

NORTH WALSHAM TOWN COUNCIL
28 March 2017

Minutes of the Meeting of the Town Council held on 28 March 2017

Chair: Cllr S Stuckey (Deputy Mayor)

Town Councillors Present:

Cllr G Bull	Cllr A Canham
Cllr F Choudhury	Cllr P Edge
Cllr A Fryer	Cllr R Murphy
Cllr M Seward	Cllr R Sims
Cllr D Turner	Cllr B West
Cllr E Wheeler	Cllr J Witte

District Councillors Present:

Cllr E Seward Cllr V Uprichard

County Councillors Present:

Cllr E Seward

Open to the Press and Members of the Public

1 ADMINISTRATIVE MATTERS

(a) Declarations of Interest

No interests were declared.

(b) Apologies for Absence

Apologies were received from the Town Mayor, Cllr Hester, and Cllrs Harris and Melville.

(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 28 February 2017 be signed by the Deputy Mayor as a true record of that meeting.

(d) Minutes of special meeting

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

That the minutes of the special meeting held on 14 March 2017 be signed by the Deputy Mayor as a true record of that meeting.

2 ADJOURNMENT OF MEETING TO ALLOW PUBLIC PARTICIPATION

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

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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 read out a summary crime report from information prepared by Cllr Melville.

(b) Reports from District and County Councillors

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

(c) Public participation

There were no members of the public in attendance.

As proposed by Cllr Choudhury and seconded by Cllr Witte, 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) Standing Orders

Cllr Sims had proposed an amendment to Standing Order 1.19 as follows:

To consider amendment to Standing Order 1.19 requiring voting at the Annual Meeting of the Town Council on the election of Town Mayor and Deputy Mayor to be by secret ballot, as follows (addition in red font; note that it is **not** part of a required Standing Order, so will not appear in bold font):

Unless Standing Orders provide otherwise, voting on a question shall be by a show of hands, with the exception of voting for the election of Town Mayor and Deputy Mayor at the Annual Meeting of the Town Council which shall be by secret ballot. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

in order to give Members the opportunity to vote without pressure or influence from others.

The Town Clerk explained that the default option, to ensure that meetings were completely transparent, was for voting to be by show of hands. As this was required to be in Standing Orders, a very specific and genuine reason would be needed in order to

BY

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make all voting by secret ballot. As proposed by Cllr Sims and seconded by Cllr West, it was **RESOLVED**

That the proposed amendment be agreed and incorporated into a revised set of Standing Orders.

(b) Town Strategy

Money had been set aside in the precept last year to fund a Neighbourhood Plan. It was clear that the town needed a plan, but there was a need to gather requirements for what was needed into a single document. Piecemeal development was unhelpful as it did not generate the essential infrastructure investment. But the solutions to some of the problems were unclear – for example a new link road between the A149 and B1150 would not remove HGVs from the town centre or from Aylsham Road, because they needed to access the town centre for deliveries. Other options needed to be explored, although it was acknowledged that Highways officers seemed not to listen. It was reported that Aylsham Town Council had recently adopted a Neighbourhood Plan [*Note: subsequently clarified as recently relaunched the project to produce a Neighbourhood Plan*]

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

To ask the Town Clerk to contact Aylsham Town Council for further information about the process they had followed.

(c) Town Council representative at meetings of RNW

A complaint from Cllr Edge was presented to the Council, as he was not being advised by RNW of its meetings or changes to planned meetings. As RNW co-director, Cllr Witte responded by asking Cllr Edge to again provide his preferred contact details so that information could be sent to him in good time.

(d) Development of the former Marricks Wire Ropes site

No further points were raised.

(e) Bird nuisance at 4/4a Market Street

Members were advised that a letter from NNDC Environmental Protection had been sent to the three property owners giving them three weeks to resolve the problems.

5 ITEMS FOR INFORMATION

(a) Apprentice groundsman

Members were advised that a meeting with Easton & Otley College, a training provider in the relevant field, had been arranged to discuss requirements for creating an apprenticeship.

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6 **FINANCE**

(a) Expenditure and receipts

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

That the Payments & Receipts reports for February 2017 and for March 2017 to date be approved. (Annexes C and D).

7 **REPORTS FROM COMMITTEES AND EXTERNAL ORGANISATIONS**

(a) Crime Report

A summary of the crime data taken from the Home Office website for North Walsham for January 2017 is at Annex E.

(b) Markets Group

The minutes of the Markets Group meeting held on 2 February 2017 were received.

(c) Media & Information Committee

The minutes of the Media & Information Committee meeting held on 14 February 2017 were received.

(d) Development & Amenities Committee

The minutes of the Development & Amenities Committee meeting held on 21 February 2017 were received.

(e) Updates from Council representatives to external organisations

Parks & Cemeteries Review Report: Cllr Bull presented a report on the recent review of storage and equipment. The main concern was manning and equipment levels – new equipment was needed for the new work agreed by the Town Council; a Head Groundsman was recommended to take on the day-to-day running of the team; and a proposal for a new storage/maintenance area adjacent to the temporary garden plots at the New Cemetery with access around the perimeter of the cemetery. For the latter, the Town Clerk was asked to check the records to ascertain whether or not the areas in question were the sites of graves, as Rev Cubitt had indicated there were indications that graves extended to the boundaries.

Cllr Fryer noted that the grounds staff were frustrated by the lack of facilities, which meant that working time was consumed in getting equipment to where it was needed.

North Norfolk Towns and Parishes Forum: Cllr West reported on a meeting of the Forum with Norman Lamb MP, Norfolk County Council and NNDC on Second Homes Council Tax. (report at Annex F).

8 **FORTHCOMING MEETINGS AND EVENTS**

The following meetings and events were scheduled:

Bull

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- a. Monday 3 April 2017: Woodville playground site meeting with supplier and installer, including Mr M Smith (North Walsham Play)
- b. Tuesday 4 April 2017: Annual Town Meeting, Community Centre
- c. Sunday 30 April 2017: Market
- d. Friday 12 May 2017: Civic Dinner, Community Centre
- e. Sunday 18 June 2017: Civic Service, St Nicholas Church
- f. Friday 23 – Sunday 25 June 2017: Funday Weekend
- g. Sunday 13 August 2017: Westover Vets 3rd Annual Charity Dog Show

9 **CORRESPONDENCE**

The following items were received:

- Letter from Highways England dated 6 March Advising on the Better Journeys on Better Roads maintenance and improvement programme for the East for 2017/18. This did not extend as far as North Walsham
- Email from Reesink Turfcare promoting heavy duty mowers of the type needed for verge cutting responsibilities.
- Email from Mr Peter Tobitt, Chairman North Walsham Good Neighbour Scheme, regarding the forthcoming 2nd AGM on 2 April
- Email from Local Government Resource Centre advertising reviews/health checks during 2017/18
- Email from NNDC regarding the enforcement query relating to planning application PF/16/1587 for 48 Market Place. Members interpreted the report as confirming that the Enforcement Officer had worked with the applicant to get around the planning rules in place. Members also found it unacceptable that the local District Council members who were consulted should have sought the views of the Town Council and that they should not have agreed that the change was appropriate before doing so
- Letter from Norfolk County Council Head of Highways detailing the new Highways Maintenance Local Area Teams
- Confirmation from Land Registry that the registration by the Town Council of The Butchery at St Nicholas Court was now complete.

10 **ITEMS FOR NEXT AGENDA**

Lighting at Black Swan Loke
Car park detailed in the Hopkins Homes development application

EXCLUSION OF THE PUBLIC AND PRESS

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

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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 MATTERS**

The Chair of the Personnel & Grants Committee confirmed that interviews for the vacant Receptionist/Administrative Assistant/Website Administrator post were scheduled for Wednesday 29 March 2017. It was also confirmed that the staff appraisal process had been completed.

(b) CEMETERY LODGE LEASE

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

The meeting closed at 20:12.

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