen by the Town Mayor, and the proposal remained to split following this year's Funday. As proposed by Cllr Hester and seconded by Cllr Edge, it was **RESOLVED**

**That the Town Council ratify the split, which would be reflected in Standing Orders following the Annual Meeting of the Town Council on 30 May 2017**

**(f) Information Office**

*[Cllr Melville left the room at 19:50, returning at 19:53]*

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A meeting had been held on 27 February attended by six volunteers. The room was still being decorated but would be ready for handover soon. There was no sign of the Town Council/Information Office PC which had gone across to Arts North Norfolk.

Signage, wifi and furniture would be sorted out in the coming weeks.

**(g) Spa Common**

The Development & Amenities Committee had reaffirmed the view that the land should not be available for private lease. However, as the Council was now aware that there was a "likelihood" of contamination, the Committee was recommending that the soil be tested and remedial action be taken in order to bring the land into public use. As proposed by Cllr Bull and seconded by Cllr Stuckey it was **RESOLVED**

**That the Town Clerk be asked to arrange for the soil to be tested for contamination.**

**(h) Trackside**

Toll Barn Veterinary Practice had approached the Town Clerk to ask if it would be possible to erect signs just inside the fence on Norwich Road and the by-pass. The practice had clients who travelled from some distance, and found the lack of signs difficult. Highways were unwilling to erect signs on its assets. The Development & Amenities Committee was recommending that the Town Council agree to a sponsorship arrangement, under which Toll Barn sponsored maintenance of the dog exercise area in return for installing signs on Council property, and that a similar offer be made to Westover.

It was agreed that the idea was something that could be expanded on in future so that the Council had an income for providing services which could partially offset the cost of providing them and also be a consideration in the precept. As proposed by Cllr Murphy and seconded by Cllr Turner, it was **RESOLVED**

**To accept the Committee recommendation, and ask the Town Clerk to progress.**

**(i) Market Cross**

A quote for a wooden stage to cover the flint/cobbled centre of the Market Cross had been submitted by a local carpenter. This quoted for both a permanent single structure and for a removable structure to be stored elsewhere. This was in response to a suggestion for Heritage England to make the monument more usable for events in the town centre. As proposed by Cllr Sims and seconded by Cllr Bull, it was **RESOLVED**

**To accept the quote provided for a removable stage, which would be stored at the Council barn on Kings Arms Street.**

**(j) Traffic and parking on Yarmouth Road, LeGrice Crescent and Skepton Road**

Complaints had been received regarding parking on Yarmouth Road which obscured views of traffic from residents at Grange Mews, and on LeGrice Crescent and Skepton Road with regard to obstructing footpaths and blocking access for council and emergency services. Members felt that the complaints should be treated by the police

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as breaches as obstruction, and handled accordingly. As proposed by Cllr Hester and seconded by Cllrs Sims and Stuckey respectively, it was **RESOLVED**

**That the Town Clerk be asked to write to both the police and St Nicholas School about the parking problems in these areas.**

**5**      **ITEMS FOR INFORMATION**

**(a) Persimmon Homes – street naming request**

A list had been submitted to NNDC, but no response had been received to date.

**(b) Bench on Market Street**

A request had been submitted to Highways, but no response had been received. It was noted that there was a drain cover in the vicinity.

**(c) Council Offices update**

*Asbestos report:* The latest asbestos report for the building had been received. It showed no changes to the previous report, despite the building works.

*Building works:* The main works were due to be completed by 3 March 2017, prior to commissioning.

**(d) Meeting with Market Towns Team**

The Town Clerk had met recently with the Norfolk County Council Market Towns Team. They produce a report every two years, which contained what they hoped would be helpful information for towns and economists. They would soon be consulting and conducting visits for the 2017 report. The meeting had been helpful for both sides in establishing what might be included and how to best gather the information. Copies of the 2015 report had been circulated.

**(e) SLCC Practitioners' Conference 2017**

This conference for town and parish clerks had been attended by the Town Clerk on 22-24 February at Kenilworth. A number of useful seminars had been run on:

- Risk assessment
- Further training (beyond CiLCA)
- Markets
- Planning
- Staff management
- Cemetery regs and administration
- Legal update

A complete report would be written and circulated.

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**6**     **FINANCE**

**(a) Expenditure and receipts**

Members asked again that the Funday and Christmas Lights expenditure be shown separately, and not simply highlighted. As proposed by Cllr Choudhury and seconded by Cllr Bull, it was **RESOLVED**

**That the Payments & Receipts reports for January 2017 and for February 2017 to date be approved.**

**(b) Insurance**

The Town Mayor reported back on progress with the insurance schedule. There remained a few minor errors and additions to resolve, including the status of the CCTV kit.

**(c) Finance Committee**

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

**That a Finance Committee would be established at the Annual Meeting of the Town Council on 30 May 2017, and that this should consist of the Town Mayor, Deputy Mayor, Town Clerk, Asst Clerk – Finance, and 2 or 3 Members.**

**7**     **REPORTS FROM COMMITTEES AND EXTERNAL ORGANISATIONS**

**(a) Markets Group**

The minutes of the Markets Group meeting held on 1 December 2016 were received.

**(b) Development & Amenities Committee**

The minutes of the Development & Amenities Committee meeting held on 31 January 2017 were received.

**(c) Updates from Council representatives to external organisations**

*Arts North Norfolk*: It was thought likely that ANN would cease to function by the end of March 2017 unless new Trustees were found.

**8**     **FORTHCOMING MEETINGS AND EVENTS**

The following meetings and events were scheduled:

- a. Thursday 2 March 2017: Markets Group
- b. Tuesday 7 March 2017: Media & Information Committee
- c. Tuesday 21 March 2017: Development & Amenities Committee
- d. Sunday 26 March 2017: Market

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**9**      **CORRESPONDENCE**

*[Cllr Melville left the meeting at 20:45]*

The following items were received:

- An email from IMI, offering a War Memorial cleaning service
- A letter from Alex Hurrell thanking Members for the unexpected gift presented at the January meeting
- A letter regarding the precinct sign, which was subject to an ongoing search
- A letter supporting proposals in the PSPO consultation to keep dogs on leads at all times
- A letter from Aylsham Care Trust promoting its “AgeWise” event on 5 April 2017
- An email from one of Ricochet TVs producers apologising for and explaining the late withdrawal from the proposed project to restore the fire pump
- A letter from NNDC seeking permission to use the War Memorial Park once again for the County Council election count on 5 May 2017
- A letter from Highways stating that Norfolk County Council will not accept responsibility for street lighting at the Persimmon development on Norwich, and asking if the Council requires lighting and wishes to accept future responsibility
- An email objecting to the continued presence of the unauthorised car wash at the Cando Auto Centre site on New Road and supporting the McCarthy & Stone residential proposal for the same site
- The signed Service Delegation Agreement from Norfolk County Council for grass cutting services

**10**      **ITEMS FOR NEXT AGENDA**

Street lighting at the Persimmon development on Norwich Road  
Apprentice groundsman  
Town development strategy  
Marrick Ropes site

**EXCLUSION OF THE PUBLIC AND PRESS**

As proposed by Cllr Choudhury and seconded by Cllr Murphy, 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**      **(a) STAFFING**

Members were advised that a vacancy had arisen for a Receptionist/Admin Assistant/Website Administrator following the resignation of the current post holder.

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**(b) CEMETERY LODGE LEASE**

The Town Clerk updated Members regarding the lease for Cemetery Lodge.

The meeting closed at 20:55.