

NORTH WALSHAM TOWN COUNCIL
29 March 2016

**Minutes of the Meeting of the Town Council held on 29 March 2016
(Meeting held at North Walsham Community Centre due to lighting failure)**

Chair: Cllr B West

Town Councillors Present:

Cllr F Choudhury	Cllr A Fryer
Cllr B Hester	Cllr J Melville
Cllr M Seward	Cllr S Stuckey
Cllr A Thirtle	Cllr D Turner
Cllr E Wheeler	Cllr J Witte

County Councillors Present:

Cllr E Seward

District Councillors Present:

Cllr N Lloyd	Cllr E Seward
Cllr V Uprichard	

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

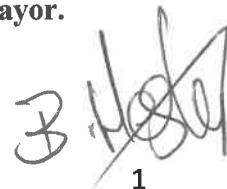
Apologies were received from Cllrs Bull, Canham and Sims.

(c) Minutes of the Town Council meeting held on 26 January 2016

The following updates were given:

- The Christmas Shop Window Competition shield had been engraved, and a presentation needed to be arranged for the 2015 winner (*pg 1, para 1(c)*)
- There was no further information to report on whether planning permission was required to site an ISO container in the cemetery (*pg 4, para 4(d)*)
- Ellis Whittam had yet to respond to a request for the “Employment Law Challenges 2016” seminar to be held in the Eastern region (*pg 10, para 10, 2nd bullet*).

It was **RESOLVED** that the minutes of the meeting held on 26 January 2016 be accepted as a true record of the meeting and be signed by the Town Mayor.



3 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

The crime report for the period 26 January to 23 February was received (Annex B). Unfortunately no officers could be present. It was **RESOLVED to ask the Town Clerk to invite the new senior officer, Inspector Burke, to meet the Council.**

(b) Reports from District and County Councillors

Written reports from District Cllr Gay and County Cllr E Seward can be found at Annexes C and D respectively. County Cllr Timewell reported further on the County Council budget, noting that it was one of the hardest to set in many years but was the best that could be delivered in difficult circumstances. He would ask County Cllr Seward to provide an update on the bus stop.

(c) Public participation

Summary of points raised by residents of Spa Common can be found at Annex E.

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

4 REPORTS FROM THE TOWN MAYOR AND DEPUTY MAYOR

Details of events and meetings attended by the Mayor and Deputy Mayor are at Annex F.

5 ITEMS REQUIRING DECISION

(a) Recommendations from the Development & Amenities Committee

(i) Bluebell Pond

The Town Clerk briefly outlined the history of the Bluebell Pond Society's lease agreement, which allowed for renewal at seven-year intervals. It was **RESOLVED**

That the Town Clerk be asked to write to the Bluebell Pond Society offering a new seven year lease as per the existing agreement.

(ii) Events on War Memorial Park

It was **RESOLVED that permission be granted for the following events:**

- Sinfonia Viva, on Saturday 18 June 2016 *
- Free performance of Goldilocks & the Three Bears, August 2016 *



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- **Circus Tyanna, subject to agreeing dates and subject to confirmation of appropriate insurance and agreement to fee**
- **A 'Toddle in the Park' in aid of Sports Relief, on Saturday 20 March 2016**

(* Subject to successful applications for grant funding)

(iii) Play equipment project

See Item 5(e).

(iv) Midland Road Car Park

Previous quotes for repairs to the surface had been for a considerable upgrade to property owned by NNDC and leased from them. As such, it was **RESOLVED**

To ask the Town Clerk to seek quotes for work to repair the surface and bring it back to the original 'as-leased' condition.

(v) Spa Common

As agreed with residents attending for Item 3(c), it was **RESOLVED**

To defer discussion until the next meeting of the Council, on 29 March 2016, to allow time for alternative proposals for the Council-owned land at Spa Common to be submitted.

(vi) Dog exercise enclosure at Trackside

Cllr Thirtle had viewed the plans of the park, but these contained insufficient information about drainage, and he sought more time to investigate. It was therefore **RESOLVED**

To defer further discussion until the next meeting.

(vii) Spring/Summer Bootcamp programme

It was **RESOLVED**

That the bootcamp be approved subject to confirmation of appropriate insurance, agreement to conditions regarding the condition of the park, and to a letting fee. The Town Clerk was also asked to confirm that the Council would not be able to store equipment.

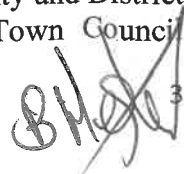
(viii) Oak tree sculpture

It was **RESOLVED**

That Cllr Thirtle's offer to provide health and safety oversight of the work to right the sculpture be approved, and that he be covered by the Council's insurance during the process.

(b) Business networking

Cllr Melville had, with the Town Mayor, attended a meeting with County and District Council officers and local businesses. The group did not want Town Council



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representation as it was not a Council initiative. It would instead be run by Arts North Norfolk and the Chamber of Business.

(c) Market Cross

The Town Clerk had spoken to the NNDC Conservation Officer, who had advised on the processes required to obtain scheduled monument consent for repairs to the Market Cross, including the inscription. This had to be done through Historic England.

The benches were thought to have been installed separately by NNDC, and repairs were being investigated.

(d) Publicising the Council

The Town Clerk provided a report on the current costs of producing the Annual Newsletter as a four-page spread in the North Walsham Times, and the costs of alternatives available through both North Walsham Times and Just North Walsham. This was in addition to articles produced by the publications themselves, such as the "From the Council" feature in North Walsham Times and planned features on various aspects of Council work for Just North Walsham. It was **RESOLVED**

That the Council would publicise itself better, and that it would continue to work with North Walsham Times for its newsletter needs

(e) Play equipment

It was **RESOLVED**

To agree to the establishment and registration by Mr Matthew Smith of a new charity 'North Walsham Play' to raise funds for equipment on the Council's parks,

To set aside £5,000 from the general reserve to facilitate the establishment of a bank account for the charity and act as a seed fund, and

To allocate an additional £5,000 from the general reserve to the ongoing Woodville play equipment project, increasing the total fund currently available to £13,403 (comprising £3,403 NNDC Big Society Fund grant plus £10,000 Town Council allocation).

(f) Park and cemetery maintenance equipment

It was **RESOLVED**

That £5,590 be allocated from the general reserve fund to facilitate the purchase of a new John Deere ride-on mower.

6 ITEMS FOR INFORMATION

(a) Relocation

NNDC continued to wait for draft Heads of Terms from Norfolk Property Services..

(b) 17 Hazell Road

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There was no further information as yet regarding an inspection and possible action, possibly due to the widely-reported shortage of planning officers.

(c) Waste bins

The Town Clerk had received an updated price list for supply of bins (including installation if needed) from NNDC and could now proceed with the purchase and rollout of new bins at locations discussed at the meeting on 26 January 2016.

(d) Dream Lodge Caravan Park

AT the meeting of NNDCs Development Committee on 11 February 2016, the retrospective applications from the owners had been approved.

(e) NNDC records

Members of the Heritage Group had visited the Offices on 15 February 2016 to view old records left in the basement by NNDC, with NNDC permission, to locate any documents of interest. Some newspaper cuttings, information on easements, maps and letters relating to flag days during and between the World Wars had been claimed. NNDC would remove and probably destroy the remainder of the files, which largely related to housing grants.

(f) Arts North Norfolk

The Town Clerk had met Mr Joseph Ballard (Director, ANN) on 22 January, and had circulated a report to members (Annex G). A further meeting on 5 February had discussed the proposals agreed at Item 5 (a) (ii) above.

7 FINANCE

(a) Payments and receipts

It was **RESOLVED**

To approve the reports for February 2016 to date and for the period to end January 2016.

8 PLANNING COMMITTEE

The minutes of the meetings held on 26 January and 9 February 2016 were received.

9 REPORTS FROM OTHER COMMITTEES and GROUPS

(a) Local and neighbourhood planning meeting with NNDC

The summary note of the meeting on 9 February 2016, attended by District Cllr Sue Arnold, was received.

(b) Development & Amenities Committee

The minutes of the meeting on 2 February 2016 were received.



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(c) **Christmas Lights Group**

The minutes of the meeting on 3 February 2016 were received.

(d) **Meetings with Arts North Norfolk**

The Town Clerk's note of his meeting with Mr Joseph Ballard was received. It was **RESOLVED**

That Cllr Stuckey be appointed as the Council representative on the Catch 21 Committee.

(e) **North Norfolk Community Transport**

It was reported that NNCT was reviewing various policies and its staffing structure, and continued to search for a suitable new location.

10 FORTHCOMING MEETINGS and EVENTS

The following meetings had been arranged for March 2016:

- a. 4 March at 18:30: Queen's Birthday Celebrations
- b. 8 March at 18:30: Planning Committee, followed at 19:00 by a discussion with Mr Mark Murphy of MLN (Land and Properties Ltd, representatives of North Walsham Town FC and adjoining landowners regarding plans for land at and around the football club
- c. 9 March at 19:00: Media Training with Mark Tweedie
- d. 10 March at 18:45: Markets Group
- e. 14 March at 10:00: Fly A Flag For The Commonwealth
- f. 15 March at 18:00: Development & Amenities Committee
- g. 20 March: Sunday Market

11 CORRESPONDENCE

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12 ITEMS FOR NEXT AGENDA

Spa Common
Report from SNAP
Update on SAM2 signs and locations – initially Acorn Road and Happisburgh Road.

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.



Part II: Press and Members of the Public Excluded

13 RECRUITMENT

42 applications had been received for the Receptionist/Admin Assistant post. Six had been shortlisted for interview, and were all of a very high standard. Following interview, a shortlist of two had been agreed by the Personnel & Grants Committee. This had then been discussed with current staff, following which the Committee had agreed to make a recommendation to the Council in line with the original plan to take on a younger person (as the post did not meet the requirements for a formal apprenticeship). The Committee therefore recommended Miss Bethany Canham-Biggs for the post. This would not have been possible had staff been unwilling to accommodate mentoring within their roles.

It was **RESOLVED**

To accept the recommendation of the Personnel & Grants Committee, and to ask the Town Clerk to write to Miss Canham-Biggs to offer her the position.

14 CO-OPTION OF NEW COUNCILLORS

Three applicants had expressed interest in joining the Council, and all had been interviewed by the Personnel & Grants Committee. Following the interviews, in which the candidates had all been asked the same questions, it had been agreed to recommend that one applicant (Mr Richard Sims) be accepted and the other two (Mr Graham Jones and Mr Adrian Penniston) be rejected. Although this would leave the Council with two vacancies, it would remain quorate and could therefore continue to operate legally.

It was **RESOLVED**

In line with the recommendation of the Personnel & Grants Committee, to co-opt Mr Richard Sims onto the Council and reject the other two applicants, and to ask the Town Clerk to write to all candidates.

15 COMMUNITY AWARD 2016

It was **RESOLVED**

That two awards be presented at this year's Civic Dinner, as follows:

To Mr Carl Baker for his many years of work on the Town's Christmas Lights Group and Funday Committee, helping to organise the events and for the Christmas Lights designing and building many of the features,

And



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Mrs Pauline Vincent, who was retiring after 25 years organising and helping with the Christmas Dinner at the Community Centre.

16 PERSONNEL & GRANTS COMMITTEE

Receipt of the minutes of the meeting was deferred until the meeting on 29 March 2016.
Three grant applications had been received for consideration.

17 UPDATE ON PERSONNEL MATTERS

The Town Clerk left the room at 21:00.

The meeting closed at 21:20



B. Hew