

NORTH WALSHAM TOWN COUNCIL
31 March 2015

Minutes of the Meeting of the Town Council held on 31 March 2015

PRESENT

Town Mayor:	Mr R Sims (Chair)
Town Councillors:	
Mr G Bull	Mr D Spencer
Mrs A Canham	Mr A Thirtle
Mr F Choudhury	Mr D Turner
Mr B Hester	Mrs V Uprichard
Mr T Morland	Mrs B West
Mr C Peck	Mr B Wexler
Mr E Seward	
District Councillors:	
Mrs V Gay	Mr E Seward
Mrs V Uprichard	
County Councillors:	
Mr E Seward	

The meeting opened at 19:00

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

12262 DECLARATIONS OF INTEREST

Cllr Seward declared an interest as local Member in all matters pertaining to the District and Councils, and Cllr Uprichard in matters pertaining to the District Council.

12263 APOLOGIES FOR ABSENCE

Apologies from Cllrs Belson and Rose were received and accepted.

12264 MINUTES OF THE PREVIOUS MEETING

The Town Clerk reported on actions arising that were not on the agenda, including:

- The District Council had been asked to consider constructing a new town centre public convenience on Bank Loke car park, and for advice about disabled persons' comfort schemes (para 12231).
- The Town Clerk had forwarded correspondence with the Highway Engineer relating to Aylsham Road to County Cllr Timewell. He had discussed the issues with the Highway Engineer, and had agreed that little could be done but noted that consideration was being given to placing speed humps along Aylsham Road (para 12234).

As proposed by Cllr Peck and seconded by Cllr Turner, it was **RESOLVED**

That the minutes be approved as a true record of the meeting held on 24 February 2015, and be signed by the Town Mayor.

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12265 ADJOURNMENT OF MEETING

As proposed by Cllr West and seconded by Cllr Bull, it was **RESOLVED**

**That the meeting be adjourned to allow contributions from North
Walsham Police, District Councillors and members of the public.**

12266 POLICE REPORT

PCSO King presented the monthly crime figures, which can be found at Annex A. The Town Clerk asked him to report to PC Drew that no letter had been received regarding damage to the skate park.

12267 REPORTS BY DISTRICT AND COUNTY COUNCILLORS

Cllr Seward apologised on behalf of Cllrs Timewell and Lloyd, who had other parish commitments. Written reports from County and District Councillors can be found at Annex B.

Cllr E Seward:

In addition to his written report, Cllr Seward reported that the Norfolk County Council Parish Partnership Grant scheme would continue in 2016/17 and possibly beyond. He also noted that the County Council had commenced flood mitigation work in 2008, and that the processes appeared too lengthy.

Cllr V Uprichard:

Cllr Uprichard reported that a price had now been agreed between NNDC and the owner for 4 Market Street, and that the District Council would likely own the site by the end of April. A number of proposals were coming forward with regard to the use of the site.

12268 PUBLIC PARTICIPATION

Mrs Jenny Melville spoke on the VE Day 70 Celebration 'picnic in the park' which was to be discussed at Item 4(g). She formally requested the permission of the Council to organise the picnic in the War Memorial Park on Sunday 10 May 2015, under the banner of the Town Council's public liability insurance. Mrs Melville would be putting together an organising Committee. The Town Clerk was asked to work with her on a possible application to the Town Council for a grant to cover essential costs.

12269 RETURN TO FORMAL SESSION

As proposed by Cllr Hester and seconded by Cllr Spencer, it was **RESOLVED**

That the meeting be reconvened.

12270 TOWN MAYOR'S REPORT

The Town Mayor had attended the following events:

- Sheringham's first Civic Service, held on 15 March 2015. This had been inspired by the North Walsham service.
- A Congregational Church fundraiser on 28 March 2015 to help raise funds to replace church windows

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In addition to these, he had been attending meetings regarding the St Nicholas' Church children's' day to be held on Sunday 25 May 2015. It was hoped that this would raise funds towards the cost of replacing windows, especially the First World War Memorial Window. Businesses had donated £350 for various events and activities, from which funds towards the windows can be raised.

12271 PROPOSED SALE OF COUNCIL OFFICES

Councillors West and Seward had, with the Town Clerk, visited North Walsham Registry Office. However, the space the Registrars believed would be vacated was too small, amounting to one small office. Due to the sloping access, it was thought that access would be very difficult, particularly for the elderly and disabled. The Town Clerk would also be visiting North Walsham Fire Station to explore the availability of office space there. It was reported that The Feathers may be available for sale, and this would be investigated by the working group.

12272 LANDSCAPING OF 4 MARKET STREET

In light of Cllr Uprichard's earlier report, it was agreed that this would be deferred for consideration by the new Council, but that the Town Clerk would submit the Arts North Norfolk design proposal to Nick Baker at NNDC.

12273 STREET NAMING AT HOPKINS HOMES SITE ON NORWICH ROAD

The Town Council had been asked by the developer to submit a list of names associated with the history of the site. A short list had been prepared (Annex C) based on this rationale. As proposed by Cllr Bull and seconded by Cllr Hester, it was **RESOLVED**

That the Town Clerk post a request for local input on Facebook.

12274 RUBBISH & DOG WASTE BINS

A map of the town detailing the bins recognised by NNDC and Norfolk County Council was circulated. On discussion, it was noted that there are locations where the information was clearly out of date. As proposed by Cllr Bull and seconded by Cllr Seward, it was **RESOLVED**

That Councillors review the map, provide updates and suggested new locations, and revisit at the next meeting.

12275 DISABLED PERSONS' COMFORT SCHEME

The Town Council had looked into this a couple of years ago. There are only two disabled toilets in the town centre, at Vicarage Street Car Park and Café Kitale. The owner of the latter, Mr Rob Scammell, had indicated that he was happy for disabled people to use the facility regardless of whether they were customers. It was also noted that there was a disabled toilet at the Council Offices. However, most town centre shops did not have disabled-friendly access or facilities. It was noted that Environmental Health Officers have to check that facilities offered meet certain standards. Further discussion was deferred for the new Council to take forward.

12276 CAR BOOT SALES AT DAVENPORT'S MAGIC KINGDOM

This had been referred from the Planning Committee to the Development & Amenities Committee, but had been brought forward to this agenda as it had not been

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possible to arrange a meeting of that group. Concerns were raised regarding pollutants and the suitability of the site on health grounds. If the Town Council was to grant market rights to this, it needed to be satisfied that such issues had been addressed. As proposed by Cllr Seward and seconded by Cllr Hester, it was **RESOLVED**

To ask the Town Clerk to write to NNDC Environmental Health and Planning Departments seeking further advice on the health and planning issues relating to the site.

As proposed by Cllr West and seconded by Cllr Spencer, it was further **RESOLVED**

To ask the Town Clerk to write to Mr Roy Davenport explaining the Council's position with regard to the granting of the rights to hold markets, and asking that he apply to do so.

12277 VE DAY 70 CELEBRATIONS: Proposed Picnic in the Park

Mrs Jenny Melville had spoken during the Public Participation section. She had written to the Council on 25 March to formally request permission to hold the event on Sunday 10 May 2015 (Annex D). The Town Clerk confirmed that the Council's licence would cover a beer tent – this had been investigated in relation to the Fun Day following suggestions last year from visitors to that event. Should the event be taken forward under Council auspices, then the Council's public liability insurance would provide cover. As proposed by Cllr Seward and seconded by Cllr Spencer, it was **RESOLVED**

That the request be granted.

12278 SUNDAY ARTISAN MARKETS

The three markets to date had proved very successful, despite unfavourable weather. The market on 29 March had been the last of the three month trial period. The Town Clerk had granted a credit on the stall fee due to constant rain, and therefore all income from the stalls (£220) went to the charity pot. Although free parking had been in place, and signs had been placed on the Vicarage Street ticket machine, some people had been caught out by assuming parking was free everywhere. In total the first three markets had raised £570 for local charities. The remaining 50% of stall fees would be used on market-related projects including the inscription and barriers. The Highway Engineer had been approached about the possibility of sinking sockets into the highway at the Kings Arms Street end of Market Place, so that posts could be inserted and then linked together. He had agreed to explore options for this.

12279 PARISH PARTNERSHIP GRANT SCHEME 2015/16

The three bids submitted by the Town Council had been approved. As proposed by Cllr Thirtle and seconded by Cllr West, it was **RESOLVED**

That the Town Clerk be authorised to sign and return the letters of agreement.

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12280 WOODVILLE PARK

The Council's bid to the NNDC Big Society Fund had been deferred by the Assessment Committee to allow further time to include survey responses from North Walsham Junior School and to design a play area based on the consultation responses from local children.

12281 JUNCTION OF VICARAGE STREET AND NORTH STREET

The Highway Engineer had been asked to improve signage at this junction to ensure that drivers were aware that they were approaching a two-way traffic flow.

12282 RECYCLING CREDITS

The Town Council recycling credits arrangements only covered the bins located at Sainsbury's car park. NNDC received credits from the other locations prior to the new household green bin collection arrangements being introduced. If there was demand, the Council could place bins anywhere. Palm Recycling had written a letter that should provide sufficient confirmation to Norfolk County Council to re-commence the disbursement of recycling credits to the Town Council.

12283 PCSO MATCH FUNDING

Cllr West presented her report of a meeting held at Trunch on 23 March to explain the proposals. Councillors were invited to submit any questions to the Town Clerk, who had the necessary contact details. It was noted that the proposal was driven by budgets, but accepted that a match-funded PCSO would be in addition to the locality's baseline staffing. The Police Authority was expecting to supply these PCSOs from staff cuts, but it had been confirmed that this was not being viewed as a way of saving jobs.

12284 WORLD WAR I COMMEMORATIVE EVENTS

The organising committee would meet again in September, but were designing a programme of events. World War II would also be commemorated.

12285 PAYMENTS AND RECEIPTS

As proposed by Cllr Uprichard and seconded by Cllr Seward, it was **RESOLVED**

That the Payments & Receipts report be approved.

12286 EXPENDITURE ESTIMATES

As proposed by Cllr Seward and seconded by Cllr Hester, it was **RESOLVED**

That the Expenditure and Receipts Actual/Estimates Reports be approved.

12287 INTERNAL FINANCE CONTROLS

Cllr West completed the internal accounts check on 9 March 2015. The following processes were examined:

- sample of invoicing, from order, delivery, through the computerised cash books to cheque, bank processing and bank statement. Also checking that all invoices and cheques signed by correct signatory.

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- sample of cemetery receipts, ensuring correct charging, receipting, and processing through computerised cash book to payment into the bank and bank statement. Checking to ensure correctly signed.
- sample of market tolls ensuring correct charging, payment received, receipting and processing through computerised cash book to payment into the bank and bank statement. Checking to ensure correctly signed.
- sample of wages ensuring correct payment from current contract and time sheets, where appropriate, please note that the wages are processed through a proprietary wages/salary computer programme which is assigned for deductions and which is regularly updated.

All of the procedures for the above processes were in place and there were no errors. There is a huge improvement in records kept. Cllr West thanked Julie Shields for her exemplary work and for her help.

12288 APPOINTMENT OF INTERNAL AUDITOR FOR 2014/15 ACCOUNTS

As proposed by Cllr Bull and seconded by Cllr Turner, it was **RESOLVED**

That the Town Clerk be authorised to appoint Mr Roger Canwell as internal auditor.

12289 PLANNING COMMITTEE

The minutes of the meeting held on 10 March 2015 were received.

12290 OTHER COMMITTEES

(a) Christmas Lights Group

The minutes of the meetings held on 20 January and 24 March 2015 were received.

(b) Fun Day Committee

The minutes of the meetings held on 20 and 30 January and 24 March 2015 were received.

12291 DATES OF FUTURE COMMITTEE MEETINGS

A meeting of the Development & Amenities Committee had been arranged for Tuesday 14 April, commencing at 7:00pm

The Fun Day Committee would meet on Tuesday 21 April 2015, commencing at 6:30pm

A meeting of the Personnel & Grants Committee was to be confirmed

12292 CORRESPONDENCE

The Clerk reported on the following items of correspondence

- Email dated 26 February from Anne Gibson, Norfolk County Council inviting contributions to a review of Norfolk County Council's system of governance and in particular: the transparency and openness of our decision making; whether you

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feel able to influence our decision-making to support better outcomes for Norfolk; and whether you feel decisions are made in a timely way.

- Email from James Mason, Secure Defence UK Ltd, reporting that the CCTV systems in all three towns are now fully commissioned and attaching the annual maintenance invoice. The first routine cleaning and checking is scheduled for August 2015.
- Letter from Suzanne Taylor, Electoral Services Manager at North Norfolk District Council, covering the formal Notices of Election for the Parliamentary, District and Parish Elections on Thursday 7 May 2015. The letters were displayed on public noticeboards as required, and with permission were posted on the Council's Facebook group.

12293 ITEMS FOR NEXT AGENDA

- Drains on the bypass – The Town Clerk was asked to write again to Highways, as the scheduled work had not commenced. This should be copied to Cllr Seward
- Regenerate North Walsham – report on Committee meeting scheduled for 13 April 2015
- Police presentation on the Norfolk Safer Places Scheme

12294 EXCLUSION OF THE PUBLIC AND PRESS

As proposed by Cllr Uprichard and seconded by Cllr Choudhury, 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.

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Part II: Press and Members of the Public Excluded

12295 MINUTES OF THE EXTRAORDINARY MEETING, 10 March 2015

As proposed by Cllr Choudhury and seconded by Cllr Turner, it was **RESOLVED**

That the minutes of the Extraordinary Meeting of the Town Council held on 10 March 2015 be approved as a true record and signed by the Town Mayor.

12296 COUNCIL OFFICES and USER RIGHTS

Nicholas Hancox Solicitors Ltd had written to the Town Clerk on 27 February 2015, setting out the terms and costs of providing legal advice on User Rights. The Town Mayor had asked that this be brought back to Council before any response was issued. It was agreed that the Council needed advice on its position based on the documents we had available and what 'user rights' meant in practice and how they should be applied. This may provide the knowledge and leverage needed to negotiate the best deal for the town. At this stage the Council did not wish to pursue an extensive legal argument.

As proposed by Cllr Seward and seconded by Cllr Bull, it was **RESOLVED**

To ask the Town Clerk to provide relevant documents to Mr Hancox and ask for advice on the Council's position, but nothing further at this time.

12297 COUNCIL AWARDS

There had been two nominations:

- Mr Colin Jeary: Mr Jeary had been a member of the inaugural Fun Day Committee, and remained an active member. He had served on the Christmas Lights Group for the past ten years, and had been organising the pantomime for seventeen years. Proposed by Cllr Turner and seconded by Cllr Canham.
- Mrs Jenny Harmer: Mrs Harmer had been promoting the artisan markets, contributing significantly to their success. Proposed by Cllr Belson and seconded by Cllr Hester.

Councillors present voted 13 to 1 in favour of Mr Jeary, for his extensive work over a long period of time. The award would be presented at the Civic Dinner on 24 April 2015

The meeting closed at 20:55

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