



# NORTH WALSHAM TOWN COUNCIL

## Minutes of the Council Meeting

held on Tuesday 28 September 21, at 18 Kings Arms Street, North Walsham

### Present:

**Town Councillors:** Cllr Bull (Chair); Cllr Covell; Cllr Cracknell; Cllr Felstead; Cllr Fryer; Cllr Golder; Cllr Gray; Cllr Heinrich; Cllr Hester; Cllr Melville; Cllr Murphy; Cllr Shaw; Cllr Sims; Cllr Spall Cllr Wright;

**District Councillors:** Cllr Seward; Cllr Lloyd; Cllr Gay;

**County Councillors:** Cllr Shires; Cllr Penfold (apologies received)

**Town Clerk:** Ms J Shields

**Members of Public:** 2

The meeting opened at 18.30

### 1. APOLOGIES FOR ABSENCE

Cllr Shaw (work);

### 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 3t, to approve decisions/resolutions made as an accurate record)

As proposed by Cllr Murphy and seconded by Cllr Sims, it was **RESOLVED** that the minutes of the Council Meeting held on 26 July 2021 be agreed as an accurate record of the decisions made at the meeting

### 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 reports from members of the public:-

2 introductions were received for the Co-option vacancy – item 7.1

### 6. TO RECEIVE DISTRICT & COUNTY REPORTS – Reports available on NWTC website

19:00 Cllr Hester temporarily left the meeting for 3 minutes

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

#### 7.1. To consider Co-option vacancy applications

Two applications were received, and an initialled paper vote was taken.

As voted by majority, it was **RESOLVED** that Julia Beach be co-opted for the Councillor vacancy in NWTC East Ward (Declaration of Acceptance of Office form was signed)

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### **7.2. To consider water supply for Memorial Park allotments**

It was discussed that we could pay for a new water connection to Farman Ave or use an existing connection on the Park, both would require digging a trench for the pipework to reach the allotments. Water butts could also be connected to the Community Centre with permission

1. proposal by Cllr Murphy and seconded by Cllr Hester - to take to D&A
2. proposal by Cllr Gray and seconded by Cllr Felstead - to use existing connection

It was **RESOLVED to use the existing connection**. Cllr Bull would also contact the Community Centre to request permission for water butts

### **7.3. To consider quote for new kerbstones and markers in North/South Cemetery**

4 quotes were requested and only 1 had been received. It was discussed to ask for more itemisation, to consider what works could be done inhouse

As proposed by Cllr Bull and seconded by Cllr Heinrich it was **RESOLVED to defer to D&A for a more detailed quote and itemised costs**

### **7.4. To consider quote for new hardwood Chapel door**

6 quotes had been requested and only 2 had been received one for a softwood door and 1 for hardwood. It was discussed if it was possible to have the labour itemised

1. proposal by Cllr Gray and seconded by Cllr Hester - to get more of a breakdown of costs
2. proposal by Cllr Sims and seconded by Cllr Felstead - to approve the quote

It was **RESOLVED to request the quote to be itemised further and bring back to the next meeting**

### **7.5. To consider a Town Council event for Queens Jubilee - 'Big Lunch' in the Park Sunday June 5**

The VE committee are already proposing a party in the Market Place. It was discussed that this could be done in conjunction with the Council event in the Park

As proposed by Cllr Hester and seconded by Cllr Bull, it was **RESOLVED to approve a Council event for the Queens Jubilee on Sunday 5 June 2022** (a working group to be formed at the next meeting with 4 Councillors and any non Councillors)

### **7.6. To consider any ideas for the Parish Partnership bid 22/23**

Cllr Bull suggested having a Trod from Bacton Rd to the Dilham canal. A pedestrian crossing was suggested on Norwich Rd but it was noted this had been turned down previously at a different location. Signage for zebra crossing on Vicarage Street

It was decided to put on the next Council meeting for any new ideas

### **7.7. To consider application Event Christmas Lights**

As proposed by Cllr Bull and seconded by Cllr Wright, it was **RESOLVED to approve the Christmas Lights Switch on, 27 November, 11am-8.00pm** (subject to EMP approval at D&A and a fire extinguisher being placed in the town clock whilst in use).



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### 7.8. To discuss Remembrance Day Parade

It was discussed whether we wanted to take on a continuous commitment, would we be setting a president for other organisations. British Legion is supported nationally, so how much support should we be giving towards the Remembrance Day Parade

1. proposal by Cllr Hester and seconded by Cllr Wright - to obtain more costs
2. proposal by Cllr Cracknell and seconded by Cllr Gray - not to take responsibility for the parade

It was **RESOLVED to obtain more costs for all aspects of the parade and bring back to the next Council meeting**

### 7.9. To consider tablets for Councillors who require them

As proposed by Cllr Gray and seconded by Cllr Heinrich, it was **RESOLVED to NOT purchase tablets for any Councillors**

### 7.10. To discuss taking control of overhanging foliage on pathways around the Town

It was discussed that District and County had been emailed, but no-one had replied

As proposed by Cllr Bull and seconded by Cllr Hester, it was **RESOLVED to only take this on if we are recompensed.** Cllr Shires offered to take this up on our behalf

### 7.11. To elect 1 member onto each of the following committees:-

7.11.1. Personnel Committee

7.11.2. Planning Committee

After a paper ballot with a majority decision, it was **RESOLVED that Cllr Spall would be elected on to the Personnel Committee and the Planning Committee**

### 7.12. To elect an external representative to the Western Expansion Group

It was explained what the Western Expansion Group was.

Cllr Gray and Cllr Beach were nominated, voting was made by a show of hands

By majority vote it was **RESOLVED that Cllr Beach would be the external representative for the Western Expansion Group**

19:40 Cllr Melville left the meeting

## 8. FINANCE

### 8.1. To approve income and expenditure for July 2021

As proposed by Cllr Murphy and seconded by Cllr Felstead, it was **RESOLVED to approve income & expenditure for July 2021**

### 8.2. To approve income and expenditure for August 2021

As proposed by Cllr Murphy and seconded by Cllr Felstead, it was **RESOLVED to approve income & expenditure for August 2021**

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### **8.3. To approve expenditure up to 21 September 2021**

As proposed by Cllr Wright and seconded by Cllr Murphy, it was **RESOLVED** to approve expenditure up to 21 September 2021

It was noted that as Cllr Cracknell was now Chair of Finance, Cllr Sims would take over as internal scrutineer

### **8.4. War Memorial Park Charity Accounts year ending 20/21**

**8.4.1.** Approve 20/21 year end accounts

**8.4.2.** Approve Trustees Report for 31 March 2021

As proposed by Cllr Sims and seconded by Cllr Hester, it was **RESOLVED** to approve 20/21 year end accounts and Trustees Report

**8.4.3.** Receive Audit Report for year 20/21

### **8.5. To receive comparison of actual & estimates for Qtr 1, Apr-Jun**

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

**9.1.** Attendance % sheet (attached)

**9.2.** Clerk's decisions August 21 (attached)

**9.3.** Clerk's decision September 21 (attached)

**9.4.** Gate from School to Memorial Park, to be installed mid-September

**9.5.** Land purchase at Nelson Rd, Heads of Terms received from NNDC at £1 for proposed Dog Park

**9.6.** Revaluations received for Chapel-£230K, Chapel/workshop-£180K, Market Cross-£190K and the Pavilion-£490K

**9.7.** Funfair September 6-12 has been postponed due to illness, new dates are October 3-10. This has now been cancelled due to fuel shortage

## **10. UPDATES**

**10.1.** Police (RM)

**10.2.** Western Expansion Group (GB)

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

**11.1.** NNPTF report – Aug 2021

**11.2.** Finance – 9 September 2021

**11.3.** Personnel – 9 September 2021

**11.4.** Media & Information – 14 September 2021

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

- Chapel Door with itemised costs
- Working group for Queen's Jubilee event
- Western Expansion Group update

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- Remembrance Day itemised costs
- Call an Extraordinary meeting to discuss residents' opinions towards the Haz Market Place alterations and submit a response on behalf of the Town Council

### 13. DATES OF FORTHCOMING MEETINGS AND EVENTS

- 13.1. Personnel – Tuesday 5 October 2021, 18.30, at 18 Kings Arms Street
- 13.2. Development & Amenities – Tuesday 12 October 2021, 18.00, at Jubilee Room, Community Centre
- 13.3. Extra Ordinary Meeting – Tuesday 12 October 2021, 19.00, at Jubilee Room, Community Centre
- 13.4. Full Council – Tuesday 26 October 2021, 18.30, at 18 Kings Arms Street

### 14. TO EXCLUDE THE PUBLIC AND PRESS, UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 for confidential matters

- 14.1. Staffing Matters as recommended by Personnel Committee
  - 14.1.1. Groundsperson interviews – postpone advertising until January 2022
  - 14.1.2. CCTV Protection for staff in both offices – As proposed by Cllr Sims and seconded by Cllr Gray, it was **RESOLVED to approve CCTV installation in both Offices**

The meeting closed at 20.05

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