

# NORTH WALSHAM TOWN COUNCIL

Minutes of the Town Council meeting held in the Council Chamber on 24 June 2014

## PRESENT

<b>Town Mayor:</b>	Mr R Sims
<b>Councillors:</b>	
Mrs J R Belson	Mr G Bull
Mr B Hester	Mr T Morland
Mr C Peck	Mr D Robertson
Mrs R A Rose	Mr E Seward
Mr D Spencer	Mr A Thirtle
Mr D Turner	Mrs B West
Mr B Wexler	

The meeting opened at 19:00

### **11024 DECLARATIONS OF INTEREST**

Cllr Seward declared an interest in matters relating to Leadership of Place.

### **11025 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs Choudhury and Uprichard.

### **11026 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 27 May 2014 were received as a true record and signed by the Town Mayor.

### **11027 MATTERS ARISING – FOR INFORMATION ONLY**

The Town Clerk updated the Council on the following matters arising from the minutes

*Para 10999: A letter had been sent to Mr Tom McCabe regarding the problems raised in relation to the disposal of unused paint. A standard, bureaucratic reply had been received on 23 June that added nothing to the points raised. It remained the case that County Council messaging about this matter was of poor quality and difficult to find; operatives at the Worstead recycling centre, for example, were offering more practical advice. The issue of cost savings from this change remained unclear, and the situation remained unsatisfactory. Take-up by paint recycling charities remained low.*

### **11028 REPORT FROM THE POLICE**

PCSO Spinks submitted the monthly crime figures (Annex A). The next Priority Setting meeting would be held at the Atrium on Wednesday 13 August 2014 at 19:00.

The current issues around North Walsham were:

- Anti-social behaviour in Badersfield (RAF Coltishall)
- Thefts from and outside charity shops.

The latter was not a common problem in North Walsham, but the police were following up on local patterns.

PCSO Spinks reported that the police were aware of the mobile home behind Davenport's Magic Kingdom, and were investigating the situation. Patrols in the

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Memorial Park had increased given the priority around anti-social behaviour there, and would cover youths preventing younger children from accessing the play equipment.

### **11029 NORTH NORFOLK COMMUNITY TRANSPORT ASSOCIATION**

Mrs Mollie Whitworth reported on the work of the Association (see Annex C). Following her report, the Town Mayor thanked her for taking the time to speak to the Council.

### **11030 REPORTS FROM DISTRICT & COUNTY COUNCILLORS**

County Cllr Timewell reported on the following issues:

- The new contractor (La Farge) was starting to get to grips with the grass cutting work. They had been unaware of the high priority given to visibility at road junctions.
- The problems with flooding under the railway bridge were being kept under review. The drains had been cleaned, and a further clean was scheduled for 14 August.

He asked Councillors to let him know of any issues with grass/hedge cutting.

A written report from Cllr Seward is attached at Annex B. Further questions were raised on:

#### Dog Control:

District Cllr Lloyd had asked the Council to consider installing new dog waste bins. Cllr Seward confirmed that NNDC was unlikely to provide additional bins. If it was agreed that more were needed in North Walsham, the Town Council would have to meet the cost of bins and emptying. The Town Clerk intended to map the town's current bins so that the Council could consider where additional bins might be targeted. A report from NNDC on dog control and the new powers available was due shortly.

#### St Nicholas Court Public Convenience

Part of the deal to persuade the owner to develop the Market Street site had been the inclusion of the plot of land on which these stood. However, the toilets had been closed as they were in a poor state. It was noted that demolition of the buildings was no guarantee of development.

### **11031 REPORT OF THE TOWN MAYOR**

Firstly I would like to thank Councillor Belson for her year as Mayor. This was a year with many achievements, such as the CCTV transfer and the defibrillators which are now in place around town. I apologise to Cllr Belson for not saying this at the May meeting, and wish for it to be recorded tonight.

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**Friday 6 June:** I attended the 100 Years of North Walsham celebration at St Nicholas Church, where the hard work of Cllrs West and Rose gained the Council 2nd place in the displays competition.

**Sunday 8 June:** This was the Civic Service, also at St Nicholas Church. I would like to thank my fellow Councillors for their support and best wishes.

### **11032 SPEED SIGNS**

The Town Clerk reported on a meeting with Norfolk County Council road safety officers regarding the offer of a SAM2 moveable sign, following the rejection of the bid for a permanent sign at Bluebell/Bacton Roads (report at Annex D). The cost per sign amounted to approximately half that of the permanent sign originally requested under the Parish Partnership Grant Scheme. At the time of the initial bid, it had not been clear that obtaining permanent signs would be difficult. However, it was agreed that the SAM2 signs would offer a better solution.

As proposed by Cllr Robertson and seconded by Cllr Spencer

It was **RESOLVED**

**That Councillors would submit suggested sites to the Town Clerk within four weeks, and  
To ask the Town Clerk to write to Norfolk County Council requesting two SAM2 speed signs, and to consult the local community on suitable stretches of road.**

The height activated sign for Cromer Road Railways Bridge was proceeding. Documentation would be submitted shortly, together with payment of the Town Council's share of the cost.

### **11033 BADGES OF OFFICE FOR FORMER TOWN MAYORS**

Two companies had now provided quotes, although one was for total cost while the second was a base cost plus extras quote. Cllr Bull proposed that the Council should not take this further, seconded by Cllr Peck. This was not agreed. Under an amendment proposed by Cllr Robertson and seconded by Cllr Rose

It was **RESOLVED**

**That the Town Council would purchase the die, and former Mayors would purchase their own badges.**

### **11034 BITTERN LINE RAIL FRANCHISE**

Cllr Seward had obtained an outline timetable for the re-franchising process, and a DfT paper lodged in the House of Commons Library suggested the Department would consider splitting the franchise.

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It was **RESOLVED**

**That the Town Council would consider and contribute the further improvements it would like to see included in the franchise specification for the Bittern Line.**

### **11035 PAYMENTS AND RECEIPTS**

It was noted that, although included in the report, the payment to Secure Defence for the CCTV contract would not be sent until work on the installation had been commenced – this was expected during July 2014. The tennis courts brought in approximately £100/month.

As proposed by Cllr Robertson and seconded by Cllr West

It was **RESOLVED**

**That the report be accepted.**

### **11036 CIVIC DINNER**

As proposed by Cllr Robertson and seconded by Cllr Belson

It was **RESOLVED**

**That refunds would not be given where notice of non-attendance had not been provided, and that invitations would in future make this point clearer.**

### **11037 MINISTERS' BURIAL FEES**

The Town Council had been asked why it continued to charge Ministers' fees, when most other Councils had dropped them altogether. The Church of England no longer charged Ministers' fees, and local funeral directors already included them (for non-CofE services) in their charges. For 2013/14, this charge generated £70 in total. The issue was referred to the Parks & Cemeteries Committee.

### **11038 CITIZENS' ADVICE BUREAU GRANT 2013/14**

As proposed by Cllr Robertson and seconded by Cllr Rose

It was **RESOLVED**

**To pay the final instalment of £2,000 in respect of grant for 2013/14 to the Norfolk CAB, on the basis that it be used to refurbish the reception area.**

### **11039 BITTERN LINE PARTNERSHIP GRANT 2014/15**

This had been approved in the estimates for 2014/15, and could therefore be paid.

### **11040 GROUNDS MAINTENANCE EQUIPMENT**

A request for a small digger and replacement mower was referred to the Parks & Cemeteries Committee.

### **11041 COMMITTEE STRUCTURE AND APPOINTMENTS**

As proposed by the Town Mayor and seconded by Cllr Robertson

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It was **RESOLVED**

**To take a late addition to the agenda to consider the recommendations of the Personnel & Appointments Committee regarding committee structure.**

The Personnel & Appointments Committee recommended reducing the number of committees from eight to five covering: Planning, Development & Amenities, Personnel & Grants, Media & Information, and the Christmas Lights Group.

As proposed by the Cllr Robertson and seconded by Cllr Spencer

It was **RESOLVED**

**To accept the recommendation of the Personnel & Appointments Committee and approve the new structure, including up to three external appointees to the Media & Information Committee.**

Committee appointments are detailed at Annex E.

### **11042 COMMITTEE MEETINGS**

The following minutes were received:

- Fun Day Committee meetings on 3 and 17 June 2014
- Personnel & Appointments Committee meeting on 27 May 2014
- Planning Committee meeting on 10 June 2014

### **11043 CORRESPONDENCE**

Mrs Donna Hunt had written to thank the Town Council for its proposal to plant her oak trees in Pigneys Wood.

### **11044 ITEMS FOR NEXT AGENDA**

The Town Council asked for the following items to be included for discussion on the next agenda:

- Dog bins and dog control powers
- Access to defibrillators.

### **11045 EXCLUSION OF PUBLIC AND PRESS**

As proposed by Cllr Hester and seconded by Cllr Robertson

It was **RESOLVED**

**That due to the sensitive nature of the matters to be discussed, the public and press be excluded from the remainder of the meeting.**

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### PART II:

#### **11046 MARKET PLACE/TOWN CENTRE IMPROVEMENT**

Cllr Seward reported on a recent meeting with Norfolk County Council Highway Projects officers. They had brought three proposals for widening the pavement and chevroning the car parking spaces. Market Place traders were primarily concerned by the loss of parking spaces, but the NNDC willingness to release three or four free 30 minute slots in Bank Loke would go some way to replacing these. Of the three options available, the Chamber for Trade preferred the first option, but ideally wanted six or seven spaces somewhere in the town centre. The priority ought to be moving this forward, with the best deal possible on free parking.

In addition to funding this financial year for improvements to Market Place, there was further funding available on 2015/16 for the proposed bus interchange. The current plan for this was circulated, although noted that Highway Projects were now aware of the signalisation condition placed on the Lidl redevelopment for the pedestrian crossing on Yarmouth Road. They had thought this would be helpful, as they could potentially move the crossing further along (in line with the new Lidl car park entrance and thus create more exit room from the interchange).

The proposals currently on the table were full compatible with full pedestrianisation of Market Place at a later date, should funding become available and the Council wish to pursue it.

As proposed by Cllr Seward and seconded by Cllr Rose

It was **RESOLVED**

**That the Town Clerk be asked to write to County Highways Projects to confirm that it wished to proceed with Option 1, and to seek NNDC agreement to six free spaces in the town centre (Bank Loke, Vicarage Road or New Road).**

#### **11047 UPDATE ON CCTV CONTRACT**

Cllr Robertson reported that the contract had been received from Secure Defence, and had been signed in the presence of the Town Mayor and Town Clerk.

Cllr Seward reported that he had again been rebuffed by the Police and Crime Commissioner in a request for grant support for the CCTV service.

#### **11048 SERVICE LEVEL AGREEMENT WITH NORFOLK CAB**

A draft document had been drawn up using the NNDC agreement as a model. The essential points were that the Town Council wanted better communication and representation, and assurance that the money it was granting to Norfolk CAB was going to improve the local service and not just keep it running elsewhere in Norfolk.

As proposed by Cllr Robertson and seconded by Cllr Hester

It was **RESOLVED**

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**That the draft agreement be approved, signed and submitted to the Chief Executive of Norfolk CAB.**

### **11049 COUNCIL CHAMBER LETTINGS**

There was now just one evening letting, the Friends of Friesenried Association. However, there was a security concern should a key holder not be on hand to open and lock the Council Offices. This had not been a problem while the previous Town Clerk served both the Council and the Association, but this shared role no longer existed. There was concern that not having a nominated key holder present could invalidate the Council's insurance. This could be overcome by appointing Councillors to represent the Council at the Association's meetings.

As proposed by Cllr West and seconded by the Town Mayor

It was **RESOLVED**

**To appoint Cllrs Thirtle and Wexler to represent the Town Council at Friends of Friesenried Association meetings.**

### **11050 WEBSITE AND EMAIL HOSTING SERVICE**

The email server issue had recurred, and this time there had been a concurrent and related issue which had led to the website account being suspended. The current host was not a professional service provider, and was unable to respond to any problems due to work commitments. This meant the current web and email service remained at risk of collapsing, with the potential for a week or more to restore in the event of a problem. Cllr Hester reported that Computer-Assist had quoted £58/year for a full service, on the back of installing the new PCs; this was a reasonable price.

As proposed by Cllr Bull and seconded by Cllr Belson

It was **RESOLVED**

**To delegate authority to the Town Clerk to move the hosting service to an appropriate service host.**

The meeting closed at 21:20