



NORTH WALSHAM TOWN COUNCIL

Minutes of the Council Meeting

held on Tuesday 14 December 2021, at 18 Kings Arms Street, North Walsham

Present:

Town Councillors: Cllr Bull (Chair); Cllr Cracknell; Cllr Felstead; Cllr Shaw; Cllr Sims; Cllr Spall; Cllr Wright; Cllr Dibben;

District Councillors: Apologies from Cllr Lloyd; Cllr Seward; Cllr Gay

County Councillors: Cllr Shires; Apologies from Cllr Penfold

Town Clerk: Ms J Shields

Members of Public: 2

A commemorative Plaque was presented to the Chair from Colonel James Athill for a '**Community in the Pandemic**' award

The meeting opened at 18.30

1. APOLOGIES FOR ABSENCE

Cllr Goulder (ill); Cllr Fryer (ill); Cllr Murphy (work); Cllr Heinrich (Covid safety); Cllr Beach (Covid safety); Cllr Covell (Covid safety); Cllr Gray (family); Cllr Hester (No apologies);

2. DECLARATIONS OF INTEREST

Personal interests: Cllr Felstead – 'item 14.2' Staffing Matters; Cllr Wright – 'item 7.5' 1381 event

Pecuniary interests: None

3. TO APPROVE MINUTES OF PREVIOUS MEETING - (Standing Order 3t vii, approve resolutions made as an accurate record)

3.1. To approve minutes of the Council meeting 26 October 2021 – emailed with Agenda

As proposed by Cllr Sims and seconded by Cllr Cracknell, it was **RESOLVED** that the minutes of the Council Meeting held on 26 October 2021 be agreed as an accurate record

4. UPDATE ON MATTERS FROM PREVIOUS MINUTES – Decision/Action Log (Clerks report attached)

5. PUBLIC FORUM - (Standing Order 3e-Items on this agenda; Standing Order 3f-Total duration max 15mins; Standing Order 3g- Max 3mins per person; and Standing Order 3h-Questions do not require a response at this meeting)

5.1. 2 Members of the public introduced themselves for the co-option vacancy. 'item 7.1'

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

6.1. Police – None attended

6.2. District Councillors – None attended, written report was received

6.3. County Councillors

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

7.1. To consider co-option vacancy

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

By majority vote, it was **RESOLVED** that **Stephen Dibben be co-opted for the Councillor vacancy in NWTC West Ward** (Declaration of Acceptance of Office form was signed)

Co-opted Cllr Dibben joined the meeting

7.2. To consider installing lighting at the Skatepark

It was discussed that there was £10K in earmarked reserves and £20K had been agreed by NNDC to be used from the s106 monies

As proposed by Cllr Sims and seconded by Cllr Cracknell, it was **RESOLVED to approve the quote for installation of lights at Trackside**

7.3. To consider moving the pedestrian gate at Trackside

It was discussed that the gate is currently in a bad spot. It would be safer for pedestrians to have the gate nearer the bypass crossroads. The current gate should be locked and not used once the new skatepark is open and the new gate should be installed as quickly as possible

As proposed by Cllr Spall and seconded by Cllr Wright, it was **RESOLVED to seek quotes to install a new gate**

7.4. To consider lighting at Midland Rd car park

It was discussed that the land did not belong to the Town Council and that we only leased it. Item was dismissed

7.5. To consider Park use form for 1381 event (BW)

As proposed by Cllr Wright and seconded by Cllr Spall, it was **RESOLVED to approve the event, subject to the Event Management Policy being agreed by D&A**

7.6. To consider applying for Architectural Heritage Fund grant, for Heritage Group relocation (BW)

It was discussed if the Council would apply to Heritage England for a grant of £15K for a feasibility study on the Heritage Society moving to the outside shed behind the Cedars

As proposed by Cllr Wright and seconded by Cllr Cracknell, it was **RESOLVED to apply for the grant to see if the option of moving is feasible**

7.7. To consider using foliage complaint form on Council website (M&I)

It was discussed that this form would make residents think that overhanging foliage was our responsibility which it isn't, we also have no power to enforce this work. Information would just be passed onto NNDC/NCC, so instead we would just give out NNDC/NCC details

As proposed by Cllr Bull and seconded by Cllr Cracknell, it was **RESOLVED to not continue with the foliage complaint form**



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7.8. To re-consider costs for 5ft memorial statue in Memorial Garden

It was discussed that as it had now been nearly 18 months since this was first agreed, prices had risen sharply. Two quotes were received and quote 2 was nearly £1,500 cheaper than quote 1

As proposed by Cllr Sims and seconded by Cllr Spall, it was **RESOLVED** approve the quote from Nick Hindle for £5,211 +VAT

7.9. To consider costs for Cemetery kerbing and markers

Deferred as quotes not finalised

7.10. To consider Remembrance Day Parade including costs

Deferred as meeting with RBL has not yet be arranged

7.11. To consider adding target date to action log for committees (M&I)

As proposed by Cllr Wright and seconded by Cllr Cracknell, it was **RESOLVED** to agree to add 'Target dates' to all action logs

7.12. To consider having an evening market (MG)

It was discussed it would be more of a street food market. Instead of getting a road closure, it would maybe better to use the area by the clock, precinct and sloop at Church approach

As proposed by Cllr Wright and seconded by Cllr Cracknell, it was **RESOLVED** to take the Evening Food Market to the Markets Group

7.13. To discuss Councillor PPE

As employers, the Council have a duty to maintain all PPE equipment, it should be controlled by the Office with equipment being signed in and out. All councillors should return PPE to the Office

As proposed by Cllr Sims and seconded by Cllr Spall, it was **RESOLVED** to include PPE guidelines within a policy

7.14. To consider vacancy for committees

- **Planning Committee**
- **Development & Amenities**

2 nominations were received

As proposed by Cllr Felstead and seconded by Cllr Spall it was **RESOLVED** to elect Cllr Shaw on to the Planning Committee and Cllr Bull onto the Development & Amenities Committee

7.15. To consider external representatives for:-

- **Safer Neighbourhood Action Panel**
- **North Norfolk Town & Parish Forum**

Deferred to next meeting



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8. FINANCE

8.1. To approve income and expenditure for October 2021

As proposed by Cllr Shaw and seconded by Cllr Spall, it was **RESOLVED** to approve income & expenditure for October 2021

8.2. To approve income and expenditure for November 2021

As proposed by Cllr Cracknell and seconded by Cllr Wright, it was **RESOLVED** to approve income & expenditure for November 2021

8.3. To approve expenditure up to 7 December 2021

As proposed by Cllr Felstead and seconded by Cllr Wright, it was **RESOLVED** to approve expenditure up to 7 December 2021

8.4. To agree Precept for 22/23 (F&G)

It was discussed that no-one wanted to increase the precept percentage this year because of the current COVID circumstances

As proposed by Cllr Cracknell and seconded by Cllr Sims, it was **RESOLVED** that there was no increase in the precept percentage for 2022/23

8.5. To consider grant for 'Friends of White Horse Common' - £500 towards refurbish of phone box

It was discussed that the phone box was our asset, so it would be acceptable to give towards refurbishment for 'Friends of White Horse Common' to use

As proposed by Cllr Felstead and seconded by Cllr Wright, it was **RESOLVED** to approve a £500 grant

8.6. To consider Annual grant for 'NW & Dilham Canal' of £750 - towards annual rent for premises

It was discussed that that they were good for the town offering a walk for tourists and residents, if we pay towards the rent then they can use money usually used for this for other things

As proposed by Cllr Bull and seconded by Cllr Sims, it was **RESOLVED** to approve a £750 annual grant

9. CORRESPONDENCE AND ITEMS FOR INFORMATION ONLY

9.1. Attendance % sheet (attached)

9.2. Clerk's decisions November 21 (attached)

9.3. Mayors Report, including Christmas get together

- Meeting about trod from Bluebell to Dilham canal with NCC
- Attending Remembrance Day Parade in Park, which was very well supported by the public
- Sponsored 'Cycling Santa's' from £50 from Mayors Charity
- Meeting with Highways about Grammar School Rd roundabout and emailing our idea's

10. UPDATES

10.1. Pedestrian Crossing at Norwich Rd and Bypass (GB)

10.2. Midland Rd car park Lease, completed

Initials..... *bs*

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11. TO RECEIVE REPORTS FROM COMMITTEES AND GROUPS – available on NWTC website

11.1. Media & Information – 9 November 2021

11.2. Finance – 11 November 2021

11.3. Personnel – 11 November 2021

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

Cllr Cracknell wanted it noted that a Councillor had been trying to cancel this meeting and had sent potentially intimidating emails, insinuating that individuals could be in some way personally responsible if an attendee were to contract COVID. It had already been made clear, that if Councillors didn't feel safe attending the meeting, their apologies would be accepted, but the meeting would not be cancelled

Cllr Shaw pointed out that we don't want Church Approach to become known as Shambles Slope

- Costs for Kerbstones & Markers at North/South Cemetery
- Remembrance Parade costs
- Dissolving Planning Committee

13. DATES OF FORTHCOMING MEETINGS AND EVENTS

13.1. Development & Amenities – Tuesday 4 January 2022, 18.30, at 18 Kings Arms Street

13.2. Media & Information – Tuesday 11 January 2022, 18.30, at 18 Kings Arms Street

13.3. Full Council – Tuesday 25 January 2022, 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. Cedar House

As proposed by Cllr Bull and seconded by Cllr Shaw, it was **RESOLVED to approve the lease of rooms P04 & P05 upstairs at Cedar House from NNDC**

Cllr Felstead left the meeting having declared a personal interest in 'Staffing Matters'

14.2. Staffing Matters – recommended by Personnel Committee

14.2.1 Pay rises

- Finance Clerk 1pt
- Assistant to the Clerk 2pt

As proposed by Cllr Sims and seconded by Cllr Cracknell it was **RESOLVED to approve pay rises as recommended by the Personnel Committee**

14.2.2 Dissolve Planning Committee – deferred to next Council meeting, public session

14.2.3 Cost cutting – a Staff meeting needs to be called to explain and discuss all options

As proposed by Cllr Sims and seconded by Cllr Spall, it was **RESOLVED to organise a meeting for all Staff to discuss 'Cost Cutting Measures'**

The meeting closed at 20.00

Initials.....

Date:.....