

NORTH WALSHAM TOWN COUNCIL
26 May 2015

Ris
12336-
12318

Minutes of the Meeting of the Town Council held on 26 May 2015

Town Mayor:

Mrs B West

Town Councillors Present:

Mrs A Abbs

Mrs J Melville

Mr G Bull

Mr P Oakes

Miss A Canham

Mrs M Seward

Mr F Choudhury

Mr A Thirtle

Mr A Fryer

Mr D Turner

Mr B Hester (Deputy Mayor)

Mrs E Wheeler

District Councillors Present:

Mr N Lloyd

Mr E Seward

County Councillors Present:

Mr E Seward

The meeting opened at 19:00. The Town Mayor welcomed Councillors to the first full meeting of the new Town Council. Members were advised that the Council was non-political, and that it should not be used as a political platform. Attention was drawn to a note relating to disclosable pecuniary interests, and in particular the importance of ensuring anything relevant was declared. Members were advised that it was now permissible to circulate summonses and agendas electronically, but only with the express written permission of each individual Member. Should they be willing to receive electronic copy of these documents as formal notification, Members should write to or email the Town Clerk.

Part I: Open to the Press and Members of the Public

- | | | |
|-----|--|-------|
| 1 | <u>ADMINISTRATIVE MATTERS</u> | 12336 |
| (a) | <u>Declarations of Interest</u>
No interests were declared. | 12337 |
| (b) | <u>Apologies for Absence</u>
All Councillors were present. | 12338 |
| (c) | <u>Minutes of the previous meeting</u>
The following updates were given: | 12339 |

BW

NORTH WALSHAM TOWN COUNCIL

26 May 2015

- The Town Clerk had spoken to a member of staff from Millfield Pre-School regarding the donation raised from stall fees at the Sunday market, and would arrange a presentation with press present,
- The Highway Engineer had not reported yet on the drains on the bypass.

It was **RESOLVED**

That the minutes be accepted as a true record of the meeting held on 28 April, and signed by the Town Mayor.

2 ADJOURNMENT OF MEETING TO ALLOW PUBLIC PARTICIPATION 12340

It was **RESOLVED**

That the meeting be adjourned to allow contributions from North Walsham Police, District Councillors and members of the public.

PCSO Fathalla attended the meeting to present the police and crime report, which can be found at Annex A. A written report from District and County Cllr Seward can be found at Annex B. A summary note of the discussions during permitted public participation can be found at Annex C.

It was **RESOLVED**

That the meeting be reconvened.

3 REPORTS FROM THE TOWN MAYOR AND DEPUTY MAYOR 12341

These were deferred until the June meeting.

4 ITEMS REQUIRING DECISION 12342

(a) Norfolk Local Flood Risk Management Strategy Consultation

There was previous evidence of flooding in North Walsham, for example the drainage on the bypass and the former Crane-Freuhauf site.

It was **RESOLVED**

That Members advise the Town Clerk by email of any known, regular flooding problem sites, and that this information be passed on to Norfolk County Council in response to the consultation.

(b) New dog waste bins 12343

Scooper Dooper Ltd had contacted the Town Clerk asking for an opportunity to present its work on dog waste problems and cost reduction to the Town Council. This had been provisionally agreed for the June meeting.

me

NORTH WALSHAM TOWN COUNCIL
26 May 2015

It was **RESOLVED**

To refer this presentation to the Development & Amenities Committee.

(c) Grit and litter bin provision

12344

It was **RESOLVED**

To refer this to the Development & Amenities Committee.

(d) Request to hold Dog Show on War Memorial Park

12345

It was **RESOLVED**

That the proposal be given provisional approval, but to ask Westover Veterinary Practice to provide a detailed proposal for consideration.

(e) Heritage Open Day Programme 2015

It was **RESOLVED**

12346

To ask the Town Clerk to approach Diana Velhagen at the Archive Group and offer the Council Offices building as part of the community input to this programme, and to ask if a presentation by a relative of the former owners of Cedar House (as the Offices had previously been known) could be incorporated.

(f) Sunday Markets beyond 2015

It was **RESOLVED**

12347

That the Town Clerk be asked to submit an application to Highways for road closures every Sunday in line with the closures for Thursday markets, so that the market/event programme could be expanded.

(g) Car boot sales at Davenport's Magic Kingdom

12348

NNDC had confirmed that there were no planning issues, and that Environmental Health and the Environment Agency were content with toilet and litter arrangements and would monitor the situation. Concern was expressed that these issues were policed correctly, as this had not previously been the case.

It was **RESOLVED**

That the Town Clerk be asked to write again to Roy Davenport, reminding him of the previous letter regarding market rights and asking him whether he would be permitting only a "traditional" car boot sale, ie sale of second hand items.

(h) Midland Road Car Park overflow

12349

The overflow area was owned by NPS, and NNDC had confirmed that it would not be renewing the lease on this. NPS had therefore asked if the Town Council would be interested in taking this on.

NORTH WALSHAM TOWN COUNCIL

26 May 2015

It was **RESOLVED**

To defer a decision until further information on the cost and terms of such a lease was available.

(i) **St Nicholas Court**

Local District Council members had agreed to meet Steve Blatch for an initial discussion about the state of the Precinct and what might be done given the Crown Estate ownership under escheat. It had been suggested that there would then be a second, wider meeting involving the Town Council, County Council and local businesses.

12350

(j) **The Future of North Walsham Town Centre**

This had been requested by the outgoing Town Council as an ongoing concern that the new Council should devote some effort to.

12351

5 **REPORTS**

(a) **Trees in the New Cemetery bordering Dixon Road properties**

The agreed reduction work had been scheduled for 20 and 21 May. In addition, a member of the Council's grounds staff team had been booked on a tree inspection course which should meet the request to keep these trees under regular review.

12352

(b) **Removal of tree at Bluebell Pond**

Mr Roy Haynes had advised that a tree needed to be removed as the roots were interfering with a local drainage system, but that this would be done and a replacement tree planted free of charge.

12353

(c) **Defibrillator mapping**

The Deputy Mayor was working on producing a map using information provided by the Town Clerk.

12354

(d) **War Memorial Park opening times**

North Walsham Police had raised some concerns about the proposal to keep the park open. The Town Clerk would soon be writing to neighbours to seek their views.

12355

(e) **Trackside dog exercise area**

An aerial view map of the park was circulated, showing the proposed location of the fenced-in exercise area approved at the previous meeting subject to a report on costs and funding sources. The area covered extended approximately 90m from the cycle path end, and was between 20 and 25m across. Weaver's Way ran alongside the park, so access would not be obstructed.

12356

(f) **Telephone kiosk at White Horse Common**

A second group had come forward to ask about this kiosk, now owned by the Town Council. They had been put in touch with the original group as the idea was similar.

12357

NORTH WALSHAM TOWN COUNCIL
26 May 2015

- (g) **New lighting column in Beech Drive**
This had been activated on the day after the last Council meeting, on 29 May 2015. 12358
- (h) **Mundesley Road Car Park**
This would be closed for a six week period from 8 June for resurfacing work. Once complete charging would be introduced on the same basis as other NNDC car parks. 12359
- (i) **Citizens' Advice Bureau**
Provision of advisory services across Norfolk was now being reviewed by Norfolk County Council and NNDC. 12360
- (j) **Fun Fair 2015**
The Fun Fair would be arriving on Sunday 26 July, opening on Wednesday 29 July, and departing on Sunday 2 August 2015. 12361
- (k) **Pub Watch**
A report of the Pub Watch meeting on 11 May 2015 can be found at Annex D. 12362
- (l) **Regenerate North Walsham**
RNW had agreed to draw up a Memorandum of Understanding with the Town Council and submit it for consideration. It was thought that this amounted to a very limited variance on a constitution. It was noted that this would not be sufficient to give access to grant funding. The Town Council had already agreed that it would not enter into any arrangements with RNW unless a constitution was in place. 12363
- (m) **Information newsletter from Norfolk County Council**
This new service had been introduced in the last month. The Town Clerk would pass on details as appropriate to Town Council business. 12364
- (n) **New chairman and vice-chairman of Norfolk County Council**
Confirmation had been received that Mr Rex Parkinson-Hare was the new Chairman of Norfolk County Council and Mr David Collis the new Vice-Chairman. 12365

6 **FINANCE**

- (a) **Payments and receipts** 12366
It was **RESOLVED**
- To approve the Payments and Receipts Report.**
- (b) **Internal finance check report**
The final report for 2014/15, conducted by the Town Mayor, was received. 12367
- (c) **Signatories on Council bank accounts**
Only two signatories, the Town Mayor and Town Clerk, remained following the election although it had been agreed that all signatories would continue until the new Council had put arrangements in place. It was **RESOLVED** 12368

NORTH WALSHAM TOWN COUNCIL
26 May 2015

That the Deputy Mayor, Cllr Hester, and Cllrs Oakes, Melville and Thirtle be added to the list of approved signatories.

7 TRAINING FOR COUNCILLORS

12369

Members were asked to advise the Town Clerk of interest in the Chairmanship courses. The Town Clerk would seek in-house press release training for all Members and office staff.

8 PLANNING COMMITTEE

The minutes of the meeting held on 28 April 2015 were received.

12370

Cllr Seward left the meeting at 20:30.

9 FORTHCOMING MEETINGS

The Town Clerk would propose dates for meetings of all Committees.

12371

10 CORRESPONDENCE

12372

The following correspondence had been received:

- (a) Solarcentury had written regarding solar park proposals for North Walsham
- (b) NNDC had written regarding a North Norfolk WWI Pill Box Trail
- (c) Mr Paul Gibbons had written regarding a parent-supervised fun run on War Memorial Park on 30 May
- (d) Mr I Biggs had written regarding Lidl's car park penalty charges
- (e) Norfolk Carers' Support had written to confirm an information stand on the market on Thursday 11 June
- (f) NNDC had sent an invitation to attend the official launch of the Centenary Commemorations and unveiling of the "Poppies in Steel" sculpture
- (g) NNDC had written regarding Tree Protection Orders TPO/15/0902 (confirmed), TPO/92/0608 (revoked) and TPO/00/0660 (revoked). Following a discussion about the location of these TPOs and that work was proceeding on the site without planning permission, it was **RESOLVED**

To ask the Town Clerk to write to the Head of Planning at NNDC expressing the Council's concern about ongoing works that had not been

Med

NORTH WALSHAM TOWN COUNCIL
26 May 2015

through the proper procedures, the concerns of neighbouring property owners, and concerns over retrospective applications.

- (h) Norfolk County Council had submitted advice that a No Cold Calling Zone was being considered for Sunny Corner, North Walsham, and was supported by MENCAP.
- (i) Lady Jeanette Duggin had written to advise the Council that she was trying to organise a charity walk for cancer research later in the summer.
- (j) NNDC had written to advise on a partnership scheme with Norwich City Council, Broadland District Council and South Norfolk District Council and ichoosr to provide an opportunity for residents of Norfolk to register an interest in the collective purchase and installation of solar panel systems.
- (k) NNDC had written to confirm that recycling bins (ie bottle banks) could not be placed on its property due to the change in policy to permit glass collection from household green bins.
- (l) Mr Joe Ballard had written to the Council seeking two Council representatives for Catch 21.

11 ITEMS FOR NEXT AGENDA

12313

Drains

New signs on approach to Cromer Road bridge and SAM2 signs
Acorn Rd park – future grass cutting/maintenance arrangements

EXCLUSION OF THE PUBLIC AND PRESS

12314

It was **RESOLVED**

That due to the confidential nature of the matters to be discussed, members of the public be excluded from the meeting as per Standing Order 36.5.

BW

Part II: Press and Members of the Public Excluded

12375

Members were reminded that Part II meetings were total confidential.

12 PROPOSED SALE OF COUNCIL OFFICES

12376

A summary note was circulated detailing the visit to the former Mobility Shop and meeting with the landlord, and the meeting of Members and the Town Clerk following this visit.

It was **RESOLVED**

That the former Mobility Shop should be disregarded as a potential site for new Council Offices,

That the Town Clerk submit the application for a unilateral notice to be placed on the Land Registry entry for the Council Offices site setting out the effect of the Town Council's user rights, and

That the draft letter on the Town Council's user rights argument be agreed and sent by the Town Clerk to NNDC.

13 CODE OF CONDUCT COMPLAINT

12377

The Town Mayor updated Members on the pre-meeting of the Personnel & Grants Committee to consider this matter.

It was **RESOLVED**

To adopt the recommended actions.

14 CO-OPTION PROCESS

12378

It was **RESOLVED**

That the Town Clerk be asked to invite those who had expressed an interest in co-option to attend an informal meeting with the Personnel & Grants Committee on 8 June 2015, with further meetings on 9 June of further candidates came forward following formal advertisement of the three vacancies.

The meeting closed at 21:09

12375