

# NORTH WALSHAM TOWN COUNCIL

Minutes of the Town Council meeting held in the Council Chamber on 25 March 2014

## PRESENT

Mrs J R Belson (Town Mayor)  
Mr G Bull                      Mr E Seward  
Mr F Choudhury              Mr D Spencer  
Mr B Hester                    Mr A Thirtle  
Mr C Peck                      Mr D Turner  
Mr D Robertson              Mrs B West  
Mrs A Rose

The meeting opened at 19:00

### 10921 DECLARATIONS OF INTEREST

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

### 10922 APOLOGIES

Apologies for absence were received from Cllrs T Morland, R Sims, V Uprichard and B Wexler.

### 10923 MINUTES

The minutes of the meeting held on 25 February 2014 were approved and signed by the Town Mayor.

The minutes of the special meeting held on 11 March 2014 were approved and signed by the Town Mayor.

### 10924 MATTERS ARISING – FOR INFORMATION ONLY

All matters arising would be discussed under the relevant agenda items.

### 10925 ADJOURNMENT OF MEETING

As proposed by Cllr Spencer and seconded by Cllr Turner

It was **RESOLVED**

**That the meeting be adjourned to allow time for public participation**

### 10926 PUBLIC PARTICIPATION

At this point, Cllr Spencer made an out-of-order statement regarding the structure and legality of the agenda. He was asked to bring forward evidence to support his statement.

See attached memorandum for note of the submission from Mrs P Bowles.

### 10927 RECONVENING OF MEETING

It was **RESOLVED**

**That the meeting be reconvened.**

## NORTH WALSHAM TOWN COUNCIL

### 10928 REPORT FROM THE POLICE

PCSO King submitted the monthly crime figures. The Town Council was reminded that the next Priority Setting meeting would be held at the Atrium on Wednesday 26 March 2014 at 19:00.

The current priorities in North Walsham were:

- speeding (on Yarmouth Road, New Road, Happisburgh Road, Pound Lane, Thirlby Road, Bacton Road and Manor Road),
- anti-social behaviour at the North Walsham skate park (youths throwing items at vehicles and cannabis smoking within the park area), and
- littering and dog fouling (in North Walsham Town Centre and St Nicholas' Church Yard).

Current issues were the toilets in Vicarage Road and New Road due to criminal damage, and anti-social behaviour in Sadlers Wood.

The latest figures listed one hate crime, which had not appeared before. The four harassment cases were unrelated, and within North Walsham and the surrounding area although nothing the community needed to worry about. There was no apparent pattern to the criminal damage offences in the area

10929 It was proposed by Cllr Seward to bring forward Item 11 on the agenda, to discuss land at Spa Common, out of courtesy to the residents who had remained for this item. This was agreed unanimously.

### 10930 LAND AT SPA COMMON

It was suggested that full discussion on the issue should be suspended until a surveyor's report on the suitability of the land was available. Should the land prove to be unsuitable for garden plots, the proposal considered at the previous meeting would not be able to proceed.

It was **RESOLVED**

**That a surveyor's report on the Town Council land at Spa Common should be commissioned and that the matter be returned to the Council as a complete package when this was available.**

### 10931 REPORTS FROM DISTRICT & COUNTY COUNCILLORS

A written report had been received from Cllr Seward, reporting that:

1. The deadline for the owner of 4 Market St to appeal against notices to complete works or demolish had now passed, and he now had six months to complete the required works. Failure to do so would mean that NNDC could put a charge on the property and carry out the works themselves, and they would be able to recover the costs.
2. 48-50 Bacton Rd had been allocated for residential development and outline planning permission was given to the owner 2 to 3 years ago for a private housing development. Although a dilapidated building had been demolished, most of the building waste had been left on the site and had attracted anti-social behaviour and

## NORTH WALSHAM TOWN COUNCIL

vermin. NNDC had written to the owner seeking rectification of this, but had not received a reply.

3. The derelict site in front of the Black Swan public house was in the town conservation area, and planning permission had been given for a residential development. The site is currently up for sale. A Section 215 notice had been served on the owner last year requiring him to clear up the site and this work is ongoing with NNDC monitoring the situation. The current state of the site is seen as being detrimental to the amenity of the town centre and if no improvements are forthcoming NNDC had the option to take enforcement action.

### 10932 REPORT OF THE TOWN MAYOR

The Town Mayor reported that she had attended a pantomime in aid of East Coast Truckers, and that the 'mini' Town Council meeting had been postponed until Friday 28 March.

### 10933 CCTV

As proposed by Cllr D Robertson and seconded by Cllr D Spencer

It was **RESOLVED**

**That this item would be discussed in private and moved to the end of the meeting.**

### 10934 NORTH WALSHAM CITIZENS' ADVICE BUREAU

Cllr Robertson reported on the meeting arranged by NNDC with the Chief Executive of NNDC on 27 February. The discussion had included the Stakeholders' Forum, provision of management information relating to Norfolk CAB activities, finances and future agreements. It was noted that Norfolk CAB had started 2013/14 with a deficit of £120k, and that NNDC now had in place a Partnership Agreement. The Town Council had been encouraged to put in place similar agreement of its own.

It was **RESOLVED**

**That the Town Clerk draft a Partnership Agreement between the Town Council and Norfolk CAB incorporating the following key points:**

- **That any future funding agreement be subject to the provision by Norfolk CAB of meaningful information on CAB services in North Walsham**
- **That any failure would result in suspension of funding until full clarification was provided and issues were resolved to the satisfaction of the Town Council and if relevant NNDC**
- **That funding would be dependent on a representative from the Town Council being on the Stakeholders' Forum, in addition to representatives from NNDC**
- **That Stakeholders Meetings were held at least quarterly**
- **That the Town Council was able to summon the Norfolk CAB Chief Executive to urgent high-level meetings should it be deemed necessary.**

## NORTH WALSHAM TOWN COUNCIL

### 10935 DEFIBRILLATORS

The Town Clerk reported on difficulties registering the defibrillator installed at Aroma in St Nicholas Court, and that the items required to install the defibrillator at Coral Bookmakers had now been obtained.

### 10936 RECYCLING FACILITIES AT SAINSBURY'S CAR PARK

The Town Clerk reported that the Sainsbury's Environmental Resource Manager had confirmed that the company had a contract with Palm Recycling to put in place recycling facilities across the Sainsbury's estate. However, neither Sainsbury's nor Palm were able to, nor did they wish to, claim the recycling credits and Sainsbury's were encouraging Palm to work with local communities to ensure they were able to do so. Therefore the Town Council would be able to continue to reclaim recycling credits as now, without needing to have a separate contract with a recycling company.

### 10937 CROMER ROAD BRIDGE, ROAD MARKINGS AND ENFORCEMENT

The Town Clerk reported that a scheduled meeting with the County Council's Highways Engineer to discuss road markings and traffic enforcement had been postponed due to illness.

The Town Council's bid for partnership funding from Norfolk County Council - for road signage, including a reactive height sign on the approach to Cromer Road Bridge and speed signs – had been successful, and details on the procedures would follow shortly. Norman Lamb MP's office had reported that replies from Network Rail and Norfolk County Council relating to Cromer Road Bridge remained outstanding and were being chased.

### 10938 NORTH NORFOLK DISTRICT COUNCIL BIG SOCIETY FUND

It was noted that the Community Centre needed work. Mr Seward had received an approach about this, and had put the Centre in contact with John Mullen at NNDC.

### 10939 FINANCE

- (a) Payments and Receipts: A detailed statement showing payments of £13,809.26 and receipts of £7,201.56 was submitted and approved.
- (b) Insurance: Following the resolution to extend the existing long-term insurance policies for a further year, quotes had been obtained as follows:
  - a. £1,439 for playground and skate park equipment and inspections
  - b. £5,619 for buildings, contents, etc
- (c) Town Council IT Provision: An outline paper on the current IT equipment and costs of upgrades was introduced by the Town Clerk. The issues were obsolete kit, software compatibility issues relating to Windows XP, and system security. Risks of being unable to meet legal obligations on accessibility of information and staff morale were also highlighted. The Council was asked to consider this paper, with full costings available from the Clerk on request.

It was **RESOLVED**

**That the quotes for extending insurance cover for one year be accepted.**

- (d) Cllr West reported that she had conducted an internal finance inspection on 12 March 2014. There were some concerns about the complexity of the accounting

## NORTH WALSHAM TOWN COUNCIL

spreadsheets and she had suggested a separate system for bank reconciliation. The Town Clerk and Assistant Clerk – Finance were aware of the issues, and would be working on some changes to make the system more user-friendly.

### 10940 PLANNING COMMITTEE

The minutes of the Planning Committee meetings held on 25 February 2014 and 11 March 2014 were received. (Annex A & B)

### 10941 FUN DAY COMMITTEE

The minutes of the Fun Day Committee meeting held on 18 March 2014 were received. (Annex C)

### 10942 CHRISTMAS LIGHTS GROUP

The minutes of the Christmas Lights Group meeting held on 18 March 2014 were received (Annex D)

### 10943 CORRESPONDENCE

Letters had been received from Norman Lamb MP regarding cheaper food stores in the town, and from Edward Maxfield (Office Manager to Norman Lamb MP) regarding the appearance of Market Place and market stall costs. The Town Council noted that personal representations on such issues would be welcomed. Cllr Seward reported on correspondence that he had been made aware of regarding litter in the town.

Jonathan Denby (Head of Corporate Affairs at Abellio Greater Anglia) had responded to the letter from the Town Clerk of 31 January. It was noted that the tone this time appeared more conciliatory. Cllr Seward reported that it had been a Greater Anglia representative at the latest Bittern Line Partnership meeting who had indicated a later train might be possible, and that Network Rail had blocked the proposal. Greater Anglia was understood to be seeking to arrange a meeting of all interested parties to seek a way forward.

Poppies Day Nursery had written to seek permission to build an extra room/office on the side of the building, but within the current boundary. An opportunity to apply for Government funding to support disadvantaged two-year olds in early education had arisen. A successful bid would allow them to accommodate up to four additional two-year olds, mainly children who were in receipt of a range of services and supported by Sure Start. The matter was delegated to the Parks & Cemeteries Committee for consideration.

### 10945 HEALTHY COMMUNITIES CONSULTATION

Cllr West reported on the Healthy Communities Consultation and Event which she had attended on 4 March 2014. (a report is at Annex E)

### 10946 ITEMS FOR NEXT AGENDA

Speed camera provision in North Walsham

## NORTH WALSHAM TOWN COUNCIL

### 10947 EXCLUSION OF PUBLIC AND PRESS

Cllr Choudhury proposed that the meeting adjourn to allow discussion of Item 8, on CCTV provision, to be discussed in Part 2. This was seconded by Cllr Robertson.

It was **RESOLVED**

**That in view of the private nature of the business to be discussed, the public and press be excluded from the meeting.**

### 10948 CCTV

Cllr Robertson reported on a meeting he had held with Inspector Kersty Brooks on 18 March 2014. She had reported that the Police had been advised by NNDC on 27 February that the CCTV camera would be switched off with effect from 1 March, ie a month earlier than had been agreed with the CCTV Group. The Police had also been told that the recording equipment would be left on until the end of March, meaning that all video recorded would be taped over by the end of the month. Although this went against the agreement, Cllr Robertson advised that the three towns should go along with this until the contract for the equipment had been signed.

On the advice of Inspector Brooks, Cllr Robertson advised that the cameras in New Road and Bank Loke Car parks should be switched off. These were the least helpful to the Police in terms of usable evidence. This was seconded by Cllr Thirtle.

It was **RESOLVED**

**That the cameras in New Road and Bank Loke Car Parks would be decommissioned when handed over by NNDC, on Police advice.**

NNDC had allocated the funding based on number of cameras in each town, and not the split agreed between them. For this reason it would be necessary to ringfence the funding for CCTV.

As NNDC had decided to hand everything over to the town councils, it would be they that owned the cameras and not Secure Defence. This would provide a further safeguard should the councils wish/need to change service provider.

A meeting of the CCTV Group would be needed, as the draft contracts had arrived today from NNDC. Although there had only been time for a quick read through, there were several points which needed clarification.

The Town Mayor thanked CLLR Robertson for his continuing work on this matter.

Cllr Hester reported that confidential information on the number of CCTV cameras in the town had been revealed by the Police at the latest Pub Watch meeting, despite assurances from Inspector Brooks. The Town Clerk was asked to email Inspector Brooks to express the Town Council's disappointment at this.

**NORTH WALSHAM TOWN COUNCIL**

The meeting closed at 20:20