

NORTH WALSHAM TOWN COUNCIL
26 January 2016

Minutes of the Meeting of the Town Council held on 26 January 2016

Chair: Cllr B Hester

Town Councillors Present:

Cllr G Bull	Cllr A Canham
Mr A Fryer	Cllr J Melville
Cllr S Stuckey	Cllr A Thirtle
Cllr D Turner	Cllr J Witte

District Councillors Present:

Cllr V Gay	Cllr E Seward
Cllr V Uprichard	

County Councillors Present:

Cllr E Seward	Cllr J Timewell
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The meeting opened at 19:00.

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

1 ADMINISTRATIVE MATTERS

(a) Declarations of Interest

None were declared.

(b) Apologies for Absence

Apologies were received from Cllrs Choudhury, Seward, West and Wheeler.

(c) Minutes of the Town Council meeting held on 15 December 2015

It was **RESOLVED**

- That the Town Clerk be asked to report back on Items 1(c)ii and 1(c)iii, Item 3 in regard to engraving the Christmas Shop Window Shield, and
- That the minutes of the meeting held on 15 December 2015 be accepted as a true record of the meeting and be signed by the Town Mayor.

2 ADJOURNMENT OF MEETING TO ALLOW PUBLIC PARTICIPATION

It was **RESOLVED**



That the meeting be adjourned in accordance with Standing Order 1.5 to 1.8, 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. As the designated officer had been called away, any questions on the report should be addressed via the Town Clerk.

(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.

(c) Public participation

Summary of points raised by Mr Matthew Smith in relation to the play areas at the War Memorial Park can be found at Annex D.

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

3 REPORTS FROM THE TOWN MAYOR AND DEPUTY MAYOR

The Town Mayor and Deputy Mayor had met with Norfolk County Council and North Norfolk District Council representatives on 14 January 2016 to consider the Registry Office as a potential relocation site (see Item 4(a)).

4 ITEMS REQUIRING DECISION

(a) Relocation

The Deputy Mayor reported on the visit to the Registry Office, Kings Arms Street on 14 January 2016 (Annex E). It was noted that the offer discussed at this meeting was completely different to the one previously rejected. NNDC would take on the lease, and the Town Council would occupy space under a Service Agreement similar to the one that governed its occupation of the current Offices. NNDC were currently awaiting draft Heads of Terms from Norfolk Property Services.

Queries were raised on:

- Access and the entrance, particularly for older and disabled people. The Registrars had said they had experienced no problems in this regard. However, NNDC would consider easing the slope.
- Asbestos: This would be resolved between the owner (NPS) and leaseholder (NNDC) prior to the Town Council taking occupancy.
- Costs: The cost of the Service Agreement was to be confirmed, but would depend on the space occupied (on a pro rata basis) with NNDC responsible for maintenance. NNDC was still expected to contribute to the costs of moving, as previously agreed with the Town Council.

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- Storage: This was good, with two barns attached.
- Timing: Works should be completed by the end of March 2016.
- Northfield Road: NNDC had submitted a second, improved offer to the NHS but this had been rejected. NNDC had confirmed that it would not be pursuing this any further.

(b) Waste bins

It was **RESOLVED**

That new litter and dog waste bins be purchased and installed at the locations listed at Annex F.

Discussions had been held with the grounds staff about taking on the emptying of bins, a service for which the Town Council currently paid NNDC. They had been amenable but a new/second-hand vehicle would be required as the tractor was unsuitable. It was **RESOLVED**

That a suitable van or flat-bed truck be purchased.

(c) Oak tree sculpture at War Memorial Park

It had been resolved at the meeting of the Council on 15 December 2015 that the sculpture would be removed on safety grounds. The Council had subsequently received a report from the sculptor, Mark Goldsworthy, stating that the sculpture had been designed to weather naturally and providing clear advice to grounds staff about works to improve the ground. It was **RESOLVED**

That the previous decision to remove the sculpture be set aside, and that the agreed repairs be carried out by Town Council grounds staff with the sculpture fenced off until the works had been completed.

(d) Parks and cemeteries review

Cllr Bull had visited the parks and cemeteries and met with grounds staff on 14 December 2015. His report (Annex G) made several recommendations in relation to


- Storage (general, chemical and green waste)
- Tools and machinery
- Training.

Funding had been approved in the precept for these purposes. It was **RESOLVED**

- **To adopt the report's recommendations, and**
- **To ask the Town Clerk to investigate the possible need for planning consent to site an ISO container in the cemetery adjacent to Sainsbury's.**

(e) Business networking

A report from Cllr Melville is at Annex H. It was **RESOLVED**

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To defer further discussion until the next meeting, when further information should be available.

(f) Queen's Birthday Celebrations

It was agreed that North Walsham was not a suitable location for a beacon. A street party along the lines of the 2012 Jubilee Party was suggested. District Cllr Uprichard was permitted to speak, reporting that she had spoken to RNW and the Heritage Group and felt that this would be a good project to be led by Town Council working closely with other local groups. It was **RESOLVED**

That the Town Clerk be asked to make contact with local groups including RNW and the Heritage Group regarding the street party proposal.

(g) War Memorial Park play area

This would be on the agenda for the meeting of the Development & Amenities Committee on 2 February 2016. Facilities for disabled adults and children should be included in the discussion. It was **RESOLVED**

That a formal invitation be sent to Mr Matthew Smith to be co-opted onto the Development & Amenities Group as an external member to help take this forward.

(h) Trackside

A letter had been received from Mrs Judith Clement regarding the cycle ramps and adjoining asphalt surface. Cllr Thirtle had subsequently visited that site with her and noted the following:

- The concerns were mainly related to the transition points between the ramps and asphalt surface
- The ramps needed to be repainted with 'anti-slip' (red oxide) paint
- None of the gates would close properly
- He had been asked if the middle section of the middle ramp could be raised.

It was **RESOLVED**

That Cllr Thirtle's report be accepted, and that the concerns be investigated and remedied. Further consideration of additional facilities would fall initially to the Development & Amenities Committee.

(i) Neech Loan Fund

It was **RESOLVED**

That Cllr Canham be appointed as the Town Council's second Neech Loan Fund Trustee.

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5 ITEMS FOR INFORMATION

(a) Co-option of councillors

Three applications had been received for the three vacancies. All applicants would be invited to an interview with the Personnel & Grants Committee in accordance with the Council's co-option procedures.

(b) Street lighting on B1150 Norwich Road

Highways had decided not to proceed with the removal, and would instead be switching to LED lights.

(c) Defibrillators

The defibrillator stolen last year and reported as beyond repair in fact only needed a new battery. This had been replaced, and the unit had been returned to the cabinet in St Nicholas Square. Mr Robert Scammell had some donations made at the time of the theft towards a replacement, and was happy for this to be used to purchase a third defibrillator. One possible location would be at Happisburgh Stores, which would be accessible for users of the War Memorial Park if needed.

(d) Parish Partnership Scheme 2016/17

A bid for two flashing 20mph wig-wag signs and one SAM2 speed warning sign had been submitted earlier in January 2016.

(e) Bus shelters

The Town Clerk reported that the available documentation suggested the lease on the Park Lane shelter expired in 2053, but needed to check this with someone with greater expertise in this area.

(f) 17 Hazell Road

NNDC Planning Enforcement had today, following initial written contact in August 2015 requesting that enforcement action be taken and subsequent conversations, admitted that the request had been overlooked in part due to the recently-publicised staffing problems at NNDC Planning. The complaint would now be formally registered and investigated, led by NNDC Senior Enforcement Officer.

6 FINANCE

(a) Payments and receipts

It was **RESOLVED**

To approve the reports for the periods to end December 2015 and 26 January 2016.

(b) Precept 2016/17

It was confirmed that the precept had been submitted to NNDC. It was **RESOLVED**

That the minutes of the Precept Meeting held on 12 January 2016 be accepted as a true record of the meeting and be signed by the Town Mayor.

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7 **PLANNING COMMITTEE**

The minutes of the meetings held on 15 December 2015 and 12 January 2016 were received.

8 **REPORTS FROM OTHER COMMITTEES and GROUPS**

(a) **Markets Group**

The minutes of the Markets Group held on 10 December 2015 were received.

(b) **SNAP**

Cllr Melville's summary of the discussion at the SNAP meeting on 16 December 2015 is at Annex I.

9 **FORTHCOMING MEETINGS and EVENTS**

The following meetings had been arranged for February 2016:

- Town Clerk meeting with Alex Sharkey (CCTV Technician, Norfolk Constabulary Cyber and Serious Crime Directorate, Technical Support Unit) on 27 January 2016 to discuss arrangements for obtaining evidence
- Funday Committee 27 January 2015 at 18:30
- Development & Amenities Committee 2 February 2016 at 18:30
- Christmas Lights Group 3 February 2016 at 18:30
- Planning Committee 9 February 2016, followed by presentation by Nigel Dixon (NNDC Cabinet Member for Business & Economic Development) on the Local Plan

It was **RESOLVED**

That Town Council Committees would have a pre-scheduled programme of meetings for the year, but that they would only proceed if there was a sustainable agenda. The Town Clerk would make the necessary arrangements.

10 **CORRESPONDENCE**

- Mr Larry Gray (annual funfair) had contacted the Town Council to confirm dates for 2016. Members were content with his proposal to arrive on Sunday 24 July, open on Wednesday 27 to Saturday 30 July, and depart on Sunday 31 July.
- Ellis Whittam Limited had notified the Town Council of dates for its "Employment Law Challenges 2016" seminar. The Town Clerk was asked to investigate possible East of England venues.
- Wells-next-the-Sea Town Council had written to invite representative to attend a meeting of North Norfolk parishes on 22 February 2016 to discuss working as a

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group on issues such as second homes council tax, affordable housing and neighbourhood plans. The Town Mayor would attend with Cllr Melville.

- The Officer Commanding, 2110 (North Walsham) Squadron ATC had written to invite the Town Mayor to attend a service at St Nicholas Church on 7 February 2016 to commemorate the 75th Anniversary of the founding of the ATC. The Town Mayor and Deputy Mayor would be attending. Any other councillors wishing to do so should contact the Town Clerk for details.

11 ITEMS FOR NEXT AGENDA

Market Cross inscription

Spa Common – change of use from grazing and reinstatement of footpath

Update on Dream Lodge planning consents/enforcement

Town Clerk's meeting with Arts North Norfolk on 22 January 2016

Business networking



North Norfolk Community Transport report.

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

EXCLUSION OF THE PUBLIC AND PRESS

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 1.5.


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Part II: Press and Members of the Public Excluded

1 DECLARATIONS OF INTEREST

Cllr Canham declared an interest in Item 12 (Recruitment)

12 RECRUITMENT

Approximately 40 applications had been received for the Receptionist post, with applications having closed on Friday 22 January 2016. Members of the Personnel & Grants Committee were producing a shortlist of candidates for interview. It was asked that a close eye be kept on computer literacy.

13 PERSONNEL & GRANTS COMMITTEE

The Town Clerk left the room at 20:17.

The meeting closed at 20:20

