

Minutes of the Meeting of the Town Council held on 27 October 2015

Town Mayor:

Mrs B West

Town Councillors Present:

Cllr G Bull

Cllr A Canham

Mr A Fryer

Cllr B Hester

Cllr J Melville

Cllr M Seward

Cllr A Thirtle

Cllr E Wheeler

Cllr J Witte

District Councillors Present:

Cllr V Gay

County Councillors Present:

The meeting opened at 19:00.

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

12504

1 ADMINISTRATIVE MATTERS

(a) Declarations of Interest

None were declared.

12505

(b) Apologies for Absence

Apologies were received from Cllrs Choudhury, Stuckey and Turner.

12506

(c) Minutes of the Town Council meeting held on 29 September 2015

It was **RESOLVED**

12507

That the minutes of the meeting held on 29 September 2015 be accepted as a true record of the meeting and be signed by the Town Mayor.

(d) Minutes of the Precept meeting held on 13 October 2015

Subject to amendment of the title (addition of "Precept"), it was **RESOLVED**

12508

That the minutes of the Precept Meeting held on 13 October 2015 be accepted as a true record of the meeting and be signed by the Town Mayor.

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NORTH WALSHAM TOWN COUNCIL
27 October 2015

2 ADJOURNMENT OF MEETING TO ALLOW PUBLIC PARTICIPATION 12509

It was **RESOLVED**

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) Crime report

A report from North Walsham Police can be found at Annex A.

12510

(b) Reports from District and County Councillors

Written reports from District Councillor Gay and County Councillor E Seward can be found at Annexes B and C.

12511

(c) Public participation

No members of the public were present.

12512

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

3 REPORTS FROM THE TOWN MAYOR AND DEPUTY MAYOR

12513

A written report from the Town Mayor can be found at Annex D. In addition, the Town Mayor reported that a tombola stall at the Sunday Market on 25 October, in support of her charity (the World War I Memorial Window at St Nicholas Church), had raised £150.

4 ITEMS REQUIRING DECISION

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

It was **RESOLVED**

12514

That Members would submit proposals to the Town Clerk for discussion at the November meetings, so that a bid could be submitted by the deadline of 15 December 2015.

[Cllr Turner entered the meeting at 19:30]

(b) Leadership of place

It had been suggested during the recent Local Plan/Neighbourhood Plan discussions that a local 'leadership of place' group led by the Town Council be created to build locally on the work of that NNDC project. It was **RESOLVED**

12515

That Members should forward any ideas on this to the Town Clerk.

(c) Local Plan: site allocations consultation

12516

BW

NORTH WALSHAM TOWN COUNCIL
27 October 2015

This was expected in the next two to three months. The Council would have an opportunity to propose sites for housing development, and in order to avoid loss of green field sites it needed to think about where such development might be sited. It was **RESOLVED**

That Members should consider possible sites within the North Walsham growth area, including brown field sites.

5 ITEMS FOR INFORMATION

(a) Midland Road Car Park

12517

It was reported that ownership of the surrounding verges and pathway was unclear and efforts were being made by Highways to resolve this. This had resulted in delays to maintenance work and to discussions about leasing the County-owned extension car park.

(b) Relocation

12518

NNDC had not yet received a response from NHS to its bid for Northfield Road. It was reported that foliage around the site had been cut back in preparation for a possible sale.

(c) CCTV

12519

A number of technical problems had emerged recently, and there had been some difficulties in getting the contractor on site to fix them. Similar problems were being experienced in Fakenham and Sheringham, leading the Town Clerks to agree to meet to discuss a unified approach. This would be an agenda item for the next meeting.

(d) Woodville

12520

Members were referred to a plan posted in the Chamber for details of the specific items agreed by the NNDC Big Society Fund. The Town Clerk was examining the plan to identify how best to invest the Council's contribution, and would raise this at the Precept discussion in November.

6 FINANCE

(a) Payments and receipts September and October 2015

12521

It was **RESOLVED**

To approve the reports for the periods to end September 2015 and to 20 October 2015.

(b) Mid-year expenditure report

12522

No payment of rent for the grazing land at Spa Common had been received, despite letters to the lessee. As horses were now back on the land, a further letter would be sent seeking payment of moneys owed and warning of possible termination of the agreement.

(c) Precept 2016/17

NORTH WALSHAM TOWN COUNCIL
27 October 2015

12523

Members were reminded to consider any proposals ahead of the meeting scheduled for 10 November and to submit them to the Town Clerk. A call for public input had appeared in the North Norfolk News, and this had been cross-posted to the Council's Facebook group..

7 **PLANNING COMMITTEE**

12524

The minutes of the meetings held on 29 September 2015 and 13 October were received.

8 **REPORTS FROM OTHER COMMITTEES and GROUPS**

12525

(a) **Development & Amenities Committee**

The minutes of the Development & Amenities Committee meeting held on 8 September 2015 were received.

(b) **Christmas Lights Group**

The minutes of the meeting of the Christmas Lights Group held on 6 October 2015 were received.

12526

9 **FORTHCOMING MEETINGS and EVENTS**

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The following meetings had been arranged for November 2015:

- Monday 4 November: Personnel & Grants Committee at 18:30
- Tuesday 10 November: Council Precept 2016/17 meeting at 19:00
- Thursday 12 November: Markets Group at 18:45
- Sunday 15 November: Christmas Lights – support/volunteers needed from 9:00
- Tuesday 17 November: Christmas Lights Group at 18:30
- Sunday 22 November: Christmas Lights – support/volunteers needed from 9:00
- Saturday 28 November: Christmas Lights Switch-On

10 **CORRESPONDENCE**

12528

- Circus Tyanna had contacted the Council to ask if it could visit the town during late July/early August. This was referred to the Development & Amenities Committee, with a note that late July would clash with the annual visit of the Fun Fair.
- The Continental Market group that had visited the town in 2014 had asked to visit again, on 28 November 2015. This clashed with the Christmas Lights event, and they had already been advised of this.
- County Cllr E Seward had written to the Highway Engineer to advise that the permissive footpath at White Horse Common had now been cleared and that a resident had put access steps in place. This would not now need a Parish Partnership bid.

BW

NORTH WALSHAM TOWN COUNCIL

27 October 2015

- Norfolk & Suffolk Constabulary had written to advise that the stolen (and broken) defibrillator could now be collected.
- The Court Service had written to advise that a Compensation Order had been made against the culprit in the amount of £300. This had been paid in full.
- Norfolk County Council had written to advise that a notice was due to be posted regarding a deposit made by a landowner under Section 15A(1) of the Commons Act 2006. This section relates to town and village greens, and may affect public rights of way. Details were available from the Town Clerk.
- Poppies Nursery had contacted the Town Clerk regarding the Farman Avenue parking problems, and would be meeting to discuss this further.
- The Highway Engineer reported on works on the drains on the bypass. Work on gullies near the Norwich/Cromer Road intersection would be completed in early mornings to minimise disruption. Some gullies had been found to be damaged, and would require replacement work.
- Norfolk County Council had written to signpost its budget consultation process, to be published online on Friday 30 October 2015.
- The Benjamin Foundation had written seeking support for its annual Christmas Shoebox appeal. Details had been posted on the Council's Facebook group.
- Further details of the "Communities Can" event in London on 2 December 2015 had been received. The theme of the event was regeneration and the capacity and role that larger town councils have to play in the local economic development of their town centres.
- Community Action Norfolk had written to promote three events where the discussion would be on the economic development of Norfolk's rural communities. These would be at Garboldisham on 27 November, Aylsham on 4 December and Wells Maltings on 11 December.
- NNDC had sent the precept documentation, seeking return by 18 December 2015.

11 ITEMS FOR NEXT AGENDA

12529

In addition to the items detailed above, items should be submitted to the Town Clerk.

EXCLUSION OF THE PUBLIC AND PRESS

12530

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.

NORTH WALSHAM TOWN COUNCIL
27 October 2015

Part II: Press and Members of the Public Excluded

12 Personnel & Grants Committee

12531

The minutes were referred back to the Committee. The Town Mayor and Chair had yet to discuss contracts and hours with staff. It was noted that the request to close office doors had been implemented.

13 STANDING ORDERS

12532

It was **RESOLVED**

That the draft Standing Orders be accepted with the exception of paragraph 4.5, which needed further discussion by the Personnel & Grants Committee.

14 COMMITTEES

12533

In response to a query, it was noted that the quorum for Committees was set out in paragraph 4.4(viii) of the draft Standing Orders. This tied in well with the proposed membership levels at paragraph 4.6, and the requirement for a third to be the quorum for Council. It was also noted that any external members of Committees were full members, and would therefore count in deciding whether a quorum was present.

15 FACEBOOK

12534

It was confirmed that the Council's private Facebook Group had now been closed and deleted.

16 SERVICE CONTRACTS

12535

- A new waste bin service had been agreed with Kier. This was a non-contract service, with four weeks' notice required for termination.
- Details were circulated of quotes for a new photocopying agreement. The current agreement, with CopyIT and Siemens, was coming to an end (June 2016) and the figures quoted included an amount for breaking that contract. It was noted that quotes were significantly lower than the current cost. It was **RESOLVED**

That authority be delegated to the Town Clerk to enter into a new agreement once all quotes had been received and assessed.

- The quotes for medium and low risk work on Council trees had been considered previously, but the Council had sought further details from Tree Hopper on certification and insurance. These had now been supplied. It was **RESOLVED**

NORTH WALSHAM TOWN COUNCIL
27 October 2015

To accept the quote from Tree Hopper for these tree works, and to ask the Town Clerk to provide an update when the works had been completed.

The meeting closed at 20:20