

NORTH WALSHAM TOWN COUNCIL  
28 July 2015

**Minutes of the Meeting of the Town Council held on 28 July 2015**

**Town Mayor:**

Mrs B West

**Town Councillors Present:**

Mrs A Abbs  
Miss A Canham  
Mr A Fryer  
Mrs J Melville  
Mrs M Seward  
Mr A Thirtle  
Mrs E Wheeler

Mr G Bull  
Mrs D Evans  
Mr B Hester (Deputy Mayor)  
Mr P Oakes  
Mrs S Stuckey  
Mr D Turner  
Mr J Witte

**District Councillors Present:**

Mr N Lloyd

Mr E Seward

**County Councillors Present:**

Mr E Seward

The meeting opened at 19:04.

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

12423

**1 ADMINISTRATIVE MATTERS**

**(a) Declarations of Interest**

No interests were declared.

12424

**(b) Apologies for Absence**

Apologies were received from Cllr Choudhury.

12425

**(c) Minutes of the previous meeting**

It was **RESOLVED**

12426

**That the minutes be accepted as a true record of the meeting held on 26 May 2015, and be signed by the Town Mayor.**

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

It was **RESOLVED**

12427

**That the meeting be adjourned in accordance with Standing Order 36.1 to allow contributions from North Walsham Police, District Councillors and members of the public.**

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(a) **Crime Report**

12428

PCSO King presented the monthly crime figures, which can be found at Annex A.

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

12429

A written report from County Cllr Seward can be found at Annex B. A written report from District Cllr Lloyd can be found at Annex C.

(c) **Public Participation**

12430

Mrs Pat Farquharson spoke to the Council about the relocation of the Information Office. Details can be found at Annex D.

It was **RESOLVED**

**That the meeting be reconvened.**

3 **REPORTS FROM THE TOWN MAYOR AND DEPUTY MAYOR**

12431

Written reports from the Town Mayor and Deputy Mayor can be found at Annexes E and F respectively. The Town Mayor added the launch on 21 July 2015 of the Dementia Friendly Town initiative. The Deputy Mayor had attended the Chamber of Business meeting on 27 July 2015, at which a lengthy discussion on the provision of free parking in the town had been held. The Chamber intended to lobby NNDC to provide free or lower cost parking.

4 **ITEMS REQUIRING DECISION**

(a) **Reversal of traffic flow in Market Place**

12432

This had been raised several times, and discussed at length. The proposal was not considered viable by Highways due to the costs involved, and the Town Council felt that the loss of the last free on-street parking spaces in the town centre would not help businesses. It was also confirmed that buses and other large vehicles could not negotiate the turns without the risk of damaging buildings in the conservation area. It was **RESOLVED**

**That the Town Council would not support this proposal. However, it would consider how concerns about footfall in the town centre could be mitigated.**

(b) **Norfolk County Council (Highways) Parish Partnership Scheme 2016/17**

12433

Councillors were asked to consider schemes for discussion, and reminded that the deadline for submission was 15 December 2015. To date flashing signs and SAM2 proposals for Acorn Road and White Horse Common had come forward. The Town Clerk noted that – at the recent Clerks' Conference – Paul Donachie (County Highways) had indicated that bus shelters and trod footpaths came within the scheme.

(c) **Merger of Funday Committee and Christmas Lights Group**

12434

BN

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The Funday Committee had discussed this again, following questions from members, and had decided not to support a merger. The proposal was therefore not proceeding.

5 COUNCIL RECESS, AUGUST 2015: Delegated powers

12435

It was **RESOLVED**

**That delegated powers be given to the Town Mayor, Deputy Mayor and Town Clerk to take appropriate decisions on behalf of the Council during August Recess.**

6 REPORTS

(a) Highway Engineer's report on White Horse Common traffic concerns

12436

Councillors remained concerned, in the light of the comments from the Highway Engineer, that Highways would not act unless serious injury was sustained regardless of evidence of the need for action on traffic control.

(b) War Memorial Park opening times

12437

The Town Clerk reported that the trial 24/7 opening period would commence on Friday 31 July 2015. Complaints had been received regarding perceived problems. These were acknowledged, but it was noted that many of the issues raised occurred during daylight hours or were not directly related to the park. It was **RESOLVED**

**To ask the Town Clerk to respond to the letter of complaint, answering all the point made.**

7 FINANCE

(a) Payments and receipts to 21 July 2015

12438

It was **RESOLVED**

**To approve the payments report the period to 21 July 2015.**

(b) Spend to date report to 21 July 2015

12438

It was **RESOLVED**

**To approve the spend to date report for the period to 21 July 2015.**

(c) Bank charges

12439

The Town Clerk reported that notification of the imposition of bank charges had been received, and that this was being investigated. A report would be brought to the meeting in September 2015.

BW

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(d) Delegated authority to incur expenditure

12440

It was **RESOLVED**

**To delegate authority to the Town Clerk to incur expenditure on essential, urgent works, where specific (eg health and safety) grounds exist and without referral to the full Council.**

(e) Proposed estimates meetings

It was **RESOLVED**

12441

**That Estimates meetings – to set the Precept for 2016/17 – would be held on 13 October and 10 November, following meetings of the Planning Committee.**

8 PLANNING COMMITTEE

12442

The minutes of the meetings held on 30 June and 14 July 2015 were received.

9 REPORTS FROM OTHER COMMITTEES and GROUPS

(a) Funday Committee

12443

The minutes of the Funday Committee meetings held on 16 June and 14 July 2015 were received

(b) Media & Information Committee

12444

The minutes of the Media & Information Committee meeting held on 23 June were received. The Deputy Mayor circulated to each Councillor details of new Town Council email addresses for Council business use. The pack included instructions of how to set up the address in various accounts.

(c) Personnel & Grants Committee

12445

The minutes of the Personnel & Grants Committee meeting held on 23 June were received.

(d) Personnel & Grants Committee (Grants)

The minutes of the Grants meeting held on 23 June 2015 were received.

12446

(e) Development & Amenities Committee

The minutes of the Development & Amenities Committee meeting held on 24 June 2015 were received.

12447

10 FORTHCOMING MEETINGS and EVENTS

The following meetings had been arranged for July and August 2015:

12448

- Friday 29 July: Personnel & Grants Committee (Standing Orders) 18:30

BW

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- Friday 29 July: Christmas Lights Group at 19:30
- Tuesday 11 August: Media & Information Committee at 18:30
- Thursday 13 August: Personnel & Grants Committee at 18:00  
Markets Group at 19:00
- Tuesday 18 August: Planning training at 18:30

**11**     **CORRESPONDENCE**

12449

The following correspondence had been received:

- (a) Bruno Peek, who most recently had coordinated the national 'Fly a Flag for the Commonwealth' event, had written regarding the 2016 event (14 March 2016) and a new 'Fly the Red Ensign for the Merchant Navy' initiative. Details were available should Councillors wish for further information.
- (b) Duncan Ellis (NNDC Head of Assets and Leisure) had written to acknowledge receipt of the Town Clerk's email offering to place the Acorn Road park/pay area onto the Town Council grounds staff grass-cutting rota.
- (c) DANFO Premium Public Toilets had contacted the Council to promote its services, which focused on working with Local Authorities.
- (d) Pear Technology had followed up a brief discussion at the recent Clerks' Conference with details about various training options for the mapping software which the Council used.
- (e) Sonia Shuter (NNDC Health & Communities Officer) had written to advise on the latest position regarding the provision of information, advice and guidance services.
- (f) Mr Graham Bunn (Church Steward) had written to thank the Council for allowing the Methodist Church to hold its annual open air service at the Memorial Park on 19 July 2015. He noted that some members had carried out a litter pick after the service, and found materials often associated with recreational drug use. The police had been advised.
- (g) Chris Wood (Community Rail Partnerships Manager at Community Rail Norfolk) had submitted the invoice for the Council's contribution to the Bittern Line CRP for 2015/16.

**12**     **ITEMS FOR NEXT AGENDA**

12450

Councillors were asked to submit items/motions to the Town Clerk no later than 22 September 2015.

AW

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**EXCLUSION OF THE PUBLIC AND PRESS**

12451

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