

NORTH WALSHAM TOWN COUNCIL
25 April 2017

Minutes of the Meeting of the Town Council held on 25 April 2017

Chair: Cllr B Hester

Town Councillors Present:

Cllr G Bull	Cllr A Canham
Cllr A Fryer	Cllr R Harris
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 V Uprichard

County Councillors Present:

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 Cllrs Choudhury, Edge, Melville and M Seward, and from District Cllr E Seward.

(c) Minutes of Town Council meetings

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

That the minutes of the meeting held on 28 March 2017 be signed by the Town Mayor as a true record of that meeting.

(d) Minutes of special meeting

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

That the minutes of the special meeting held on 11 April 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 Witte and seconded by Cllr Stuckey, 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 had circulated a summary crime report from information prepared by Cllr Melville (Annex A), along with other reports downloaded from <http://police.co.uk>. Given that specific information for the town was no longer directly available from local officers, and the website date was not up to date, there was a discussion on whether this remained a valid standing item on the Town Council agenda. As proposed by Cllr Sims and seconded by Cllr Witte, it was **RESOLVED**

That the item on police issues be removed as a standing agenda item, that greater pressure be put on local officers to attend the Annual Town Meeting to make a report in that forum on issues and progress across a whole year, and that the Town Mayor, Deputy Mayor and Town Clerk would raise issues with the police as necessary.

(b) Reports from District and County Councillors

District Cllrs Gay and Uprichard gave verbal reports on recent issues (Annex B).

(c) Public participation

Mr Berni Marfleet raised some matters regarding the development of the new Local Plan (Annex C).

As proposed by Cllr Murphy and seconded by Cllr Bull, 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 D. The Easter charity stall had raised £125. The North Walsham Play Easter Egg Hunt at the War Memorial Park had been very well attended, and had raised £1,006. As at the time of the meeting, 108 confirmations had been received for the Civic Dinner, with a further 6 or 7 expected.

4 ITEMS REQUIRING DECISION

(a) Town Strategy

Copies of Aylsham Town Council's Neighbourhood Plan questionnaire and evidence-gathering exercise (from July 2015 and December 2016 respectively) were circulated as examples of the questions the Town Council may wish to put to residents and interest groups in North Walsham in developing its own strategy for the future of the town. This was seen as crucial as the Local Plan timetable indicated a public consultation during 2017. As proposed by Cllr Bull and seconded by Cllr Murphy, it was **RESOLVED**

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That the Town Clerk be asked to prepare a questionnaire for general circulation, with a draft presented to the next meeting along with costs for printing and distribution with the aim of circulating in June or July.

Cllr Sims would advise on the Town Clerk regarding a potential source of assistance. Members also received an outline list of the various interest groups who should be addressed by means of workshops and direct meetings.

(b) Recommendations from the Development & Amenities Committee

- (i) Following receipt of a quote from TT Jones for installation of a light at Black Swan Loke, a further quote had been received from R Cozens (UK) Ltd. As proposed by Cllr Bull and seconded by Cllr Witte, it was **RESOLVED**

That the quote from Cozens be accepted.

- (ii) The Town Clerk had met with one of the Directors and the Practice Manager at Toll Barn Veterinary Centre to discuss a request for signs to be sited within the boundary of the Trackside Park, facing along the A149 and B1150. Toll Barn had offered £750 per annum which would help towards the cost of maintaining the dog exercise area. Members agreed this was an excellent start towards raising funds from other sources for Council activities. As proposed by Cllr Sims and seconded by Cllr Turner, it was **RESOLVED**

That the Town Clerk be asked to write to Toll Barn accepting the proposal and offer of financial support/sponsorship.

- (iii) The Town Clerk confirmed that the proposal to site a vehicle storage/maintenance compound at the New Cemetery was not legally possible due to the location of a number of unmarked graves along the proposed access route just inside the gates. Although a unit on the industrial estate was a possibility, it would only be an interim solution due to the time it would take to get necessary equipment onto Council sites prior to commencing work. As proposed by Cllr Bull and seconded by Cllr Fryer, it was **RESOLVED**

That removal of the hedgerow adjacent to the ISO container at Chapel Cemetery, to make space for a compound, be explored.

- (iv) The Town Clerk had contacted the two companies that had quoted in 2014 for soil testing at Spa Common. One had responded, agreeing to hold the price quoted. Cllr Witte had recently had soil testing carried out for proposed new premises, and would speak to that contractor about Spa Common.
- (v) It was agreed not to proceed with naming the new facilities being placed at Town Council parks.

(c) Waste management

Problems continued with the waste management service provided by Kier through NNDC. A further option would be explored by the Town Clerk.

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5 ITEMS FOR INFORMATION

(a) CCTV relocation

The Town Clerk had met with Norfolk Constabulary estates and IT representatives, and awaited the outcome of discussions on operational requirements. The options were to move the base unit to the local station, or retain it with the feed being directed to the station. The Town Council would continue to own the cameras and recording equipment. Cover for the annual maintenance contract and a new camera for the War Memorial Park were included in the precept.

(b) Car park at Hopkins Homes development on Norwich Road

NNDC had not yet replied to a request for an update on this.

6 FINANCE

(a) Expenditure and receipts

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

That the Payments & Receipts report for March 2017 be approved. (Annex E).

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

That the Payments report for April 2017 to date be approved and that cheques be signed. (Annex F)

7 REPORTS FROM COMMITTEES AND EXTERNAL ORGANISATIONS

(a) Council Committees

Development & Amenities Committee recommendations were dealt with at Item 4(b). There were no further Committee updates.

(b) Updates from Council representatives to external organisations

Cllr West would be attending a meeting of the Towns and Parishes group on 27 April 2017.

Cllr Canham had attended the AGM of the North Walsham Good Neighbour Scheme.

8 FORTHCOMING MEETINGS AND EVENTS

The following meetings and events were scheduled:

- a. Tuesday 2 May: Media & Information Committee
- b. Thursday 4 May: Markets Group
- c. Friday 12 May: Civic Dinner
- d. Sunday 18 June: Civic Service

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- e. Thursday 22 – Sunday 25 June: Funday weekend
- f. Sunday 23 July: Fun Fair arrives at War Memorial Park
- g. Wednesday 26 – Saturday 29 July: Fun Fair
- h. Sunday 13 August: 3rd Annual Westover Vets Charity Dog Show

9 CORRESPONDENCE

No significant items of correspondence had been received that had not already been addressed by the Town Council.

10 ITEMS FOR NEXT AGENDA

Spa Common soil testing
Car park detailed in the Hopkins Homes development application
Church Approach
Precinct Sign
Information Office
Vehicle storage/maintenance compound

EXCLUSION OF THE PUBLIC AND PRESS

As proposed by Cllr Bull 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 MATTERS

The Town Clerk reported on disciplinary matters. There was also a report on discussions about a Head Groundsman and an Apprentice Groundsman. The Town Mayor and the Chair of the Personnel & Grants Committee had conducted the office audit and provided a report. There would be a meeting of the Personnel & Grants Committee on 9 May 2017, following the Planning Committee.

The meeting closed at 20:16

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