



# NORTH WALSHAM TOWN COUNCIL

## Minutes of the Council Meeting

held on Tuesday 23 February 2021, Virtually by Zoom Conference

**Present:**

**Town Councillors:** Cllr Bull (Chair); Cllr Felstead; Cllr Fryer; Cllr Gotts; Cllr Gray; Cllr Heinrich; Cllr Hester; Cllr Melville; Cllr Murphy; Cllr Sims; Cllr Wright;

**District/County Cllr:** Cllr E Seward; Cllr N Lloyd; Cllr V Gay

**Town Clerk:** Ms J Shields

**Members of Public:** 2

The meeting opened at 18.30

**1. APOLOGIES FOR ABSENCE**

No apologies - all Councillors were present

**2. DECLARATIONS OF INTEREST**

Personal interests: None

Pecuniary interests: None

**3. TO APPROVE MINUTES OF PREVIOUS COUNCIL MEETING - emailed with Agenda**

(As per Standing Order 12b, to approve accuracy of actions & decisions as a true record)

As proposed by Cllr Heinrich and seconded by Cllr Murphy, it was **RESOLVED** that the minutes of the Virtual Council Meeting held on 26 January 2021 be agreed as a true record

**4. UPDATE ON MATTERS FROM PREVIOUS MINUTES**

Decision/Action Log (Clerks report attached)

**5. PUBLIC FORUM**

(As per Standing Order 3e Items on this agenda only; Standing Order 3f Total duration 15mins max; Standing Order 3g Max 3mins per person; and Standing Order 3h Questions don't require a response at this meeting)

To receive verbal report from a member of the public:

Byelaws Drone use - would the Council like to re-consider the use of drones below a weight of 250g, or ones without cameras or designate a specific area, rather than banning drones altogether

**6. TO RECEIVE MONTHLY REPORTS**

**6.1. District & County Councillors** - Report on website

**7. MATTERS ARISING FOR DECISION/DISCUSSION BY THE TOWN COUNCIL**

**7.1. Local Award Scheme (Quality Gold level) NWTC has met all the specified criteria and documents are available online**

As proposed by Cllr Heinrich and seconded by Cllr Felstead, it was **RESOLVED** that the following criteria is published on the NWTC website

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- A Business Plan
- An Annual Report, online material & at least four news bulletins a year
- Engaging with diverse groups in the Community using a variety of methods (statement)
- Community Engagement leading to positive outcomes (statement)
- At least 4 positive outcomes achieved for the community in last 6 months (statement)
- Co-operating constructively with other organisations (statement)

As proposed by Cllr Heinrich and seconded by Cllr Felstead, it was **RESOLVED** that the Council has the following prepared statements for

- Ensuring the Council delivers value for money
- Meeting its duties in relation to 'bio-diversity and crime & disorder'
- Providing leadership in 'planning for the future of the Community'
- Managing the performance of the Council as a corporate body
- Managing the performance of each individual staff member to achieve its Business Plan

**7.2. To consider suspending order 4e for Councillor missing 3 consecutive meetings**

It was discussed that due to only having 11 Councillors and not being able to co-opt due to Covid-19, to make sure we continue to be quorate, suspend Standing Order 4e until May

As proposed by Cllr Gotts and seconded by Cllr Wright, it was **RESOLVED to suspended SO 4e until May 21**

Cllr Murphy wanted it noted that he abstained

**7.3. To consider submission to NNDC for War Memorial Garden**

Deferred to next meeting, as no decision could be made as not everyone had received the email

**7.4. To consider Byelaws**

7.4.1 Statements of Access

7.4.2 Regulatory Impact Assessment

7.4.3 Survey Report (information only)

7.4.4 Model Byelaws

These items were discussed on bulk. There were still concerns about allowing drones in the park as it is next door to the school, although they can be flown with permission from the Council. D&A to look into another area that drones can be flown

As proposed by Cllr Bull and seconded by Cllr Hester, it was **RESOLVED to approve the Statement of Access, Regulatory Impact Assessment and Byelaws** (keeping with the ban of drones)

**7.5. To approve amended Event Management Plan (recommended by D&A)**

It was discussed that this document had been split into 2 smaller documents 1. an application form and 2. guidance notes. The D&A committee were happy with both documents

As proposed by Cllr Hester and seconded by Cllr Heinrich, it was **RESOLVED to approve the Event Management Plan and Guidance Notes**

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**7.6. To consider s106 development monies going back 10years**

Deferred until the next meeting, as we don't have all the details from NNDC planning department at the moment

**7.7. To consider Annual Grant for Funday**

Deferred to the next meeting, to enable looking into our Grant policy, as Funday make charity payments

**7.8. To consider Annual Grant for Christmas Lights**

Deferred to the next meeting, to enable looking into our Grant policy, as Christmas Lights make charity payments

**8. FINANCE**

**8.1. To approve income and expenditure for January 2021**

As proposed by Cllr Murphy and seconded by Cllr Heinrich, it was **RESOLVED to approve Income & Expenditure for January 2021**

**8.2. To approve expenditure up to 17 February 2021**

As proposed by Cllr Murphy and seconded by Cllr Felstead, it was **RESOLVED to approve expenditure up to 17 February 2021**

**8.3. Asset Register**

- To approve fixed assets 20/21
- To agree insurance cover for 21/22

It was discussed to get the main assets valued as they could be over or under valued, remove the fire engine as it is currently at the MI Centre. The Chair and the Clerk to meet up and go through the documents

As proposed by Cllr Felstead and seconded by Cllr Gotts, it was **RESOLVED to approve the Fixed Assets 20/21 and Insurance cover for 21/22, with the fire engine removed**

**9. CORRESPONDENCE AND ITEMS FOR INFORMATION ONLY**

- 9.1. Attendance sheet (attached)
- 9.2. Community update - Covid19

**10. UPDATES**

**10.1.** Local Award Scheme – we have received a Certificate for the Foundation Award

**11. TO RECEIVE REPORTS FROM COMMITTEES AND GROUPS** Available on NWTC website

- 11.1. Development & Amenities – 9 February 2021
- 11.2. Media & Information – 9 February 2021
- 11.3. NNTPF minutes – 19 February 2021

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### **12. ITEMS FOR NEXT AGENDA/LATE ITEMS FOR DISCUSSION ONLY**

- s106 submission for the War Memorial Park
- s106 monies going back 10 years
- To consider annual grant for Funday & Christmas Lights

### **13. DATES OF FORTHCOMING MEETINGS AND EVENTS**

**13.1.** Development & Amenities– Tuesday 9 March 2021, 18.30 Virtual Meeting

**13.2.** Full Council – Tuesday 27 March 2021, 18.30 Virtual meeting

**13.3.** Media & Information– Tuesday 13 April 2021, 18.30 Virtual meeting

The meeting closed at 19.45

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