

Minutes of the Meeting of the Town Council held on 29 September 2015

Town Mayor:

Mrs B West

Town Councillors Present:

Mr G Bull

Miss A Canham

Mr A Fryer

Mrs J Melville

Mrs M Seward

Mrs S Stuckey

Mr A Thirtle

Mrs E Wheeler

District Councillors Present:

Miss V Gay

Mr E Seward

Mrs V Uprichard

County Councillors Present:

Mr E Seward

The meeting opened at 19:30, following a presentation on the NNDC Local Plan Consultation by Mark Ashwell, NNDC Planning Policy Manager (a note of this is at Annex A).

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

12463

1 ADMINISTRATIVE MATTERS

(a) Declarations of Interest

Cllr Fryer declared an interest in discussions on Dream Lodge. 12464

(b) Apologies for Absence

Apologies were received from Cllrs Choudhury, Evans, Hester, Turner and Witte. 12465

(c) Minutes of the previous meeting

It was RESOLVED

12466

That the minutes be accepted as a true record of the meeting held on 28 July 2015, and be signed by the Town Mayor.

2 ADJOURNMENT OF MEETING TO ALLOW PUBLIC PARTICIPATION

12467

It was RESOLVED

B. West

NORTH WALSHAM TOWN COUNCIL
29 September 2015

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.

A summary of discussion in this section can be found at Annexes B - D.

Cllr Witte entered the meeting at 19:40

Following these contributions, it was RESOLVED that the meeting be reconvened.

3 REPORTS FROM THE TOWN MAYOR AND DEPUTY MAYOR 12468

A written report from the Town Mayor can be found at Annex E.

4 ITEMS REQUIRING DECISION

(a) NNDC Local Plan Consultation

It was RESOLVED

12469

That the Town Council would discuss this at a separate special meeting.

(b) Street Lighting: Quotes for essential works

12470

Quotes had been received from the contractor for essential repairs to Town Council-owned lighting columns in Anchor Road (replacement lantern required at Column 3) and St Nicholas Churchyard (replacements needed for Columns 1 and 5 due to corrosion near the bases of each rendering them unsafe). It was RESOLVED

That the quotes be accepted, and the works carried out as soon as possible.

(c) Parish Partnership Scheme 2016/17

12471

The Town Clerk was asked to circulate information received from Highways regarding the addition of pothole repairs on minor roads and the process for requesting new bus shelters.

(d) Midland Road Car Park

12472

There had been correspondence, copied to the Town Clerk, between Norfolk County Council Property Services and NNDC Assets Team regarding the cost of the additional area that NNDC had previously leased from NPS, regarding constructing a lease for the Town Council to agree. NNDC had now also provided advice regarding surface repair works. NPS had committed to repairing the access footpath prior to leasing that segment of the car park to the Town Council. The Town Clerk was asked to circulate information relating to the car park in advance of the next Council meeting.

(e) Office relocation

12473

The Council was reminded that Steve Blatch (NNDC) had responded with cost details for the area of the building to the right of the main entrance. This set out outline costs on the same basis for the equivalent floor space to that currently occupied at New Road

West

NORTH WALSHAM TOWN COUNCIL

29 September 2015

(ie at zero commercial rent, with the Town Council responsible for paying the service charge), and an additional 50% of current floor space for which NNDC proposed to charge a commercial rent in addition to the service charge. This included access to a large shared meeting room. The Town Clerk was awaiting confirmation from NNDC of an opportunity for further access when the keys became available.

Following discussion, it was **RESOLVED**

That a further visit was necessary for staff and Councillors to review the site and clarify the Council's requirements and preference.

(f) Persimmon Homes, Norwich Road

12474

It was **RESOLVED**

That the Town Clerk be asked to ascertain the s.106 contribution being sought by the NHS in respect of this development.

To note: The s.106 contribution sought is included in the NHS response to the hybrid planning application. NHS is seeking the amount of £30,170 – details circulated to Council on Thursday 1 October 2015.

(g) Budget for Media & Information Committee

12475

A blueprint for building a common strategy for the town was put before the Council. It was noted that this went beyond the Town Council, and that the logo was clearly associated with Regenerate North Walsham. Discussion was subsequently deferred to Part II.

(h) Payment for two-way radio sets

12476

Two sets had been purchased by Cllr Melville for the VE70 Picnic in the Park event earlier in the year, which were now being used on the Sunday markets. It was **RESOLVED**

That the Council would recompense Cllr Melville for the radio sets.

5 ITEMS FOR INFORMATION

(a) Freedom of Information request

12477

The Town Clerk reported the receipt of a FOI request in relation to vehicular access to the park. This had been received on 7 September 2015, with a full response sent on 11 September, well within the 21-day deadline for responding to such requests.

(b) Meeting with Highway Engineer on 11 September 2015

12478

A number of issues had been discussed during the Highway Engineer's visit, and he was due to report back on proposed action shortly. Particular focus had been on

- o The Bacton Road trod footpath being delivered under the 2015/16 Parish Partnership Scheme, with work scheduled to commence on 21 September 2015 (as confirmed earlier in the meeting by County Cllr Seward),

Bluest

- Drains on the bypass: an action plan had been agreed with the contractor to clear the drains, but this would involve heavy machinery and partial road closure,
- Speeding on Acorn Road: the Highway Engineer would examine the area and suggest possible courses of action which may include bidding under the Parish Partnership Scheme 2016/17,
- Parking in Farman Avenue: the Town Mayor, Town Clerk and Highway Engineer had met Farman Avenue residents on site and noted the problems caused by non-resident parking. In particular this raised issues for access by emergency services and waste collection vehicles, and serious access/egress problems for residents. The Highway Engineer committed to researching the background and looking into further measures that might be taken, including bidding under the Parish Partnership Scheme 2016/17. It was **RESOLVED**

That the Council should consider the Acorn Road speeding and Farman Avenue parking problems for a bid under the Parish Partnership Scheme 2016/17, taking into account the Highway Engineer's response.

(c) Acorn Road Park

12479

The previously reported proposal to NNDC for Town Council grounds staff to take on the maintenance of the Acorn Road park under agreement with NNDC would be discussed as part of an NNDC review of its own grounds maintenance arrangements.

(d) "Communities Can"

12480

Details had been circulated, and Councillors were reminded that further information on this event was available via the NALC website.

(e) Glass recycling banks

12481

Although a further quote for supplying recycling bins to locate on car parks had been obtained, the Council was reminded that NNDC would not permit this on its car parks as it was contrary to the current policy of household collection.

6 FINANCE

(a) Payments and receipts to end July 2015

12482

It was **RESOLVED**

To approve the report for the period to end July 2015.

(b) Payments and receipts to end August 2015

12483

It was **RESOLVED**

To approve the report for the period to end August 2015.

(c) Payments and receipts to 22 September 2015

12484

It was **RESOLVED**

To approve the report for the period to 22 September 2015.

B wood

NORTH WALSHAM TOWN COUNCIL
29 September 2015

- (d) Bank charges on Town Council accounts 12485
The bank charges previously incurred had now been refunded, and assurances given that this would not arise in future. With regard to account signatories, documentation for Cllr Thirtle had been lost in the system, requiring him to resubmit. The Council was asked to note that a resignation meant there was now a need to replace another signatory. It was RESOLVED

That Cllr Melville be appointed as an account signatory, and that the Town Clerk be asked to make the necessary arrangements.

- (e) Precept 2016/17 12486
The Town Clerk circulated outline calculations to help Councillors prepare for the Precept meeting scheduled for 13 October 2015. These were based on no change (apart from possible increased accommodation costs and new Parish Partnership Scheme bids), + 2%, + 5% and + 10%. Councillors were asked to consider for the Precept meeting what plans the Council might wish to take forward in 2016/17.

7 PLANNING COMMITTEE 12487

The minutes of the meetings held on 26 August (under delegated powers) and 8 September 2015 were received.

8 REPORTS FROM OTHER COMMITTEES and GROUPS

- (a) Funday Committee 12488
The minutes of the Funday Committee meeting held on 1 September 2015 were received.

- (b) Christmas Lights Group 12489
The minutes of the meeting held on 1 September 2015 were received.

- (c) Personnel & Grants Committee 12490
The minutes of the Personnel & Grants Committee meetings held on 13 August and 21 September 2015 were received. The Town Mayor noted that further minor amendments were needed to the draft Standing Orders, and that these would be brought to the Council meeting on 27 October 2015

- (d) Development & Amenities Committee 12491
Receipt of the minutes of the Development & Amenities Committee meeting held on 8 September 2015 was deferred until the next meeting.

- (e) Markets Group 12492
The minutes of the Markets Group meeting held on 16 September were received.

- (f) Bittern Line Partnership 12493
The Town Mayor's report of the meeting held on 9 September 2015 was received.

(g) Media & Information Committee

Further discussion had been deferred to Part II.

12494

(h) Christmas Lights Group

The minutes of the meeting of the Christmas Lights Group held on 29 July 2015 were received.

12495

(i) Catch 21

Cllr Stuckey's report on the Catch 21 Management meeting held on 1 September 2015 was received.

12496

9 FORTHCOMING MEETINGS and EVENTS

12497

The following meetings had been arranged for October 2015:

- o Monday 5 October: Media & Information Committee at 18:30
- o Tuesday 6 October: Christmas Lights Group at 19:30
Development & Amenities Committee
- o Tuesday 13 October: Council Precept meeting at 19:00

10 CORRESPONDENCE

12498

(a) A letter had been received from Cllr Tom FitzPatrick, Leader of NNDC, announcing that the Council had been awarded £5,403.73 towards the Woodville Park improvement project, specifically for the following pieces of equipment:

- o Basket swing
- o Turtle Springer
- o Merry Roundabout (a wheelchair-accessible roundabout).

With the Town Council's agreed contribution of £5,000 this meant that work on the project could commence while further funding was sought to meet the wider proposals.

11 ITEMS FOR NEXT AGENDA

12499

In addition to the items detailed above, a discussion on the Councillors' Facebook Group was requested.

EXCLUSION OF THE PUBLIC AND PRESS

It was RESOLVED

12500

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.

Budget

Part II: Press and Members of the Public Excluded

4 (g) Budget for Media & Information Committee

(see 12494)

The Council was reminded that the remit of the Committee was oversight of the website, social media, information technology, CCTV and the Information Office by a panel made up of internal and external members. The paper suggested the Committee had been working outside its remit, looking at the town as opposed to the Town Council.

Concern was expressed that RNW was seeking to influence the activities of the Town Council. Members were reminded that RNW was a local lobby group and was not constituted.

It was RESOLVED

That this issue be brought back to the next meeting of the Town Council on 27 October 2015.

12 CODE OF CONDUCT

12501

Members were reminded that the Standing Orders and Code of Conduct represented the primary rules under which they should work, and were asked to ensure they had read and understood them. It was noted that several complaints had been made recently under these. Members were reminded that formal apologies were a requirement for all absences from Council meetings and from Committee meetings of which they were members. The Town Clerk was asked to circulate up to date membership lists for all Committees.

13 MINUTES

12502

Queries relating to minutes of recent meetings had been investigated. Most had been due to come to this meeting, some had been circulated and discussed previously, and one meeting queried had been cancelled.

14 COUNCIL RESIGNATIONS

12503

Most Members were already aware of the resignations received from former Cllrs Oakes and Abbs. Formally receiving these at the Council started the legal process of notifying the Returning Officer (Chief Executive NNDC) so that letters formally advertising the vacancies could be issued. Voters in the town would then have 14 days to petition for by-elections, with 10 signatures required to trigger a by-election. If no petitions were received by the Returning Officer by the deadline, the Council would be advised formally that it could proceed to co-opt to fill the vacancies.

The meeting closed at 21:40